

Castleton Public Library, Board of Trustees

Board Meeting Minutes

Monday, February 19, 2013

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

Trustees present:

Janet Hiser, Olivia Karis-Nix, Marge Kehrer, Don McKnight, Stacey Rattner, Faith Schottenfeld, Phyllis Tolbert,

Trustees absent:

Doreen Truesdell

Pledge of Allegiance

Adoption of Agenda

Agenda was adopted. Trustee Kehrer motioned to adopt the agenda. Vice President McKnight seconded, passed 7-0.

Welcome Olivia Karis-Nix

Today will be Trustee Tolbert's last meeting. Trustee Karis-Nix attended the new trustee training at UHLS. She is interested in the upcoming opportunities for further Board orientation training.

Public Comment Period I:

None

President's Report

This will be a new addition to the meeting agenda. President Schottenfeld and Director Peker thought it would be a good idea to include on the agenda so trustees can become more aware of what the president is up to. Director Peker and President Schottenfeld attended a meeting with the presidents and directors from EGCL and Nassau Free Library. All three libraries receive funding in different ways. Nassau receives funding from the 414 which means that they get monies from the school budget. EGCL is an Association Library therefore the community votes on their budget. Currently, the libraries collaborate on some programs (i.e., Summer Reading) with the intention to collaborate more in the future. The meeting was very productive. The plan is to meet again in May. Other trustees are invited to attend the meeting.

Director Peker put together a binder for the newest trustee, Olivia Karis-Nix. It will be shared with Trustee Karis-Nix before the next meeting. The rest of the trustees will have the opportunity to see it at the March meeting.

President Schottenfeld thought she would write a letter to the village and town introducing herself as the new president. It was agreed that this was a good idea as well as setting up a meeting with Town Supervisor Dennis Dowds.

Secretary's Report - Action Taken

The minutes from the December meeting were reviewed with changes from President Schottenfeld. Trustee Tolbert motioned to approve the minutes. Vice President McKnight seconded, passed 7-0.

Treasurer's Report

The new accounting program is QuickBooks. This gives Director Pekar access to see the accounts. At each Board meeting Director Pekar will present the unpaid bills for the month and the Board will approve them.

The Spieske account was established by the Board of Trustees on November 23, 2009 as an "unrestricted endowment" account, when "gifts or bequests are made to the library without specific restrictions." Since that time, it has held the original restricted Spieske donation of \$500 (spent on the reading nook), an unrestricted gift from members of the Spieske family of \$1,000 and an unrestricted bequest of \$5,000. At no time has the account held "endowment funds." All of the remaining funds are available for use by the library without restriction. Treasurer Hiser proposes that it should no longer be called the Spieske account, the money be moved into the Money Market account and that we close the Spieske account. Currently, there is no interest being accrued and in fact, it is costing money because the library is being charged for paper statements. Treasurer Hiser made a motion that the balance of \$4079.04 be moved from the Spieske account to the Money Market and the Spieske account be closed. Seconded by Trustee Tolbert. Passed 7-0.

The annual AUD was due the end of February. An extension to the deadline was received until May 1.

Library Director's Report

See attached.

The following was discussed:

*President Schottenfeld asked for clarification on the Friends collaborative grant. It was submitted at the end of January. Friends of East Greenbush, Nassau and Castleton applied for a technology grant to SEFCU. The items included in the grant were iPads, TV and distance learning for webinars. Barbara Kelp from the Friends shared the details on the grant.

*Advocacy Day--Director Pekar received the agenda of the day and will forward it to the Trustees. President Schottenfeld will try and attend. Director Pekar shared that the best way use of time would be to attend the meetings with the legislatures.

*Director Pekar clarified more of what is expected in the annual report to the State Department of Library Development (DLD). The information she shares with the Board at every meeting is similar to what she sends to the DLD for the report. If she needs to submit it prior to our next meeting, she will email a PDF to the Board.

Friends Report

Barbara Kelp represented the Friends.

*Due to the snowstorm, the Applebees breakfast was rescheduled to April 20. Tickets are still available.

*The annual "March Madness" book sale will be on March 23 from 8:00 - 1:00.

*The Friends annual meeting will be on April 17. They are looking for more active members and trustees. Nina Martino will be stepping down as president.

*The annual membership drive will go out in the next couple of weeks.

*They applied for a Stewarts Community Grant to help out with museum passes and programming for the Summer Reading program.

Committee Reports

Personnel--President Schottenfeld thanked Treasurer Hiser for distributing the Board self evaluation. It had a lot of parallels to the Director's evaluation. The next step will be to create a Patron Survey which had been planned for the first quarter of this year. Director Pekar will look into patron surveys from other libraries to help guide the creation of our survey.

Trustee Tolbert wanted to highlight some of the needs. One of the needs of the Board is an orientation. It was noted that the binder that Director Pekar has put together for Trustee Karis-Nix should help with orienting new trustees.

The evaluation process is now complete. The cycle will begin once again in the Fall.

Policy--Amy shared the Internet policy with the changes. Trustee Hiser made a motion to accept the revised Internet policy. Seconded by Secretary Rattner. Passed 7-0.

Director Pekar suggested that it might be helpful to look at and revise the financial policies. Treasurer Hiser shared that UHLS recommends an MOU be developed to formalize the relationship between the library and the Friends. Also a more formalized gift accepting policy should be developed.

Operations/Capital Projects--The Committee report was shared with details on each estimate on the library renovations. The Committee met with three contractors from each category to get estimates. A contractor from each category needs to be chosen in

order to proceed. No formal conversations have been made with the Village. It was determined that maybe only some of these aspects will have to go out to bid. President Schottenfeld wanted to make sure that the process for determining what does and does not have to go out to bid being a municipal library in a Village building is clear. President Schottenfeld suggested that some of these ideas be included in the patron survey.

