

## Meeting of the Board of Trustees – Menands Public Library

Date: August 27<sup>th</sup>, 2018

**Trustees Present:** Diana Praus, Judith Gladstone, Joseph Kelley, Johanna Clarke & Janet Ramsay. Also present: Accountant Deborah Benoit

### Meeting called to order: 6:35 pm

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

### Treasurer's Report:

Deborah submitted the reports for a two monthly period 6-1-18 thru 7-31-18. Holiday taken in July. Diana made a motion to accept the report and Joe seconded it.

Reported was an ending balance for June 1<sup>st</sup> 2018 through July 31<sup>st</sup> 2018 of \$116,104.00 for money market and \$2,020.83 in checking.

### Oath administered to new member:

Janet Ramsay sworn in as new trustee. Congratulations.

### Communications:

Thank you card to Leslie Carolus signed by the members for her past work as a trustee. It was much appreciated and we wish her all the best.

### Old unfinished business

- Long Range Planning
  - Attic: The architect, Mr. Horsch, stated that the floor was sturdy and in good shape. Requires cleaning and clearing out.
  - Present library space: Mr. Horsch also stated that the use of space is the best that can be done. There is no other feasible arrangement of desks, stacks etc.
  - Painting of library: The interior library will be painted this fall.
  - Bids for the painting contract will go out. Mr. Horsch knows of one. Library will be closed for about a week once a contract approved and work is schedule to begin.  
Book cases will be covered over as well as other computers, desks, etc.
  - **New sign information** Johanna did research for this. Size 12"x12" was suggested. The number of signs agreed upon was 12-15 copies. The logo is to be determined. These signs will demonstrate the activities of the library and encourage further communication with the general public. They will be placed at Menands School, the Humane Society, and other places to further achieve this.
  - **Open House** To remain Thursday, October the 11<sup>th</sup>, 6pm to 8pm, and Saturday, October the 13<sup>th</sup> 10:00am-12:00pm. These dates will be placed in Menands Activities newsletter and Menands School calendar.
  - **Graphic interpretation of data on library patron attendance:** Johanna reviewed a year of patron attendance. Found Wednesdays were the heaviest attended, with Thursdays/ Saturdays were the lightest. These findings will be

considered as we explore the cultural, educational, and recreation needs of the community as we move forward with our 3 year plan.

### **Long range planning document draft**

President Diana Praus shared with the trustees our proposed 3 year plan that she had written up. She had looked at other library 3- year plans, such as Bethlehem and Altamont, to consider focus and approach. An enthusiastic discussion followed with our centennial in 2023 and maybe a fall festival this year and other activities. She requested that we all read the report and consider revisions.

### **New Business**

Len Zapala informed us that the patrons may now pay late fees online as well as coming into the library. Director and Youth Service reports to follow.

## AUGUST 2018 DIRECTOR'S REPORT

If you click on the home page of the Menands' school, you will see a photo of a happy young lady holding a sign with, "Kindness Rocks", written on it. That photo was taken when 18 students and 3 teachers (including former library trustee Kerry Wroblewski) from the Menands' summer school program paid the library a visit. The each student wrote a terrific thank you note and gave us 2 boxes of wonderfully decorated "Kindness Rocks" to give away. So far we only have about 1 box left.

The next big event was "good-bye to the baby chicks" day. Kids and parents alike had a wonderful time handling, carefully, the chicks and enjoying one of the last parties of the summer. I would imagine Ted will have more to say about our chicks and summer reading program.

A gentleman from the architect was here one afternoon taking photos and measuring various dimensions of the library.

Our printer-photocopier went down for a day. The "fuser" had become wrapped with paper causing the paper to fuse to the "fuser". A new one was replaced in a matter of hours with very little impact on our patrons.

It was a sad day when long time lover of our library Gene Rutherford passed. It was not a surprise (she had just turned 98) but still a heartfelt loss. As you know she asked that contributions be made to the library. So far, we have \$275.00.

As you can see we are holding the line in terms of circulation. Only 21 down from last year. Also attached are the e-content for the 2<sup>nd</sup> quarter of 2018. Overall e-content is up 17%.

### Youth Report

We've had a good month here in youth services. Story time on Saturday has been much more successful than story time on Thursdays. There are a few families who regularly attend now, and that's been doing well. I also have several regulars for game night, and Lego night has been pretty successful, too.

The baby chick program was very successful, and on the day of the end of summer party, 95 people visited the library. On an average day, we generally have 25 to 35 people in a day, so possibly up to 70 people attended the library just for the party.

I expanded our subscriptions to Junior Library Guild, so there was a significant bill associated with that for this month, but it represents about \$15 a book, and they're very well selected.

Coming up this next month I'm going to begin planning for Halloween and Diwali parties in October, and I'm in contact with several teenagers who are interested in tutoring after school this year. As soon as I get their schedules from them I will begin promoting that service at Menands school.

### **Gift Request**

In memory of Jeanne Rutherford, a longtime patron of the Menands library, a plaque will be erected in the children's library section.

### **Next Meeting:**

September 24<sup>th</sup>, 2018 at 6:30 pm

**Adjourned Time: 7:55pm**