

Meeting of the Board of Trustees – Menands Public Library

July 27, 2015

Trustee's Present: Linda DeDominicis, Leslie Carolus, Diana Praus, and Kerry Wroblewski
Deborah

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

Administered Oath to Diana Praus

Minutes from previous meeting of June 22, 2015 were reviewed – motion made by Diana to accept the minutes, seconded by Leslie and approved.

Treasurer's Report: Debbie submitted the reports for period 6/01/15 through 6/30/15 they were reviewed, Kerry made a motion to accept the reports and Leslie seconded it. Reported was an ending balance for June 2015 - \$88,547.04 for money market account and \$1,297.14 for checking.

Communications: Letter from Office of State Comptroller concerning EFS (Electronic Filing Software), received last month, Deborah reported that she does not need to file EFS report.

Old/Unfinished Business:

- **Maintenance Spec of work:** none
- **Grants:** Joe absent, Linda will email him to see if he heard from architect.
- **Shed:** nothing to report
- **Flowers:** maybe look into planting bulbs in October.
- **Exit Poll:** Kerry had data but is working on getting the pie chart finished. Read comments from exit poll, a discussion was had; can we add hours to community calendar? Can we send home flyer/post card w/ library hours, maybe bookmark for kids. Kerry will update Yearbook Ad as a flyer to go home with kids @ Menands School. Maybe we could add Terry's events? Leonard will let me know.
- **Conflict of Interest/Whistleblower Policies:** Linda will email the 2 policies to everyone for review. We will approve at the next meeting. No need to put on website.

New Business:

- **Alarm:** Linda updated contact names at the Menands Police Station, She will also call protection 1 to update.
- **Google Drive:** Should library have their own Google account for drive? Could make new drive and upload everything.

Executive session

- Board members entered into executive session to discuss library

Reports:

- **5 Year/Long Range Plan:** Start reading 1 section at a time at August meeting.
- **Policy Handbook:** Linda and Kerry still working on this.

Library Director's Report:

JULY 2015

Except for the alarm incident of the 16th, all has been moving along very well. Based on the time lines I got from Protection 1 and Kerry, there was something in the building but, I don't think, it was an intruder. The library does have "critters" roaming around. That's my guess.

The attendance of this year's SUMMER READING PROGRAM S has been extraordinary. Terry has done a magnificent job. I agree that we should try some programs in the fall.

I also agree that working more closely with Menands School's SUMMER INSTITUTE rather than the Park's program. It seems to me it would be a more appropriate use of the library.

There was a small increase in circulation over 2014. 2121 vs. 2280. Circulation for the month of July as of 21st is 1627. Also as of the 21st we have 1,343 card holders and we added 11 new ones in June.

Youth Services Report:

JULY 2015

Summer Reading Program (SRP) is going very well. We have 57 students signed up, including some teens this year which is very nice. The Super Hero theme this year leaves lots of room for creativity. Our SRP "Special Events" have been fun and very well attended. There will be one more event in August followed by the Awards Ceremonies on the 12th.

Since the SRP "Special Events" have been so well attended, I would like to see if the Board would be in favor of having a "Special Event" once each month during the school year. Some events are free and some could cost up to \$150. Ideally, the Special Event would be held the first Wed. of each month @ 6:00 pm.

We have five Teen Volunteers helping with all the summer programs. They are learning their way around the Library and I hope they continue to help throughout the coming school year.

Story Time will be moving to Thursday afternoons in Sept. I have spoken with all the Moms and this works out well for everyone.

The Youth Summer program in the Menands Park is also based on the super hero theme. We are having Super Hero Olympics. The gold, silver and bronze medals will be awarded on Aug. 11th.

The Menands School has a summer program called "Summer Institute" which is their summer school. This year they have about 45 students studying. I was invited to make a presentation about our Library, talking about library manners and how to obtain a library card. This went very well. Already, we have given three new library cards since this visit. I have spoken with Mrs. Schroeder and will participate again next summer, hopefully more than just once.

Next Meeting: August 24, 2015 @ 6:30 p.m.

Adjourned – time: 7:32 p.m. Motion to adjourn Kerry, Seconded by Leslie.