

Castleton Public Library, Board of Trustees  
October Board Meeting Minutes

Monday, October 21, 2013

Meeting was called to order at 7:04 p.m. EST by President Schottenfeld

**Trustees present:**

Janet Hiser, Olivia Karis-Nix, Don McKnight, Stacey Rattner, Faith Schottenfeld

**Absent:**

Marge Kehrer, Doreen Truesdell

**Adoption of Agenda**

There were a couple of additions to the agenda: Add "Reviewing the Social Media Policy" under Old Business and "Nominating Committee" under New Business. President Schottenfeld proposed to adopt the agenda. Treasurer Hiser seconds. Approved 5-0.

**Public Comment**

None

**President's Report**

Beginning tonight, Director Pekar and President Schottenfeld have instituted a "pre" meeting prior to every board meeting.

The collaboration meeting of Nassau/East Greenbush/Castleton libraries met on September 23. Since both the Nassau Library and Castleton Public Library are both at the beginning stages of their strategic planning, the group decided they would meet again after the libraries developed their strategic plans and established priorities of each library.

Regarding the budget, there has been positive feedback from Supervisor Denis Dowds on our budget and our collaboration between the three libraries. We are still waiting to hear how the budget will proceed with the Town Board. The president of the East Greenbush Library recommended that as we work on our strategic plan, we also include discussions of having a 414 and becoming a special district library in the future.

**Secretary's Report**

President Schottenfeld moved to accept the September 2013 minutes with the change from Treasurer Heiser and President Schottenfeld; Vice President McKnight seconded. Approved 5-0.

## **Director's Report**

See attached. Additional highlights include:

★Story Hour numbers have gone down. Director Pekar is looking for ways to market story hour in the community.

★Director Pekar is waiting for Civil Service to approve hiring Natalie Schipano as Librarian Trainee and then as the Librarian I once she receives her degree.

## **Friends Report**

Barb Kelp reported.

★She thanked the Board for the support for the Village Wide garage sale book sale and the Schodack Island Festival.

★The Barnes and Noble event is Saturday, November 23. Volunteers are needed from 9:00 am - 10:00 pm. Any donations for the raffles and baskets are appreciated. Gift wrapping volunteers are also needed for December 20, 21, 22 and 23.

## **Committee Reports**

Administrative Committee- Social Media policy will be discussed under Old Business.

Finance Committee/Treasurer's Report--Treasurer Hiser reviewed the treasurer's report. Because staff expenses were lower than anticipated it is projected that there will probably be a surplus at the year's end. This money will be moved into the Money Market fund. Treasurer Hiser and Director Pekar anticipate that they will be able to present a preliminary budget at the November meeting. They are having a consultation with UHLS to discuss financial policies and procedures and from that meeting they will assess if and how they will need to reallocate financial responsibilities.

Operations/Capital Projects--Trustee Karis-Nix shared that the Committee met following the Board meeting last month and are putting everything on hold until after the building inspection. Director Pekar shared that an inspector has been contacted. She will reach out to the Village to clarify the process and how the cost of the inspection will be covered.

## **Old Business**

Strategic Planning--Vice President McKnight shared that the survey is set to go using Survey Monkey. It will go out in an email to patrons. The other ways to reach out to the community is in print advertising such as the *Castletonian* and the *Advertiser*. The Board agreed to volunteer or pay staff for additional hours to enter data, if needed. Treasurer Hiser suggested that the survey monkey link be on the print survey. Other suggestions included reaching out to the school district and Castleton Kids by asking the survey link be included on their FaceBook page and/or website. The end date for the survey will be three weeks from the start date. The drawing date will be one week after the end date.

Social Media Policy--Treasurer Hiser moves to accept the Social Media Policy. Trustee Karis-Nix seconds. Approved 5-0.

### **New Business**

Castleton-in-Bloom fundraising raffle--Andrea who is a staff person who also happens to be the chairperson of Castleton-in-Bloom. She asked if they could raffle off a basket to raise funds for a scholarship. A discussion ensued that fundraising would only be limited to the Friends of the Library and we would not allow fundraising opportunities from other organizations in the library.

Nominating Committee--Vice President McKnight reminded the Board that it is now time to discuss the slate of officers for the next year. President Schottenfeld will send an email to Mayor Keegan about the possibility of recruiting new Board members in the *Castletonian*. Director Peker reminded the Board we had discussed inviting community members join committees without the commitment of becoming a Board member. President Schottenfeld will email the Personnel committee regarding this issue.

