

Meeting of the Board of Trustees – Menands Public Library

Date January 22, 2018

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

Meeting called to order approximately 6:30

Minutes from previous meeting were reviewed. Motion made by Joe Kelley to accept the minutes and seconded by Leslie Carolus and approved.

Treasurer's Report: Deborah submitted the reports for period 10/1/17 through 12/31/17 they were reviewed, Diana made a motion to accept the reports and Joe seconded it. Reported was an ending balance for December 2017 of \$186,016.26 for money market and \$185.38 in checking.

Deborah discussed the possibility of banking with another banking institution. A suggestion had been made that the library work with an online bank, but online accounts are only available for individuals, not institutions.

Communications: none

Old/Unfinished Business:

Grants: The architectural firm Burton, Rowland & Mays sent a proposal for the preliminary work to be done in preparation for the disabled-accessible entrance and bathroom construction project. The proposal was accepted, and Diana Praus signed one copy as president of the board.

Diana was contacted by NYSED for additional information regarding the NYS legislative grant. She worked with Rich Horsch of Burton, Rowlands & Mays to obtain the information requested and then sent the information to NYSED.

3 Year/Long Range Plan: Johanna presented the resident survey she had revised. The board decided that the survey would accompany the village newsletter. The survey would also be linked to a website on the library webpage. It would also be copied and placed in student folders so that Menands School families would also receive the survey. The board discussed the next steps for the plan. Diana will contact Tim Burke of UHLS to get his advice.

Maintenance: In reference to the boiler, see below.

Joe is continuing to monitor rodent activity in the staff room.

Executive Session: n/a

New Business: none

Reports: DIRECTOR'S REPORT DECEMBER

On November 29th a representative from FM Global was sent by the Utica Insurance Company to inspect our boiler. Attached to this report is the inspector's report. Though he declared our boiler "acceptable" it was provisional. You will note on the report the

inspector wants testing of cutoff and pressure switches as well as replacing the sight glass. I passed this information on to Joe and Diana.

On December 20th Joe met at the library with a representative from Roland J Down. Concerning the meeting Joe will be able to go into greater detail. I know that a service contract and what needs to be done to the boiler were discussed.

Youth Services Report

December has been a slow month for the library in general and youth services in particular. We've had a few people show up for game night and story time, but not as many as the spring or summer. I promoted the Toy Lab quite a bit, but there were no takers. I've also been trying to keep up with our Internet and social media presence, as suggested by Johanna. People have responded well, but still, circulation is slow and the library is not well attended. The one bright spot this month has been that I've offered a bunch of pre-release books to young people to review for the library, and there's been a good response to that. Tech help remains popular, and it's definitely rewarding to be able to offer that service.

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