

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

January 25, 2016

**Trustees Present:** Linda DeDominicis, Joe Kelley, and Diana Praus, with Deborah Benoit

Meeting called to order at approximately 6:35 p.m.

Minutes from previous meeting of November 23, 2015 were reviewed – motion made by Diana to accept the minutes, seconded by Joe and approved.

**Treasurer’s Report:** Debbie submitted the reports for period 12/01/15 through 12/31/15. They were reviewed, Diana made a motion to accept the reports, and Linda seconded it. Reported was an ending balance for December 2015 - \$153, 574.13 for money market account and \$1,372.62 for checking.

**Communications:** 1) request for library to purchase full-page ad for Menand School yearbook. Linda will check with Kerry about updating ad information. 2) invitation to join Library Trustee Association. No one has been a member since 2010.

**Old/Unfinished Business:**

- **Maintenance Spec of work:** nothing to report
- **Grants:** Diana will be working with Tim Burke on completing preliminary grant work. Diana suggested that members of the library board present construction plan to Menands School BOE some time in February or March for their information and sign-off with SED forms.
- **Shed:** nothing to report
- **Flowers:** spring project
- **Conflict of Interest/Whistleblower Policies:** will be discussed at the next meeting
- **Exit Poll:** will be discussed at the next meeting

**New Business:**

- **Lighting System:** Leonard informed the board that the Guilderland Public Library is switching over to LED lights. The Guilderland Library is graciously giving the Menands Public Library its stock of old light bulbs.
- Planning for the 2016-2017 budget will begin in February.

**Reports:**

- **5 Year/Long Range Plan:** will be discussed at the next meeting
- **Policy Handbook:** nothing to report.

**Library Director’s Report:**

JANUARY 25, 2016

The New Year celebration, the last event planned by Terry, on January 6<sup>th</sup> went very well. Victor the Clown, who headlined last year's Summer Reading program, was a hit. About 10 should up and had a good time.

The library's fax machine died in mid December. It was 15 years old and would no longer print. A new one (highly rated) was only \$38.00.

Ted Riese began working as our new Children's librarian on January 18<sup>th</sup>. He has a lot of interesting ideas to reach out to the kids of the village.

Work on the library's annual report has begun. With the new on-line catalog, we are all learning how to find the information we need. Lenny will be forwarding to Debbie the information she needs to complete the report

Since we are a school district library, our report covers 7/1/2014 -6/30/2015. During 7/1/2013-6/30/2014, we circulated 28832 items compared to 7/1/2015-6/30/2015's 27702. While that clearly is a decline, December 2015 was the fourth month in a row we circulated more in 2015 (2052) vs 2014 (1754). This higher number will not be factored in until next year's report.

### **Youth Services Report:**

Children's Story Hour will begin again on Thursday, February 4<sup>th</sup>. Ted asked about a budget for youth services programming. (Deb made a copy for him.) Deb explained the difference between the monthly budget figures versus the annual budget amount. Ted also asked about purchasing some supplies, including cleaning supplies. He was advised to make a list of items with prices and then submit his list to the board. He also asked about the library website. He will update the board member list as well as other items such as the 5-year plan by stating that it is "currently being updated." Ted also suggested the library have a sign near the street entrance that would indicate if the library were open or closed. He will submit a price for the materials to be purchased for the sign.

**Next Meeting: February 22, 2016 @ 6:30 p.m.**

**Adjourned – time: 7:40 p.m.** Motion to adjourn Diana, seconded by Joe.