The process of the AUD was discussed. The AUD will be on the agenda as Old Business in future meetings.

Vice President McKnight would prefer not to be the vice president next year. Trustee Karis-Nix expressed an interest in taking over that position.

### **Public Comment**

Barb Kelp shared that the East Greenbush Fire Department will be donating portions of their Saturday pizza night to Peter's Dairy. You can also go to the Schodack Central School District website to donate online. Nonperishable items are also being accepted at the Castleton Ambulance.

### **Executive Session**

President Schottenfeld made a motion to go into Executive Session to continue the conversation from last month regarding personnel. Trustee Karis-Nix seconded. Approved 5-0. President Schottenfeld made a motion to conclude Executive Session. Treasurer Hiser seconded. Approved 5-0.

### **Personnel**

President Schottenfeld motioned to appropriate \$500 from our checking account as a gesture of our support for the director's service, payable within the next 30 days. Vice President McKnight seconded. Approved 5-0.

Meeting adjourned at 9:34 p.m.

The next Board of Trustees meeting is scheduled for Monday, November 18 at 7:00 p.m. EST.

Respectfully submitted,  
Stacey Rattner  
Secretary

5:03 PM  
10/11/13

The Castleton Public Library  
**Reconciliation Detail**  
A200.1 · Citizens Money Market, Period Ending 09/30/2013

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						198,669.64
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	9/24/2013			X	-21,000.00	-21,000.00
Total Checks and Payments					-21,000.00	-21,000.00
<b>Deposits and Credits - 4 items</b>						
Deposit	9/3/2013			X	464.96	464.96
Deposit	9/10/2013			X	77.84	542.80
Deposit	9/24/2013			X	66.75	609.55
Deposit	9/30/2013			X	7.98	617.53
Total Deposits and Credits					617.53	617.53
Total Cleared Transactions					-20,382.47	-20,382.47
Cleared Balance					-20,382.47	178,287.17
Register Balance as of 09/30/2013					-20,382.47	178,287.17
<b>Ending Balance</b>					<b>-20,382.47</b>	<b>178,287.17</b>

5:10 PM  
10/11/13

The Castleton Public Library  
Reconciliation Detail

A200.2 · Citizens Checking Account, Period Ending 09/30/2013

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,694.01
<b>Cleared Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Bill Pmt -Check	9/3/2013	DEBIT	Amazon LLC	X	-60.43	-60.43
Bill Pmt -Check	9/12/2013	1457	New York Library As...	X	-107.00	-167.43
Bill Pmt -Check	9/12/2013	1456	Verizon	X	-81.23	-248.66
Bill Pmt -Check	9/12/2013	1453	U.S. Bank	X	-66.64	-315.30
Bill Pmt -Check	9/12/2013	1454	Eastern Managed Pr...	X	-45.60	-360.90
Bill Pmt -Check	9/12/2013	1455	Brodart	X	-15.87	-376.77
Bill Pmt -Check	9/13/2013	DEBIT	Amazon LLC	X	-39.95	-416.72
Bill Pmt -Check	9/25/2013	1461	Recorded Books, LLC	X	-26.99	-443.71
Total Checks and Payments					-443.71	-443.71
<b>Deposits and Credits - 2 items</b>						
Transfer	9/24/2013			X	21,000.00	21,000.00
General Journal	9/30/2013	5		X	0.60	21,000.60
Total Deposits and Credits					21,000.60	21,000.60
Total Cleared Transactions					20,556.89	20,556.89
Cleared Balance					20,556.89	24,250.90
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Bill Pmt -Check	7/25/2013	1440	REimbursement - Al...		-5.38	-5.38
Bill Pmt -Check	9/25/2013	1460	Times Union		-390.00	-395.38
Bill Pmt -Check	9/25/2013	1458	Brodart		-166.20	-561.58
Bill Pmt -Check	9/25/2013	1459	Center Point		-54.04	-615.62
Total Checks and Payments					-615.62	-615.62
Total Uncleared Transactions					-615.62	-615.62
Register Balance as of 09/30/2013					19,941.27	23,635.28
<b>New Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Bill Pmt -Check	10/10/2013	1462	UHLS		-793.21	-793.21
Bill Pmt -Check	10/10/2013	DEBIT	Amazon LLC		-85.89	-879.10
Bill Pmt -Check	10/10/2013	1466	Verizon		-79.02	-958.12
Bill Pmt -Check	10/10/2013	1464	Eastern Managed Pr...		-35.12	-993.24
Bill Pmt -Check	10/10/2013	1467	Recorded Books, LLC		-33.29	-1,026.53
Bill Pmt -Check	10/10/2013	1465	Brodart		-28.55	-1,055.08
Total Checks and Payments					-1,055.08	-1,055.08
Total New Transactions					-1,055.08	-1,055.08
<b>Ending Balance</b>					<b>18,886.19</b>	<b>22,580.20</b>

