

Meeting of the Board of Trustees – Menands Public Library

August 22, 2016

**Trustees Present:** Leslie Carolus, Joe Kelley, Linda DeDominicis, Judith Gladstone, and Diana Praus

Also present: Deborah Benoit

Meeting called to order at approximately 6:30 p.m.

Judith Gladstone took oath of office as library trustee. Linda will file required paperwork with Albany County

Minutes from previous meeting of June 27, 2016 were reviewed – motion made by Diana to accept the minutes, seconded by Leslie and approved.

**Treasurer's Report:** Deborah submitted the reports for period 6/01/16 through 7/31/16. They were reviewed. Joe made a motion to accept the reports and Diana seconded it. Reported was an ending balance for July 2016 \$83,609.54 for the money market account and \$4,322.08 for checking.

Communications: Deborah received a letter from a New York State agency about forms received. She will review the forms and supply missing information.

**Old/Unfinished Business:**

- **Maintenance Spec of work:** No problem with water in back of building since open valve closed. Leonard purchased new ladder. Battery was replaced in emergency light.
- **Grants:** Linda contacted Peggy Miller, an individual who has grant-writing experience. Linda will contact her again in the event the library board needs her services.

Joe met with an architect from Paul Mayes' firm. Joe shared the proposed design for construction to make the library disabled-accessible. The construction could be done in 2 phases:

Phase 1) Build up the parking area near the library office to counter the elevation of the lot. We would then have 1-2 parking spaces marked for disabled individuals. From that area a ramp would be constructed in the shape of a letter L to bring the disabled individuals to the front entrance.

Phase 2) Raise up the vestibule in the library so that it would be on the same level as the main floor of the library. Redo the bathroom so it would be disabled-accessible. Replace the front doors of the library so that the entrance would be disabled accessible.

The grant from the NYS Legislature will not cover architectural fees. Deborah pointed out there was money in the budget thus far that could cover the architectural fees. She will create a budget category for capital improvements. Money for architectural fees and other related expenses will be taken from that category.

Joe will meet again with a representative from the architectural firm to get a rough cost estimate and ask their assistance in getting bids from contractors. The NYS Legislative grant is \$25,000. Joe will ask what the architect suggests can be done as part of the construction project given the grant money the library will have.

Concern was raised about library patrons being able to enter/leave library during construction. This concern will be addressed further along in the process.

- **Shed:** Nothing to report
- **Flowers:** Judith placed pot of petunias & geraniums near entrance steps.
- **Community Calendar/Ice Cream Social:** The 2017 Ice Cream Social will be on Saturday, June 17, 2017 from 11-2. The information will be included in the Menands School calendar.

#### **Reports:**

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

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

##### **JULY-AUGUST 2016**

The battery has successfully been replaced in our emergency light. The new 5 ft ladder is a grand replacement for the previous one.

The most exciting that happened over the last two months has been the chicken eggs. Ted in his report will go into greater detail, but all kids enjoyed waiting for the eggs to hatch. I was the first to witness and report the blessed event on the morning of 8/8. It was something to watch the little chicks bust out of their shells and try to make a go of it.

The down side was that our bathroom sink took a beating. Every time a kid wanted to touch an egg or chick, they had to wash their hands. We could use a new faucet.

Circulations during June-July 2015 vs. the same months this year are disappointing. June 2015 the circulation was 2289 and 2016 was 2065. July 2015 circulation was 2863 while the same month this year is 2359. There were very large drop off in the number of DVDs borrowed from 2015 to '16. June 2015 there were 1073 DVDs borrowed while only 701 in 2016. In July it went from 1115 in 2015 to only 884.

The most disappointing was the drop-off of juvenile fiction in July 2016 vs. 2015. In July 2015 there were 932 juvenile fiction items checked, but this year only 625. I'm not sure why.

## **Children's Report:**

### **July/August 2016**

It's been a very good summer for the kids in the village. My partnership with the parks program was a great success. I was able to split the cost of George Steele (who brought the chicken eggs) at \$125 for the library and \$300 for the parks program, and parks also gave us \$200 to help me buy materials for programming. I learned a lot and got some great ideas for Toy Lab. Toy Lab was successful these past months--we built water balloon launchers in July and giant bubble makers (and fluid) in August. Summer Reading Program went very well. The Huck Finn's tickets were very well received, as were the activities I listed on the reading slips the children got each week. I had a total enrollment of 51 kids in the program, with about 23 active participants, six of whom attended the Library Olympics to close off the summer reading program. I occasionally have 10-15 kids for Story Time, but it's settled in now to about six or seven regular attendees. I've got a couple of volunteers who are interested in running a craft night twice a month, and I'm working on a few other ideas for clubs after school. I have several tutors lined up for the upcoming school year, and I just have to get a schedule in place. I've been talking to some community members about doing a Diwali'ween party on October 29th, where there would be a Halloween costume contest and opportunities to make rangoli, which are traditional designs made on the ground with colored rice flour for Diwali. This year Diwali falls on October 30th, and we have a large Indian community, so I thought it would be nice to blend traditions a little bit.

**Next Meeting: September 26, 2016 @ 6:30 p.m.**

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