

Meeting of the Board of Trustees – Menands Public Library

Date April 23, 2018

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

Treasurer's Report: Deborah submitted the reports for period 3/1/18 through 3/31/18 they were reviewed. Diana made a motion to accept the reports and Judith seconded it. Reported was an ending balance for April 31, 2018 of \$150,058.51 for money market and \$1,000.84 in checking.

Communications: Deborah is going to ask her brother about lawn care.

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. The library received a check for a portion of the grant. The library will need to submit invoices to receive the remainder of the grant.

- **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:**

Johanna reported the information from the on-line surveys that were completed. Essentially, the on-line survey results reflected the results of the paper copies. Most responses were positive. Even the people who responded to the on-line survey commented that they got most of their information about the library from the paper copy of the Village Activities newsletter.

Tim Burke of the Upper Hudson Library System will come to assist the library board in next steps for the long-range plan.

New Business

- **May School/library budget vote** Joe will present the proposed budget 2018-2019 library budget at the Menands School Budget hearing. To stay within the NYS budget cap, some reductions in spending need to be made.

- **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

DIRECTOR'S REPORT
APRIL 2016

April has been a quiet month. The printer has been acting up making poor color copies but I expect a tech will be coming shortly to fix it.

Along with the usual stats, I have attached the first quarter E-content usage report. It is on Power Point. If you don't have the software to read it, I can send it another way. As you can see, there is a general rise with a big jump in audio books. That seems to be the case in all Upper Hudson libraries.

At the last meeting of the Upper Hudson library directors, the use of Pay-pal for credit and debit cards in order to allow patrons to pay fees and fines was discussed. The transactions would not take place in the library. The patron would do the transactions on their own computers through their account on Encore. The fee for the service would \$.30 for the first \$100.00 and a 3% overall. During the meeting, libraries that depend on fines to help pay their operating expenses expressed concern on how the fee structure might impact their collection of fines.

Youth Report

It's been a slow month for youth services. I did an Easter egg "escape box" event in the end of March, and a few kids showed up, but not as many as for my Black History escape box in February. Toylab was a little more successful, as I had a total of six children show up to make space ships. I'm talking with my Junior Library Guild representative about adding more categories to our subscriptions, which means that more of the collection development will get done that way. I've been shelf-reading and buying books, game night has been quite successful this month, and there have been a few (but not many) attendees for story time.

I served 39 people through programming this month and spent \$259 on items.

Next Meeting: Monday May 21, 2018 @ 6:30 pm Adjourned: 7:30 pm. Motion to adjourn Diana, Seconded by Joe.