

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

April 25, 2016

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

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

Minutes from previous meeting of March 28, 2016 were reviewed – motion made by Diana to accept the minutes, seconded by Linda and approved.

**Treasurer's Report:** Deborah submitted the reports for period 3/01/16 through 3/31/16 they were reviewed, Kerry made a motion to accept the reports and Linda seconded it. Reported was an ending balance for March 2016 - \$127,091.72 for money market account and \$1,045.05 for checking.

Budget: Aileen at school asked if we could email her our budget as soon as it is approved. Kerry will give Deborah Aileen's email. Election day is May 17th, 12-9pm. Public hearing is May 9th, Joe will attend if there are any questions. After looking over the budget Joe made a motion to approve it and Diana seconded it, all in favor.

**Communications:** None

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

- **Maintenance Spec of work:** Joe will look into the water, he is still waiting on a quote for the window and will get to the desk this month as well.
- **Grants:** Joe will talk to Paul at Butler, Rowland, and Mays Architects, will sign proposal to go forward for a written architect design to become ADA compliant.
- **Shed:** Nothing to report
- **Flowers:** Leslie will call Judith maybe we should wait until we find out plans for the ADA compliant ramp design, don't want to plant things then have to dig them up again.
- **Exit Poll:** all voters did not fill out exit poll last year, Kerry will find out how many voters we had total and add to our results. Kerry will update the exit poll for 2016, have Leonard copy them and she will bring to school for election day.
- **Board Seat:** Judith Gladstone completed petition and handed it in to school.

### **New Business:**

- Linda will have Leonards evaluation done for next meeting.

### **Executive Session:**

- Board members entered into executive session to discuss personnel matters.

### **Reports:**

- **5 Year/Long Range Plan:** Mission, Vision, and value statements read and all ok.
- **Policy Handbook:** Skipped

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

April 2016

At the end of March 2015, all the libraries within the Upper Hudson Library System switched over to current on-line system – Sierra. While the implementation of Sierra has had its ups and downs, in general the system is running smoothly and providing good service. One of the downsides is that some statistics will be incomplete or even lost. This means for next few months I will not have reliable statistics. This why the number given of 1698 circulations for April 2015 is likely to be wrong. I think very wrong.

Ted's position as LIBRARY ASSISTANT (Early Childhood Services) was recently posted by Albany Civil Service. They called for applications and a "test" will be announced soon for those who applied. Yes, Ted had to apply again. As long as we insist on our residency requirement, all should work out well.

### **Youth Services Report:**

April 2016

Since the last meeting, I have:

- Replaced the leg on the desk
- Ordered \$304.23 worth of Children's collection materials.
- Visited with the incoming Kindergarten class's parents at the school's information night. I got a lot of new sign-ups for the e-mail list and I've already gotten a few of the parents in to sign up for cards. The school now has simplified forms for the parents of incoming students that they can fill out to sign up for library cards, which I will keep here until they come in with their kids to pick them up.
- Started looking for performers for the Ice Cream social on June 18th. Currently in touch with Mr. Magicman about 1pm on the 18th.
- Hosted at least 48 program attendees, forgot to record some.
- Recruited 2 more tutors, making tutoring available now three nights a week.

I'm getting excited for the summer reading program.

**Next Meeting: May 23, 2016 @ 6:30 p.m.**

**Adjourned – time: 7:18 p.m. Motion to adjourn Linda, Seconded by Leslie.**