3:28 PM  
10/15/13

The Castleton Public Library  
Reconciliation Detail

A200.3 - First Niagara Money Market, Period Ending 09/30/2013

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						9,597.76
<b>Cleared Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Check	9/10/2013	DEBIT	Village of Castleton	X	-566.35	-566.35
Check	9/10/2013	DEBIT	Village of Castleton	X	-487.22	-1,053.57
Check	9/13/2013	DEBIT	Village of Castleton	X	-1,628.35	-2,681.92
Check	9/13/2013	DEBIT	Village of Castleton	X	-1,031.36	-3,713.28
Check	9/13/2013	DEBIT	Village of Castleton	X	-201.17	-3,914.45
Check	9/27/2013	DEBIT	Village of Castleton	X	-1,628.35	-5,542.80
Check	9/27/2013	DEBIT	Village of Castleton	X	-1,135.64	-6,678.44
Check	9/27/2013	DEBIT	Village of Castleton	X	-210.04	-6,888.48
Total Checks and Payments					-6,888.48	-6,888.48
<b>Deposits and Credits - 1 item</b>						
Deposit	9/28/2013			X	0.10	0.10
Total Deposits and Credits					0.10	0.10
Total Cleared Transactions					-6,888.38	-6,888.38
Cleared Balance					-6,888.38	2,709.38
Register Balance as of 09/30/2013					-6,888.38	2,709.38
<b>Ending Balance</b>					<b>-6,888.38</b>	<b>2,709.38</b>

3:59 PM  
10/15/13  
Accrual Basis

The Castleton Public Library  
**Balance Sheet**  
As of September 30, 2013

	<u>Sep 30, 13</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
A200.1 - Citizens Money Market	178,287.17
A200.2 - Citizens Checking Account	24,250.90
A200.3 - First Niagara Money Market	2,709.38
<b>Total Checking/Savings</b>	<u>205,247.45</u>
<b>Total Current Assets</b>	<u>205,247.45</u>
<b>TOTAL ASSETS</b>	<u><b>205,247.45</b></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00



Castleton Public Library - FY 2013 Operation Budget Projection						
<b>Revenue</b>	2013 Approved	2013 Actual (Q1)	2013 Actual (Q2)	2013 Actual (Q3)	2013 Projection (Q4)	2013 TOTAL Projection
Library Fines and Fees	\$3,050	\$673.80	\$718.35	\$696.34	\$696.16	\$2,784.65
Town of Schodack	\$97,050	\$97,850.00	\$0.00	\$0.00	\$0.00	\$97,850.00
Rensselear County	\$3,325	\$3,325.00	\$0.00	\$0.00	\$0.00	\$3,325.00
Village of Castleton	\$10,000	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
LLSA and ERATE (UHLS)	\$1,600	\$0.00	\$0.00	\$382.36	\$1,132.35	\$1,514.71
Grants	\$1,500	\$0.00	\$0.00	\$0.00	\$1,600.00	\$1,600.00
Gifts and Donations	\$2,500	\$656.69	\$215.52	\$52.83	\$308.00	\$1,233.04
Interest and Earnings	\$200	\$22.80	\$27.21	\$25.33	\$25.11	\$100.45
<b>Total</b>	<b>\$119,225</b>	<b>\$102,528.29</b>	<b>\$10,961.08</b>	<b>\$1,156.86</b>	<b>\$3,761.62</b>	<b>\$118,407.85</b>
<b>Expenditures</b>						
Personnel	\$99,025	\$18,137.53	\$16,884.08	\$18,958.86	\$27,000.00	\$80,980.47
Contractual	\$20,200	\$4,366.81	\$4,509.63	\$4,449.53	\$3,635.86	\$16,961.83
<b>Total</b>	<b>\$119,225</b>	<b>\$22,504.34</b>	<b>\$21,393.71</b>	<b>\$23,408.39</b>	<b>\$30,635.86</b>	<b>\$97,942.30</b>
<b>Contractual Detail</b>						
Staff Development/edu	\$500	\$132.40	\$160.00	\$107.00	\$100.00	\$499.40
Library Materials	\$8,000	\$1,477.47	\$2,217.60	\$1,924.20	\$1,922.00	\$7,541.27
Equipment/Technology	\$2,500	\$437.34	\$439.85	\$274.59	\$395.63	\$1,547.41
Programs	\$1,500	\$54.13	\$310.89	\$281.39	\$300.00	\$946.41
Automated Services	\$3,300	\$793.21	\$793.21	\$793.21	\$793.21	\$3,172.84
Supplies						
Postage	\$200	\$54.44	\$46.00	\$2.83	\$46.00	\$149.27
Telephone/Data Links	\$1,050	\$303.26	\$233.28	\$162.60	\$79.02	\$778.16
Insurance	\$2,150	\$906.32	\$0.00	\$700.00	\$0.00	\$1,606.32
Office Supplies	\$1,000	\$208.24	\$308.80	\$203.71	\$0.00	\$720.75
<b>Total</b>	<b>\$20,200</b>	<b>\$4,366.81</b>	<b>\$4,509.63</b>	<b>\$4,449.53</b>	<b>\$3,635.86</b>	<b>\$16,961.83</b>

