

Meeting of the Board of Trustees – Menands Public Library

Date March 25, 2018

**Trustees Present:** Diana Praus, Judith Gladstone, Leslie Carolus, Joseph Kelley  
**Absent:** Johanna Clarke. Also present: Deborah Benoit

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 Diana Praus.

**Treasurer's Report:** Deborah submitted the reports for period 2/1/18 through 2/28/18 they were reviewed. Diana made a motion to accept the reports and Leslie seconded it. Reported was an ending balance for February 28, 2018 of \$176,031.34 for money market and \$1,466.25 in checking.

**Communications:** Diana will send a thank you to Sheila Hyatt for her assistance with the library survey. She will also send a thank you to all the Menands residents who completed surveys and/or participated in the Focus Group activity.

**Old/Unfinished Business:**

- **Grants:** Diana reported that she had some continuing correspondence with the woman from NYSED who working on the grant proposal. Diana says that now all the required paperwork for the grant proposal is complete.
- **Maintenance:** Boiler passed annual inspection.
- **Architectural Proposal:** The library received a bill for the additional work. The board approved the payment.

- **3 Year-Long Range Plan:**

The board reviewed the completed surveys and the report from the focus group. Both were overwhelmingly positive. There were a few individuals who did not patronize the library because its holdings were too small or its hours were inconvenient. However, the great majority of respondents indicated that they like the small-town feel of the library, they appreciated the assistance they received – particularly tech help, and they generally felt that the library could provide them with what they wanted or if not, they could request materials from other libraries.

Concerns/ requests included adult programming, meeting area space, and the need for the library to improve its communication with the community at large.

The board will be meeting with Tim Burke, Upper Hudson Library System Director, to work through the information from the surveys and focus group at the May meeting and consider next steps.

## **New Business**

- **May School/library budget vote** Joe asked Deb to review the proposed 2018-2019 library budget. To stay within the NYS budget cap, some reductions in spending need to be made. These cuts will be finalized at the April meeting.
- **Vacancy on the board:** Leslie Carolus has decided not to run for re-election as a board trustee. This means individuals from the community need to be urged to consider running for the board.

## **Reports**

### **March 2018 Library Director's Report:**

On March 29<sup>th</sup> our new router was successfully installed. Our old CISCO 800 series router is perfectly good. If you know someone needs a router let them know?

The month was marred by two snow days.

I'm in the process of withdrawing DVDs that have not gone out for at least four years.

The great excitement was the survey. I had two calls from patrons who feared the library was about close. The general reaction from patrons I spoke to was positive service. All believed filling out and returning the survey was important. Many felt their participation were doing a public good and an important part of their civic duty.

The library was inspected by the fire marshal 3/23. He requested that we change an extension cord that I will do. Other than that, we passed the inspection.

A Tech from Roland Down also came on 3/23 to work on our boiler. His tech notes are attached. He says there is no automatic refill. I thought there was.

The hot water heater is long past it. A small electric hot water heater would likely meet our needs and cost a lot less to run. The dirty water in system should be drained once a week.

## **Youth Services Report**

March was a good month for youth services. We had several good game nights with multiple families showing up to enjoy themselves. There are a few new

families for story time, and our St. Patrick's Day craft was successful and popular as well.

This upcoming week we're doing an Easter Mystery Box where kids will solve clues (some hidden in Easter eggs) to unlock the candy box.

This month I served 82 people through programming and spent \$253 on programming and items.

**Next Meeting: Monday April 23, 2018 @ 6:30 pm Adjourned: 7:30 pm.  
Motion to adjourn Diana, Seconded by Joe.**