

Meeting of the Board of Trustees – Menands Public Library  
Date February 25, 2018

**Trustees Present:** Diana Praus, Judith Gladstone, Leslie Carolus, Joseph Kelley, and Johanna Clarke

Meeting called to order approximately 6:30

Minutes from previous meeting were reviewed. Motion made by Johanna Clarke to accept the minutes and seconded by Joe Kelley.

**Treasurer's Report:** Deborah submitted the reports for period 1/1/18 through 1/31/18. They were reviewed, Diana made a motion to accept the reports and Joe seconded it. Reported was an ending balance for January 31, 2018 2017 of \$176,031.84 for money market and \$185.39 in checking. The checking account was closed and a new account was opened with an ending balance of 3,945.91.

**Communications:** See grants below.

**Old/Unfinished Business:**

**Construction Project:** The board voted to accept the architects' design drawings and continue the work on the capital construction project to build a disabled/accessible ramp.

**Grants:** Diana reported that she received an inquiry about the library being listed on a statewide website. She and Deborah, the library bookkeeper, were going to investigate the matter further.

**New Business:** none

**3 Year/Long Range Plan:** Copies of the survey were given to Sheila Hyatt to be included with the Menands Activities  
Copies of the survey were distributed to the Menands School to be filled out by the children and their families.  
The next activity is a focus group to be held Wednesday, 3/14. Diana asked all board members and the library staff to ask individual patrons to participate in the focus group activity. Tim Burke, director of the Upper Hudson Library System, will act as facilitator and will also take care of reporting on the discussion held at the focus group. Judith said she would check with the Menands Firehouse to see if the meeting room would be available for the focus group activity.

**Reports**

**DIRECTOR'S REPORT  
FEBRUARY 2018**

The two main things this month were the printing of the patron surveys and the installation of the new modem. The printing of 1,300 copies has been done and Diana will be picking them up Friday the 23<sup>rd</sup> and deliver them to Menands Activities. The modem had a slight hitch and the technician from Upper Hudson was not able to completely install the device. He will complete the job on Thursday March 1<sup>st</sup>.

Attached you will see a report concerning our number of registered borrowers as of January 1<sup>st</sup>. There are two groups listed: All Menands card holders in the system (1329) and those “without expired cards” (519). Every three years the system requires all cardholders to renew their card. It is a way to determine which accounts are still active. There are such a large number of expired cards because Sierra (our catalog system) just turned three years old. A great number of cards during the transition from old to new systems were given the same “birth date”. Over time the number will even out.

#### **Youth Services Report**

It was a very good month for Youth Services. Both of our Valentine’s Day Crafternoon and Black History Mystery Box events were successful, tech help continues to be popular, we have some new regular attendees at game night, and we’ve booked entertainment for the Ice Cream Social.

This year, I went a little bit different from years past when we had magicians perform. I hired a man named Matthew Cantello for his Sound Explorers program. He does DIY musical instruments and demonstrates various experiments with sound and music. It’s a participatory program that integrates arts and science, and it was a similar fee to what we’ve paid for past performers (\$315 including a travel fee.) The theme of this year’s summer reading program is “Libraries Rock”, so I thought a musical program would be appropriate. I am also thinking about hiring Victor the Clown just to do balloon animals/crafts for the event, since the balloons have been a big hit for us in the past. His fee (last I checked) was \$100.

Next month I’m doing a St. Patrick’s Day Crafternoon, in addition to regular programming. I spent \$477 on items and programming this month and had 49 program attendees.

**Next Meeting: Monday March 26, 2018 @ 6:30 pm Adjourned: 7:30 pm. Motion to adjourn Diana, Seconded by Joe.**