**Usage – September**

- Circulation of print materials: 1,603
- Circulation of eContent: 72
- 53 individuals attended the 11 programs for families and adults offered at the Library.

**Civil Service**

- I am working with Geoffrey Kirkpatrick, New York Library Association – Civil Service Task Force Chair, to classify the Librarian Trainee position in Rensselaer County. The position is currently used across the state to bring new librarians into the profession.

**Public Access Computers**

- I have been working with Rawdon, UHLS and Patrick, SoftGuard, to configure the software and adjust the settings to meet CPL's needs. Though we have been configuring the computers, they have been functional for patrons and the feedback regarding the computers has been very positive.

**AUD 2012**

- The corrections for the 2012 AUD were submitted to the Office of the State Comptroller on Monday, September 23. They have not requested any other information or corrections.

**Meetings (September 7-October 4)**

- September 8: Met with volunteers and Trustee Truesdell at the Library to re-arrange furniture.
- September 9: Rawdon from UHLS, brought the server to the Library and helped install the hardware.
- September 12: Contacted the Office of the State Comptroller regarding the discrepancies on the Library's 2012 AUD.
- September 12: Discussed the collection size and weeding project with Brad Kingsburg of Creative Library Concepts.
- September 18: ILS Investigation Subcommittee met at UHLS.
- September 20: This was a full-day virtual conference hosted at the East Greenbush Community Library. Below are the different topics that were discussed and some interesting facts.
  - The Mobile Difference:
    - 57% of all adults are cell Internet users.
    - 1/3 of the population owns tablets.
  - Giving Your Mobile Customers Everything They Need When They Need it.
    - The use of e-textbooks has increased significantly.
    - Continued discussion about Apps vs. mobile websites.
  - Apps and More Resources for Libraries
    - Libraries are compiling information about apps for users who access information using a mobile device or tablet.

## Director's Report: October 21, 2013

- Implications of the Mobile Revolution for Reference Services and the Library as Place in General
  - Instead of pointing an individual to the reference shelf, Librarians also consider apps as a way to access the most relevant information for patrons.
- Developing Library Staff Skills for Mobile Technology
  - It is important to allow staff to have time to 'play' with the new technology.

I think the biggest challenge of new technology is that it is not replacing old technology. There are more ways patrons are able to access information and prefer to access information. At public libraries, to provide access to information means providing it in a variety of formats. The challenge faced by libraries is that purchasing content in multiple formats can strain library budgets and increase the time spent training staff on new technology.

- September 23: Meeting with Library Directors and Trustee Presidents from Castleton Public Library, East Greenbush Community Library and Nassau Free Library to discuss future areas of collaboration.
- September 28: Met with Trustee President Schottenfeld.
- October 1: E-Content Committee meeting at UHLS.
- October 3: ILS Committee visited Onondaga County Library System and the Liverpool Library to get feedback about their experience with Polaris, one of the systems we're investigating.

### News

- **Bullet Aid:** The Library received the Special Legislative Grant (Bullet Aid) that was appropriated by Senator Marchione. The money was distributed to member libraries through UHLS.
- [The State of Small and Rural Libraries in the United States](#)
  - This is a brief report provided by the Institute of Museum and Library Sciences. It contains information about trends of small and rural public libraries including funding, staffing and services.