

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

September 22, 2014

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

Meeting called to order at approximately 6:34 p.m.

Minutes from previous meeting of August 25, 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 8/01/14 through 8/31/14 they were reviewed, Kerry made a motion to accept the reports and Joe seconded it. Reported was an ending balance for August 2014 - \$64,512.74 for money market account and \$2,142.84 for checking. Joe noticed there seemed to be an increase in Protection One's yearly fee, we will ask Colleen.

**Communications:** We received a letter from The State of New York Department of Public Service informing us about Life Line Awareness Week.

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

- **Maintenance Spec of work:** Joe purchased a new ground fault receptical and an electric tester to check all outlets.
- **National Grid:** (October Meeting)
- **Flowers:** Kerry emailed Karen and is waiting for a reply.
- **Website:** Terry asked Lisa about linking library website with facebook and Lisa said she kept them separate and just updated both sites because it was better/easier that way.
- **Grants:** Linda is still waiting to hear from Allison Lane. Joe gave our plans to Joe Rossier to look over, he will look at them and be in touch.
- **Exit Poll:** Theresa emailed the results to us, should we post them on the website?
- **Pine Trees:** Leslie talked to the Village; they ended up hiring someone so we would need to contact a tree removal company ourselves. We will start with getting an estimate and finding out if they are still healthy, maybe just get them topped off?
- **Conflict of Interest Policy:** Linda will contact Tim Burke, from Upper Hudson, for more information on this.

### **New Business:**

- **Youth/Junior Employees:** Leonard will contact Cassidy and Tim prior to October's meeting.
- **Router Issue:** Leonard talked about our two choices that we have. The board thought that purchasing a router rather than going through Time Warner would be better.
- **Adult DVD's:** The library is changing their cataloging so now they are in Alphabetical order.
- **Shed:** Kerry asked about the shed next to the library on our property. It is falling down and a potential safety hazard. We will call the village to see how we would go about removing it, maybe hire someone?

### **Reports:**

- **5 Year/Long Range Plan:** January/June
- **Policy Handbook:** Linda and Kerry met with Tim from Upper Hudson. Linda explained Tim's ideas. We will continue working on this to rewrite.

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

AUGUST-SEPTEMBER 2014

Early in September I was contacted by UHLS IT and was told our router would need an upgrade or we should move up to TWC business class. If we don't, the new service will not work correctly. Currently we are getting our internet free from TWC which has been going on for about 10 years. Clearly, this has been a significant savings. TWC business class starts at \$40.00. A Cisco 851 was suggested by UHLS. He saw a list price for around \$600. I did some research and found some for around \$400 that would meet our requirements. This router has only 4 ports which mean we will need additional switchers because we currently have 7 ports being used in our present router. The change over from the current Horizon to III (3 letter "I"s) system is targeted for 3/1/2015. So, there is time to weigh the pluses and minus, but the sooner we move the better.

The book club met again and all seems to be going well. The club members had a lively, friendly discussion of THE SECRET LIFE OF BEES and are now reading BEL CANTO. They will meet again on 10/9/2014.

I have added another substitute librarian. She is Lianna Faulkner. She currently is a part-time librarian at the Sanford Library and Guilderland libraries. She will cover the occasional Thursday evening. Leslie met her on Saturday the 13<sup>th</sup> while she was being trained.

The library circulated more items last August than August 2013. 2722 vs. 2737. 15 is not much, but more is more. A real positive sign is that the library registered 17 new card holders. To the best of my knowledge, this is the most new card holders in one month ever.

## **Youth Services Report:**

Report for Sept. 2014

We had two Award Ceremonies for Summer Reading with certificates and prizes. Both were well attended by children and parents.

We started an "After Summer Challenge" to keep children coming in and reading. The idea is to read at least one book a week (leaving the children time for homework) from now through Dec. 15<sup>th</sup>. We have prizes left from SRP which can be given and they will be right on time for the holidays.

The Sept. YSAC meeting focused primarily on SRP stories from the various libraries. We shared ideas for next summer, things that worked out well, and some things that did not. There was a presentation by the Bethlehem Library on Logo Robotics.

There was also a brief discussion about the new computer system being implemented in the spring 2015. Those of us, who are not in the initial training sessions, can 'audit' the training; which means we can preview but not participate. I have asked to be on that 'audit' list to at least have an awareness of the new system. The sessions should begin in October.

I am trying to recruit High School volunteers for a once-a-week Homework study group here at the Library for the Elementary students. It would be very nice to have teens here regularly and a great opportunity for the younger students, too. We have not done this before so this will be a new effort and I hope it works out.

Last Spring, prior to the busy-nests of SRP, I was able to replace old spine labels on the books in the children's fiction and non-fiction section as well as the adult Biography section. Now that SRP is over, the adult Non-fiction section and the Fiction sections will be upgraded.

**Next Meeting: October 27, 2014 @ 6:30 p.m.**

**Adjourned – time: 7:15 p.m. Motion to adjourn Linda, Seconded by Kerry.**