

Meeting of the Board of Trustees – Menands Public Library

May 23, 2016

Trustee's Present: Leslie Carolus, Joe Kelley, Linda DeDominicis, Diana Praus, and Kerry Wroblewski
Meeting called to order at approximately 6:34 p.m.

Minutes from previous meeting of April 25, 2016 were reviewed – motion made by Diana to accept the minutes, seconded by Joe and approved.

Treasurer's Report: Deborah was absent, no treasurer's report,

Budget: Joe went to the board meeting and shared the budget. The Library budget wasn't printed out, next year ask Aileen to print it for the budget meeting at school. There were no questions about it. Kerry shared the results, 97 Yes, 21 no. Judith Gladstone was voted onto the Library board with 102 votes.

Communications: None

Old/Unfinished Business:

- **Maintenance Spec of work:** Joe bought plywood and screws and will fix the window this week because the library may need to turn the air conditioners on this week with the temperature rising to 90. Joe mentioned if the air conditioners don't work we could look into portable air conditioners. Leslie said she had another air conditioner if we need it.
- **Grants:** Joe is waiting to hear back from Paul Mays, he was away. Diana said Tim can meet anytime to help with any grant writing. Joe reminded everyone that grant writing is part of what we are paying for when we hire Paul Mays.
- **Shed:** Nothing to report
- **Flowers:** Leslie asked, If we did flower pots where would we want them? Maybe just need 1 near the steps.
- **Exit Poll:** Kerry went over the results of the exit poll. She updated the exit poll results to our graphs. They are shared on the google drive.
- **Leonard/Evaluation:** Went over evaluation and discussed. Linda will stay after meeting and share with Leonard.

New Business:

- **Alarm:** Don't know why alarm went off, alarm people were there the same day, could have something to do with it.
- **Book Sale/ Ice Cream Social:** June 18th 1-4pm
- **Fire Inspector:** The fire inspector came through last week. We need to replace our emergency light and install a carbon monoxide detector. Joe will see if the battery is cheap for the light or if we should just buy a new light. Leonard talked to Scott at Menands School about which carbon monoxide detector to purchase, Leonard will purchase.

Reports:

- **5 Year/Long Range Plan:** Diana updated the 5 year plan on google drive with all the changes we have made. Kerry cut and pasted into the current document.
- **Policy Handbook:** Skipped

Library Director's Report:

May 2016

On May 11th a technician from Protection 1 came and tested our alarm systems. They are both working fine.

On May 20th the fire marshal inspected our building. The marshal said that there are two issues to be fixed – The battery is dead in our emergency light and we need to have a carbon monoxide detector. The detector can be placed anywhere in the building and they recommend it have a 10 year battery. Scott from the Menands School recommends a Kidde model C-3010 which he bought for the school. They are around \$35-\$40.

At the last Upper Hudson Director's meeting we discussed a better ways to inform patrons that their cards were about to expire so patrons don't over react. Also, our online catalog will soon allow patrons to request or renew items from their handheld device.

During the month the library we circulated 1935 items and have 1415 card holders.

Youth Services Report:

May 2016

Hey board, it's been a good month. I have:

Spent \$24.65 on programming, mostly new toy lab materials.

Spent \$207.11 on materials, including several new video games for the newest-generation systems.

Started migrating the video games to a new, alphabetical cataloging system.

Decided to change the way the readers are organized and place them by reading level and then alphabetically, rather than just alphabetically.

Had lots of success with our new tutors.

Secured 100 ride tickets for Huck Finn's playland as raffle incentives for the Summer Reading Program.

Scheduled Tuesday mornings as my regular time for meeting with the parks program kids. I've developed 6 programs to do with them so far, including making play-doh, making bubble liquid and giant bubble wands, etc.

Hosted 72 people at programming events, mostly Story Time and Tutoring.

Began promoting the Ice Cream Social and book sale on social media.

The expenditures this month are less than usual because I'm planning on spending more on performers this summer, including \$350 for Mr. Magician at the Ice Cream Social, and \$125 for the George Steele chickens performance.

Next Meeting: June 27, 2016 @ 6:30 p.m.

Adjourned – time: 7:15 p.m. Motion to adjourn Joe, Seconded by Diana.