

Meeting of the Board of Trustees – Menands Public Library

February 27, 2017

Trustees Present: Leslie Carolus, Linda DeDominicis, Judith Gladstone, Joseph Kelley and Diana Praus. Also present: Deborah Benoit.

Meeting called to order at approximately 6:40

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

Treasurer’s Report: Deborah submitted the reports for period 1/11/17 through 1/31/17. They were reviewed. Diana made a motion to accept the reports and Leslie seconded it. Reported was an ending balance for January 2017 - \$157,638.12 for money market account and \$2986.34 for checking.

Communications: Letter sent to Village of Menands Mayor regarding library intent to do capital construction disability/accessible project.

Old/Unfinished Business:

- **Maintenance Spec of work:** The Roland J. Downs Company sent letter about maintenance contract. Joe will look further into matter.
- **Grants:** Continuing discussion about disabled/accessible construction project. Menands Public Library is a not-for-profit entity, not a non-profit as in 510(c) 3. As such, it can do limited fundraising. Need to do more research on what “limited fundraising” means.
- **Shed:** tabled for now
- **Yearbook Ad** – Diana will work with Kerry Wroblewski and Ted to update ad.

New Business:

- **Book Sale:** Leslie offered to take remainder of DVDs over to the Eddy. Judith distributed remaining unsold books to various places.

Reports:

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

FEBRUARY 2017 DIRECTOR'S REPORT

The library's 2016 annual report was accepted by the NYS library. Any concerns I had about the report were baseless based on misreading of the instructions.

I purchased a small patron counter that didn't arrive until 2/27/17. So, next month I will be getting numbers to report on.

Once, again as you can see by the attached charts, circulation is still in decline. You will note that largest drop is DVDs. It was a drop of nearly 200 from one year to another.

FEBRUARY 2017 Youth Services

February has been a good month for youth services. There was a week off of the local schools and I had a several successful programs during that time. I held a story time that was attended by 11 children and their parents, a duct tape wallet program attended by 6 kids, and the science demonstration by Marilou PudiakTown that drew 18 children and their parents. I'm planning an Easter Egg Hunt for the afternoon of Friday, April 14th.

Game night on Tuesdays has a regular following, and I'm going to buy a couple of new games to support that. Tech help night, while basically the opposite of a youth services program, has been very well received. The person I helped most recently donated \$20 to the library in appreciation.

Our performer from last year's ice cream social has said that he "cannot pin down" his schedule for June at the moment, so it sounds like we may not be able to book him. I am happy to take any suggestions you have, otherwise I'll be making the decision about that in the next week.

Thanks to all the board members who helped make our programs a success!
This month I hosted 52 program attendees and spent \$88.67 on materials.

Next Meeting: March 27, 2017

Adjourned – time: 7:25 p.m. Motion to adjourn by Diana, Seconded by Leslie.