

Meeting of the Board of Trustees – Menands Public Library

September 28, 2015

Trustee's Present: Linda DeDominicis, Diana Praus, Joe Kelley, and Kerry Wroblewski
Deborah Benoit

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

Minutes from previous meeting of August 24, 2015 were reviewed – motion made by Linda to accept the minutes, seconded by Diana and approved.

Treasurer's Report: Deborah submitted the reports for period 8/01/15 through 8/31/15 they were reviewed, Kerry made a motion to accept the reports and Diana seconded it. Reported was an ending balance for August 2015 - \$65,553.80 for money market account and \$3,518.77 for checking.

Communications: Verizon sent a letter about tax exempt certificate, Debbie will fill out and send in.

Old/Unfinished Business:

- **Maintenance Spec of work:** Nothing to report
- **Grants:** Joe met with architect and gave a report. The firm has worked with multiple libraries. Joe just received the proposal, will read over and email everyone a copy. We would not be able to apply for grant until 2016.
- **Shed:** Still working on the shed.
- **Flowers:** Nothing to Report
- **Conflict of Interest/Whistleblower Policies:** Approve in October
- **Bookmark:** Were handed out to all Menands School students, leftovers were brought to the library. They seem to really like them.
- **Exit Poll:** Nothing to report
- **Google Drive:** Kerry will send out invite to everyone for google drive.
- **Light Bulbs/Lighting:** Leonard was able to find another version of T-12 bulbs, Home Depot sells them for about the same price as old bulbs. Leonard will still look into National Grid doing a conversion to see if it would be worth it to change.

New Business:

- **Heat:** Leonard informed the board by email that the heat is not working, Joe will look into this.
- **Employment/Labor Posters:** Deborah will order the library new employment/Labor posters, as ours are outdated.

Executive session

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

Reports:

- **5 Year/Long Range Plan:** Kerry will add a table to Planning environment section: 2013, 2014, 2015, 2016, 2017
- **Policy Handbook:** Nothing to Report

Library Director's Report:

SEPTEMBER 2015

After Labor Day, I turn up the heat to be sure all is working. Well, things are not working. Since we still have highs in the 70's, it isn't a problem, but the first frost is around the corner and our pipes freeze very easily.

Circulation has slipped a bit from August 2014 to August 2015. In 2014 it was 2737 while it was 2397 in 2015. But, in August we added 10 new card holders while last year there were none. The general trend is heading for an improvement over 2014.

The Tuesday afternoon movies have begun again. The viewing area has been moved and will allow room for more to watch and greatly reduce glare on the TV.

Youth Services Report:

September 2015

Our "Special Events" Program, which takes place the first Wed. of the month at 6:00 pm, begins **October 7th** with author Jessica Loy. Jessica will be doing an interactive presentation about her two books and we will be doing a book making project with her. This will be a **fun event for all ages so bring your families.**

Also, mark your calendars for the Special Event on November 4th: Marie Rudloff will be presenting stories and pictures of her trip to the Amazon. If you have ideas for programs or want to make a presentation, contact us.

The winning suggestion for our Mascot had initially been credited to anony-mouse, but we now know the name of the person who submitted the entry: Wyatt Diamond. Wyatt's entry was EINSTEIN and our bear now wears a name tag with his new name and Wyatt's.

We have created a 'hand-out' information sheet to give to new patrons when they sign up for a Library card. The hand-out lists our hours, and some basic info about using their card, as well as the names and phone numbers of all the libraries in UHLS.

Library programs that were taking a rest over the summer, have now resumed: Senior Book Club, Teen Book Club and Homework Help Group. We have a few new Teen Volunteers for the Homework Help Group. It's always nice to see new faces join in at our Library.

Story Time continues to do well in its new time and date; Thursdays at 1:30.

Thanks to the Board Members who created and handed out the **Read, Know, Learn, Go** bookmarks on the first day of school. Thanks for providing some for us, too, which we are handing out here.

The Web page has been updated to include the events, programs and activities. We have a new link on the web page and have installed it on one of our computers for the kids to use while Mom and Dad are busy. It is **ABCmouse**; an interactive learning tool.

Information has been given to the Menands Village Office about our events, programs and activities, to be included in their Newsletter.

Next Meeting: October 26, 2015 @ 6:30 p.m.

Adjourned – time: 7:35 p.m. Motion to adjourn Diana, Seconded by Joe.