

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

February 22, 2016

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

Meeting called to order at approximately 6:28 p.m.

Minutes from previous meeting will be voted on at the March meeting.

**Treasurer's Report:** Reports were not available to review; we will look at them in March.

**Communications:** None

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

- **Maintenance Spec of work:** Looked at window-Taped glass, Joe will get a carpentry contractor to see if we should replace sash or install a replacement window. Joe will look at desk in childrens area, he thinks he will be able to fix it.
- **Grants:** Linda did not hear back from Allison Lane, she will send her another email, A lengthy discussion was had about the ADA compliant building project. Diana will check with Tim about the possibility of Cooperate/Private sponsors or 501(c) (3), 509 (a) (1)
- **Shed:** Nothing to report
- **Flowers:** Leslie has some hostas, she will bring some for the library.
- **Exit Poll:** Kerry is working on it, trying to figure out what charts and graphs will be most useful to us. All the information has been added to document.
- **Yearbook Ad:** Leslie will get the check and drop off at Menands School, Kerry will finish ad and email it to board for final approval before she sends it to the yearbook committee at school.

### **New Business:**

- **Logo:** After a discussion the 2<sup>nd</sup> logo is best for our library because most things will be printed in black & white and it includes the website.

### **Executive session**

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

### **Reports:**

- **5 Year/Long Range Plan:** We need to print an updated version for everyone.
- **Policy Handbook:** Nothing to Report

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

FEBURARY 2016

The three computers we have for patron use are currently being "overhauled" one at a time by Upper Hudson. An important part of the overhaul will be the replacement of Windows 7 Home Premium with the Business version. This will greatly enhance our protection from malware, etc. Upper Hudson loans us a replacement

until ours is ready to be returned. The first computer sent was the working the poorest. Since its return performance has improved dramatically. Once the other two are “overhauled” we should be fine for a few years. The New York State Library’s annual report has been finished and accepted by them. I gave the damaged back window that supports one of our air conditioning units a closer look. The wood around the window is rotten. When the window is removed, it will likely fall completely apart. Circulation from 2015 to 2016 for the month of January is about the same. 1891 items circulated in ’15 versus 1855 this year.

**Youth Services Report:**

In my first month at the library, I have: Fixed several issues on the website, including broken links and images. Added a section to the website to highlight youth services programs. Built an e-mail list for Story Time attendees to promote library events. Made a strong effort to cultivate an active Facebook presence for the purposes of raising awareness and promoting library events. Booked an event with the village gardener. Held several successful story times, with ten attendees last week and sixteen this week. Instituted a Saturday Story time every other Saturday. Developed the "Toy Lab" program, where tweens build small toys with STEM relevance once a month. Made a strong effort to introduce myself, make a positive impression, and earn the trust of the library-going community. Spent \$267.23 on new library materials, \$3.63 on programming, and \$96.18 on new equipment and office materials, most notably \$69.99 on the one-time purchase of a thermal label printer, which I believe will save enough time and effort to be worth the money in the long run. Secured membership for the library in TechSoup, making us eligible to apply for donated software and electronics. Used our membership in TechSoup to get licenses for Windows 7 Pro (as opposed to Home premium) so that the public computers can be more securely configured (and hopefully not get so many viruses.) Attended the UHLS Summer Reading Program workshop.

I need to improve: Outreach to local businesses and partners in the community to get ready for Summer Reading program. Coordinate collection development better (i.e. who is spending how much money on what.) Setting up more monthly programs like the gardener event. I've enjoyed getting to know our patrons, and I think I've gotten to know the ropes fairly quickly. Thanks for this great opportunity

**Next Meeting: March 28, 2016 @ 6:30 p.m.**

**Adjourned – time: 7:45 p.m. Motion to adjourn Linda, Seconded by Diana.**