

## Meeting of the Board of Trustees – Menands Public Library

June 22, 2015

**Trustee's Present:** Linda DeDominicis, Leslie Carolus, Joe Kelley, Diana Prauss, and Kerry Wroblewski  
Deborah

Meeting called to order at approximately 6:30 p.m.

Minutes from previous meeting of May 18, 2015 were reviewed – motion made by Linda to accept the minutes, seconded by Joe and approved.

**Treasurer's Report:** Debbie submitted the reports for period 5/01/15 through 5/31/15 they were reviewed, Linda made a motion to accept the reports and Joe seconded it. Reported was an ending balance for May 2015 - \$98,543.10 for money market account and \$1,400.12 for checking.

**Communications:** Letter from Office of State Comptroller concerning EFS (Electronic Filing Software), Deborah contacted Colleen (our previous accountant) and is waiting to hear back.

### **Old/Unfinished Business:**

- **Maintenance Spec of work:** Terry Mentioned that the step is starting to need repair, if it gets worse we will have someone come and look at it.
- **Flowers:** Leslie talked with Judith and the Albany Evening Garden Club will be able to help us with planting flowers. Someone else planted flowers? We still would like them to help.
- **Grants:** Tim Burke said our next step was getting a quote from an architect. Maybe talk with them about size of library heading into future. Thoughts on just going ADA compliant?, adding on?, Moving? What are the options?
- **Conflict of Interest/Whistleblower Policies:** Once approved both can go on our website. Conflict of Interest would go under Board Policy and Whistleblower will go under Personal/Staff in handbook.
- **Shed:** Joe will work on this for next meeting
- **School Budget Binder:** We now have a binder and it is displayed by the main desk.
- **Exit Poll:** Kerry will do this for July Meeting.
- **New Board Member:** Welcome to our new board member Diana Prauss.

### **New Business:**

- **Evaluations:** All evaluations are complete and will be given to staff. Director's evaluation is hard to read and very confusing, we will update for next year.

### **Executive session**

- Board members entered into executive session to discuss a personal matter.

### **Reports:**

- **5 Year/Long Range Plan:** July
- **Policy Handbook:** Linda and Kerry working on this.

### **Library Director's Report:**

JUNE 2015

The highlight of the last month has been the Ice Cream Social that kicked off our summer reading program. I wish to thank Linda and Debbi for all their help making the social a success.

I have been able to finally pull together some numbers that make sense. The numbers come reports that include all 29 other libraries in Upper Hudson. I will just give you our numbers in the body of this report.

In May 2015 we circulated 1,316 items. In May 2014 it was 2,175. The good news is that as of June 16, 2015, we have circulated 924 items. With only half the month gone, things are looking up.

During May 119 out of our 1134 card holders borrowed on average 4.7 items.

Though it has not been a problem here, most libraries are having problems with Sierra our new on-line system. There have been stoppages, slowness and a sense that patron's requests to borrow an item are being lost. There some who now feel that Sierra was a mistake. I will keep you informed.

### **Youth Services Report:**

June 2015

Our Annual Ice Cream Social went very well. Victor The Clown's balloons were a big hit as was the wonderful ice cream from Stewarts. We saw many new faces this year and have approx. 15 students signed up for SRP so far. I want to say THANK YOU to Linda and Debbie who were a big help. Our new clerk, Bridget, was a big help too, and she is fitting in very nicely here at Menands Public Library.

At this time, we have six events scheduled for Summer Reading beginning July first, and ending with the Awards ceremony on August 12th'. The budget, including presentation fees, prizes, medals and supplies will be around \$600. Two of the presentations are free which is very nice and keeps our costs down. The presentations will be on Wednesday afternoons at 2:00 pm, so if any of you are not working that day or can take a lunch break at that time, feel free to join in the fun.

We are making final arrangements for the Youth Program in the Park and with Menands School. The Park programs will be every Tuesday morning and the Theme is Super Hero Training Camp Olympics, with Olympic Medals being given at the end of August.

**Next Meeting: July 27, 2015 @ 6:30 p.m.**

**Adjourned – time: 7:10 p.m. Motion to adjourn Kerry, Seconded by Leslie.**