

Meeting of the Board of Trustees – Menands Public Library

March 28, 2016

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

Meeting called to order at approximately 6:31 p.m.

Minutes from previous meeting of January 25, 2016 were reviewed – motion made by Joe to accept the minutes, seconded by Linda and approved. Minutes from the previous meeting of February 22, 2016 were reviewed – motion made by Linda to accept the minutes, seconded by Joe and approved.

Treasurer's Report: Deborah emailed the reports for period 1/01/16 through 1/31/16 they were reviewed, Diana made a motion to accept the reports and Joe seconded it. Reported was an ending balance for January 2016 - \$144,580.49 for money market account and \$1,883.86 for checking. Deborah submitted the reports for period 2/01/16 through 2/29/16 they were reviewed, Diana made a motion to accept the reports and Kerry seconded it. Reported was an ending balance for February 2016 - \$137,086.11 for money market account and \$1,311.15 for checking.

Communications: We received a card with a donation from Sue Updike with a note asking us to put the money toward purchasing books for the incoming kindergarteners. Linda will send a thank you.

Old/Unfinished Business:

- **Maintenance Spec of work:** Ted said there is water gushing out the back of the library, Joe will look into this.
- **Grants:** Questions arose about architectural drawings: how much more money will we need to pay to get structural drawings to go to bid with? What exactly will we get with this? Will these be stamped architectural drawings? Seems like a lot to pay, Question to ask architect, Is it worth doing this to a building of this age?
- **Shed:** Nothing to report
- **Flowers:**
- **Exit Poll:** NTR
- **Repairs-Window & desk:** Joe met with contractor he believes the best option is to take out glass and make it wood and paint it, put in new exterior plywood with installation. All agreed this is the best option. He is waiting on a quote for cost of materials and work.

New Business:

- **Budget:** After looking at the budget questions came up about when we last paid protection one, had not received a bill, Deborah will look into this. Budget discussions took place and some changes were made. Deborah will email changes to proposed budget.
- **Ice Cream Social/Book Sale:** Date will be June 18th.
- **Raised bed:** Ted had asked about putting in a raised bed, while looking at making our library ADA compliant would this be something that can be moved easily?

Reports:

- **5 Year/Long Range Plan:** Skipped
- **Policy Handbook:** Skipped

Library Director's Report:

March 2016

The weeding of books for the upcoming book sale is finished. There are roughly 200 books packed in boxes. A flyer announcing the opening on the Board has been posted. Circulation for February 2016 was up from 1807 (2015) to 1875. Since February 2016 had an extra day, circulation is about the same.

Youth Services Report:

March 2016

I'm excited to be settling in here! The community is wonderful. In the last month, I have:

- Spent \$664.55 expanding the children's collection, mostly from an order of 41 Penworthy Pre-Bound books totaling \$562.50.
- Spent \$118.14 on programming, the largest expense was \$82.50 for a collection of 5 additional board games to establish a game night for our patrons on Tuesday evenings.
- Established Tuesday game night, which had four attendees on its first night.
- Hosted a total of 79 attendees at programs, with an average attendance of 6-7 people per program.
- Established a google spreadsheet for tracking library expenses that Lenny and I now both use. It is designed to help us keep track of how much is going into the collection and hopefully work out how much we should be spending on either children's or adult materials.
- Discussed with Judith Gladstone about possibly putting in a raised bed in the front of the library in which to transplant the beans, peas, and sunflower seeds that are sprouting up from the seed-planting program we held. She expressed an interest in having her contractor do it, which implied to me that she might pay to have it done. Let me know if you want me to pursue that any further.
- Purchased thirty books to donate to the incoming Kindergarten class at Menands school, at a total cost of \$167.70.
- Trained on purchasing digital items for the library collection with Deanna DiCarlo of UHLS.
- Coordinated with the Menands Park Program and the Menands school to develop and share the cost of some additional summer programming, notably two visits from George Steele to the parks program, where he will introduce the kids to a hen and a rooster, and then bring in an incubator full of eggs that will live at the library until they hatch.

It was an extra-spendy month for me, especially with the purchase of the kindergarten books and the extra-large Penworthy order. I don't anticipate this being a typical month in that respect. Let me know if you have questions. Thanks!

Ted Riese

Next Meeting: April 25, 2016 @ 6:30 p.m.

Adjourned – time: 8:04 p.m. Motion to adjourn Linda, Seconded by Joe.