

**Menands Public Library
Board of Trustees Meeting
September 24th, 2018**

Trustees Present:

President Diana Praus, Judith Gladstone, Johanna Clarke, Janet Ramsay.

Absent: Joe Kelley Also present: Deborah Benoit.

Meeting Called to Order 6:30 pm

Minutes from the previous meeting were reviewed. Motion made to accept the minutes made by Diana Praus and seconded by Judith Gladstone.

Treasurers Report

Deborah submitted the report for the period August 1, 2018 to August 31, 2018. Reported was an ending balance for this period with the money market at \$116,104.00 and the checking account of \$4,815.58. Motion to accept report made by Johanna Clarke and Janet Ramsay respectively.

Old/unfinished business

- Library painting logistics
 - Joe Kelley and Diana Praus have continued to contact painters and are waiting for estimates as to how much it will cost, re: square footage. Estimates for painting the library ceiling as well as the bathroom will be add-ons. (See report of September 10, 2018)
 - As soon as these reports come through, we will know how long the library will be closed for and what arrangements will be required for moving the furniture, etc.
 - The general public will be informed of the library closing by way of the Menands Village Activities newsletter, the library website, the Menands School online and notices in the library itself.

Library Open House

- Thursday 11th October 6:30pm-8pm and Saturday 13th, 10:30am-12 noon. Judith will supply two tables which will be used for refreshments and giveaway prizes. She will also bake cookies. Diana will speak with Dunkin' Donuts to see if they will donate a carton of coffee and donuts.
- Diana and Johanna will be present at the Thursday open house, and Janet and Judith at the Saturday open house. The trustees will update the community with our plans for the future of the library and encourage future discussion.
- **Sign information**

Johanna demonstrated a poster she had designed for imparting news of the above events. She will place these in pertinent areas around the community.

Thank you Johanna for all your hard work. They are eye-catching and easy to absorb as people drive along.

Long-range planning document draft

Will be reviewed further in November.

New Business

- Donations for Jeanne Rutherford continue to come in. A plaque will be placed in the children's section to commemorate her dedication to the library. We will invite the family to view what has been done in honor of Mrs. Rutherford at a date in the near future.
- A new bookcase is needed in the children's section also. Ted will look into this. Judith stated that the Menands book club--of which Jeanne was a member for 50 years--will donate \$50.
- Other money from the library budget may be used to buy new computer desks and a new couch, etc. Johanna will look into finding some file cabinets to house library business. It will help create a cohesive and tidier appearance to the staff room.
- A charter for the library was discovered in one of the business boxes. We are hoping this will suffice for what is needed to open a new bank account if needed.
- Evaluation of the open house will take place in October
- Mary Fellows--person affiliated with the Upper Hudson Library System--will be invited to the November board meeting to explain the library system literacy program.

Executive Session: tabled

DIRECTOR'S REPORT

With the end of summer, the library has been quiet. We are gearing up for the October open house. I've been weeding out DVDs and audio books for a giveaway.

Circulations numbers have been very encouraging versus last year. August 2017 we circulated 1542 while this year was 1670. While other categories stayed roughly the same, the big jump was in juvenile and young adult items -- 417 vs. 549.

Also, there is an email I got from Mary Fellows who is in charge of juvenile library stuff at Upper Hudson. It is about BELLS (Building Early Language and Literacy) family literacy grant. It was monies giving to Upper Hudson to do training sessions that are outline in her email.

I think it would be a great idea to hear what she has to say.

My problem is the misnaming number of 12 for staff training sessions.

Youth Report

It's been a good month for youth services. We've had great turnout for game night, and circulation of youth materials is up significantly from last year. The library expedition had brought in many new families to the library, and it's been good to see all the new friendly faces. I've refined my collection development skills quite a bit, and I'm now better at catching new series titles when they release.

Today I designed a flyer to promote the library open house. There are actually three events coming up next month--the open house, the pumpkin carving party, and the scary story night. The open house is on the 13th, the pumpkin carving party is on the 25th, and the scary story night will be on the 31st.

I'm going to promote each of these events through the school starting next week.

Next Meeting

October 22nd at 6:30 pm.

Adjourned @ 7:55pm