

Meeting of the Board of Trustees – Menands Public Library
Date June 25th 2018

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

Meeting called to order: approximately 6:35 pm.

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

Treasurers Report: Deborah submitted the reports for period 5-1-18 thru 5-31-18. Diana made a motion to accept the report and Joe seconded it. Reported was an ending balance for May 31st 2018 of \$135,082.85 for money market and \$2216.82 in checking.

Communications: none

Old/ Unfinished Business:

- Ice cream social of June 16th 2018 a success.
- Lawn care provider is taking care of pruning shrubs as needed.
- Still looking for report of corporation documents. Key Bank has mislaid it during their move to Corporate Woods.
 - **Grants**

All paperwork completed for SED & UHLS. Cannot apply this year as SED not looking at proposals until June 2019.

Long Range Planning – 3 years

- Library accessibility ongoing re: handicapped ramp.
- Facility options
 - Building is old and in need of repair. Re: roof, furnace, foundation, lighting, etc. Discussion followed re: looking for other places for the library on Broadway. Janet Ramsay noted that this would not be convenient or safe for children and older adults to get to. The library in Menands is part of the community and safe to access. Members in agreement.
 - Options: Library makeover
 - Rearrange area to make “new space”. Repaint area.
 - Open house re: makeover. Dates discussed: Thursday 11th of October, 6pm-8pm and Saturday October 13th 10am to 12 noon. Once confirmed, these dates will be placed in the Menands activities newsletter and the Menands School calendar.

New business as part of Long-Term Planning:

- New sign needed with times and events. Johanna will look into this.
- **Executive Session** Evaluation of library director

Board members looked over the evaluation form and made suggestions. These were noted by President Diana Praus, who will discuss the evaluation with the director.

Library director's report:

Ted was able to quickly replace his computer. In a matter of days, Upper Hudson was able to load it with the necessary "stuff" to be a work station. So, far it is working well.

The ice cream social was, I feel, a success. Lots of kids and lots of Menands residents having a good time. Though I was indoors most of the time running the library, I counted 78 patrons. During the event, the front door was damaged. As you enter, left door lock fell apart. The door is secured but it is an emergency exit. The lock has to be fixed or the library will fail the fire inspection.

Monthly stats are a surprise. We circulated only 7 fewer items this May compared to May 2017. 1503 vs. 1510.

Attached to this report is a description of how "ecommerce" would work allowing patrons to fines by credit or debit card. At the Director's Association meeting in August, it will be decided whether or not to accept this plan for all libraries. Since ecommerce is part of our online system, it is an all or nothing proposition. But, a library can choose not to use their ecommerce capability.

Hopefully, a nagging problem with our photocopier has been solved. For the first few years, the copier worked fine. During this time, National, our service supplier, provided us with OEM (original equipment manufacturer) toner. Then a few months ago they sent us brand X toner. At first it was fine but later our machine rejected the new toner. I was sent replacement cartridge of brand X and the copier rejected it. A repairman came. He put in OEM toner and all was fine. I called National and insisted we were only to be supplied with OEM materials. After some resistance, they agreed.

So, far all has been fine with the copier.

Youth service report

It's been a good month for youth services. The ice cream social was a success, although it wasn't as well attended as it has been in years past. I forgot to distribute flyers in the Park Hill and Park Lane apartments where many of our new community members live. People in those apartments do not get the Menands activities newsletter, which means they need to be contacted directly. I had built a good network of people from the apartments through my email list, but I'm learning that many of the people who are signed up have now moved away or their children are aging out of the programs. It's clear that physically distributing information about our events, as opposed to just putting them in the activities and posting them on Facebook, is important.

I moved story time to Saturday at 1pm because of my summer job at the Dormitory Authority of the State of New York--I am no longer able to make it here at 2 pm on Thursday. It's still poorly attended. Tutoring has wound down for the school year, and since my current tutor

will not be returning, I was able to secure another tutor from Shaker High. I haven't met her in person yet, but I'm glad that she'll be able to help out.

I rearranged the furniture a little bit to give more room for the puzzle table and the board games, and I'm going to continue shrinking the size of the collection in order to highlight the good stuff.

I have a lot of programming in the works for the summer. The first thing is an escape box to be held this Wednesday at 4:30 pm, followed by a Wii Rock Band night and several events through the Menands Parks Program. I'm also going to throw an End-of-summer party this year and serve the ice cream left over from the ice cream social. The eclipse party last year was so nice I thought it might be good to try to replicate it. Tech help continues to be successful and I'm going to introduce a "Lego Jam" on Thursday evenings where we get out Legos and build as a group. The Legos were generously donated by Johanna Clarke, so thank you Johanna!

Next meeting:

- August 27th 2018 at 6:30 pm

Adjourned: Time: 0755pm.