

Meeting of the Board of Trustees – Menands Public Library

June 23, 2014

Trustee's Present: Linda DeDominicis, Leslie Carolus, Theresa Montanye, Joe Kelley, Kerry Wroblewski

Meeting called to order at approximately 6:31 p.m.

Minutes from previous meeting of May 19, 2014 were reviewed – motion made by Linda to accept the minutes, seconded by Leslie and approved.

Treasurer's Report: Colleen submitted the reports for period 5/01/14 through 5/31/14 they were reviewed, Theresa made a motion to accept the reports and Joe seconded it. Reported was an ending balance for May 2014 - \$95,502.32 for money market account and \$2,263.88 for checking. Linda made a motion to reimburse Leonard for Health Premiums, Kerry seconded it.

Communications: none

Old/Unfinished Business:

- **Maintenance Spec of work:** Joe will replace outside receptacle, usually around \$15.00
- **National Grid:** put off to September, we won't save much now
- **Flowers:** mulch was delivered; Kerry will contact Karen Forner about what the plans are, Judith Gladstone wanted help moving something large? We need clarification on what she needs moved.
- **Website:** Is the website set up to automatically update facebook? Kerry will look into this, would save time.
- **Grants:** Allison Lane submitted an application for the library grant; she will make this her project this summer. Joe brought past proposals and drawings for previous construction plans. Joe will talk to an architect, Joe Rossier, about plans to get his thoughts.
- **Ice Cream Social:** Went well, Terry did a great job. Leftovers were donated to baseball league.
- **Exit Poll:** Exit polls are back, Theresa will compile results into a spreadsheet for September's meeting.

New Business:

- **Board Positions:** Everyone will continue in their current position. Linda: President, Kerry: Secretary, Joe: Treasurer.
- **Evaluations:** Linda has Leonard's evaluation complete, board reviewed. Joe and Linda will stay after the meeting to give to Leonard. Linda will give Leonard evaluations to fill out for Terry and Nick.
- **Pine Trees:** Theresa suggested we get someone to come and look at the health of the tall pine trees on the lot to see if we should take them down. Leslie mentioned the village was having a tree crew come and take down trees whining the village, maybe we can get the same company, Leslie will contact the village office.
- **School Tax:** Commercial property disputed a tax bill. Theresa made a motion to prorate and pay our portion of the owed taxes, Linda seconded it.

Reports:

- **5 Year/Long Range Plan:** Keep as is, we will let Terry know it's on the website if she would like to see it.
- **Policy Handbook:** Linda contacted the HR person and we were given a quote to compile a policy handbook. Thoughts board members had: Our current policy is adequate for the size of our library. What does the policy handbook look like for similar libraries, Voorheesville, etc. With the current handbook we might have a liability problem in the future. Linda will reach out to Tim Burke as to what other libraries have in place.

Library Director's Report:

JUNE 2014

Protection One did their annual inspection of our fire and burglar alarms. All things passed. Our annual fire inspection done by the Colonie fire department will be on June 27th.

The ongoing attempt to get Terry her own corporate credit card has been rather frustrating. It seems that the library's Master Card account has no guarantor. Essentially this means no one, including board members, can grant permission to issue another library creditor card. Colleen and I have gone back and forth between Key Bank corporate and our local branch. They have not shown a lot of interest in trying to solve our problem.

There have been meetings with directors to create a set of standards that all libraries could share. The main issues have been how long a patron may keep a borrowed item, how many items one can borrow at one time, and how many interlibrary loan requests a patron may make at a time. These standards can vary greatly from one library to another. Since, the library system will be going to a new online catalog, it was thought now was the time to be consistent system wide and reduce patron confusion.

I was pleased to see most of the board at the ICE CREAM SOCIAL. Terry has the summer reading program well in hand and all should go well.

Youth Services Report:

June 2014

The YSAC meeting was held June 13th and focused primarily on diversity in books. There is an organization; Diversity in Action or DIA, that is working to promote awareness about books that are representative of all cultures. They are also working to help create atmospheres that encourage the youth from different cultures to become writers.

On a side note, we now offer "Teen Ink" magazine which is written by Teens and encourages other Teen writers to send in their material.

We had a terrific turn out for the Annual Ice Cream Social. Victor the Clown was a big hit and thankfully it did NOT rain. We even had left over ice cream which was donated to the Menands Park concession stand. **A BIG THANK YOU to all the Board Members who helped.**

We gave library cards to three new patrons and registered 16 children for Summer Reading.

As of this week there are now 24 children registered and that will continue to increase as the school year draws to a close next week.

We have received free passes from Applebee's, Bruegger's Bagels and also the Children's Museum of Science and Technology in Troy. These will be used as prizes for SRP, along with other prizes and books.

I have created a contest board. For every book a child reads, their name gets posted on our board. Prizes will be given for the most books completed by the end of the summer. Also, the titles of books they have read will be written on the back of their registration cards for additional prizes. And of course we have the traditional Bingo Card with various activities to be completed for prizes, too.

The flyer with the dates of the SRP programs were handed out at the social: Mr. George Steel will be here Wed. July 2, July 16th, July 25th at 2:00 presenting **Pond Ecology, Magnets & Electricity**, and then **Nature**. Ms. Carolyn Losee will be here Aug. 11th presenting a program on **Chemistry**.

These are perfect for our Fizz Boom Read theme.

Feel free to take some flyers and give them to your neighbors, co-workers etc.

The Menands Youth Director, Brianna, and I met towards the end of May. I will be with her at the park six Tuesday mornings over the summer and I have some great fun activities for us. Flyers for that are being made and you may take a few of them as well.

Have a fun Fourth of July!

Next Meeting: August 25, 2014 @ 6:30 p.m.

Adjourned – time: 7:34 p.m. Motion to adjourn Linda, Seconded by Kerry.