The Committee is looking for Board support in selecting a contractor to go ahead with this project. Director Pekar's preference is Brad Kingsbury of Creative Library Concepts. His estimate came in the lowest and he is willing to work with a smaller budget. He renovated some of the new branches of Albany Public Library. He is capable of coordinating the whole project. Village Board Trustee Jennifer Practico shared that Director Pekar should talk to Mayor Keegan to determine the proper procedure of how to move forward with this project. The second step might be to meet with both Mayor Keegan and Mr. Kingsbury to determine the next steps.

President Schottenfeld moved to allow the Operations Committee to meet with the mayor to bring him up to date on this information, to determine the actions that are appropriate and needed to proceed with a library vendor at this time, to determine the fiscal process which we will embark on this process and to include Mr. Kingsbury in the next steps of this process for future Board approval. Vice President McKnight seconded. Passed 7-0.

Old Business

Insurance Proposals (McKnight and Pekar)--The liability insurance for the \$906.32 from Marshall and Sterling needs to be approved. This is a reduction of about \$200 from last year and includes more coverage. Vice President McKnight and President Schottenfeld looked over the policy very carefully.

President Schottenfeld moved to approve the new insurance policy. Vice President McKnight seconded. Passed 7-0.

Strategic Planning--It was discussed that we participate in a trustee training first and then go forward with the strategic planning training. President Schottenfeld will reach out to Tim Burke from UHLS and report back about with the possibility of planning a training. President Schottenfeld will email the information to the Board.

New Business

Lease Agreement with the Village (McKnight)--After the Village had their audit, it was determined that the Library is an agency of the Village. Because we are part of the Village, Vice President thinks we may not have to do an AUD. Director Pekar found in past minutes that the Library Board actually decided to complete the AUD. This can be reversed. Because we are a municipal public library, there was a time where the Village was more involved in the finances of the library. Director Pekar suggested it might be

worth looking into. The Village has already submitted their AUD and it doesn't include the library. Treasurer Hiser hopes to move the AUD to the Village in the future.

Director Pekar would like Board approval to donate old computer monitors, fax machine, keyboard, mouse to the Friends to sell at the book sale. President Schottenfeld moved to allow Director Pekar to donate the old computer monitors, fax machine, keyboard and mouse to the Friends. Trustee Kehrer seconded. Passed 7-0.

Announcements

As indicated in the bylaws, the president will write Mike Allard a letter indicating that he will no longer be on the Board.

Public Comment II

Village Board Trustee Jennifer Pratico offered Trustees to leave coats in her office during Advocacy Day. She recommended that everyone get there early since parking will be tough. The more people that come to visit an assembly person or senator, the better. She suggested that the patron survey be available online and to use the kiosk on 9J to encourage patrons to complete it. She also suggested it be put in the Castleonian.

Regarding the bidding process, Pratico said that we can set our own limit. The upper limit is \$30k but if we want to make it lower, we can.

Barbara Kelp tried to encourage people to come to Advocacy Day.

Executive Session

None

Meeting adjourned at 9:02 p.m.

Next meeting is scheduled for Monday, March 18 at 7:00 p.m. EST.

Respectfully submitted,
Stacey Rattner
Secretary

3:11 PM
02/22/13
Accrual Basis

The Castleton Public Library
Balance Sheet
As of February 22, 2013

	<u>Jan 31, 13</u>	<u>Feb 22, 13</u>
ASSETS		
Current Assets		
Checking/Savings		
1 · Citizens Spieske	4,079.04	4,079.04
A200.1 · Citizens Money Market	135,910.98	233,956.73
A200.2 · Citizens Checking Account	5,564.39	5,409.42
A200.3 · First Niagara Money Market	21,321.23	21,321.23
Total Checking/Savings	<u>166,875.64</u>	<u>264,766.42</u>
Total Current Assets	<u>166,875.64</u>	<u>264,766.42</u>
TOTAL ASSETS	<u>166,875.64</u>	<u>264,766.42</u>
LIABILITIES & EQUITY	0.00	0.00



FY 12 TREASURER'S REPORT CASTLETON PUBLIC LIBRARY

Business Green Checking 5972

Money Market 7297

Spieske Checking 2083

	Business Green Checking 5972				Money Market 7297					Spieske Checking 2083			
	Beginning Balance	Credits	Debits	Ending Balance	Beginning Balance	Credits	Interest	Debits	Ending Balance	Beginning Balance	Credits (NAF-fenced)	Debits (NAF-fenced)	Ending Balance
Jan-12	<u>3654.72</u>	\$5,000.00	\$2,357.69	\$6,297.03	<u>135012.8</u>	\$205.22	\$11.37	\$5,000.00	\$130,229.39	<u>5064.76</u>	\$74.55	\$3.00	\$5,136.31
Feb-12	6297.03	\$20,000.00	\$1,854.80	\$24,442.23	130229.39	\$665.79	\$10.29	\$20,000.00	\$110,905.47	5136.31	\$1,500.00	\$3.00	\$6,633.31
Mar-12	24442.23	\$6.00	\$22,022.05	\$2,426.18	110905.47	\$95,126.00	\$12.78	\$0.00	\$206,044.25	6633.31	\$0.00	\$0.00	\$6,633.31
Apr-12	2426.18	\$2,554.27	\$2,094.79	\$2,885.66	206044.25	\$3,653.89	\$17.01	\$0.00	\$209,715.15	6633.31	\$0.00	\$2,554.27	\$4,079.04
May-12	2885.66	\$50,000.00	\$50,746.31	\$2,139.35	209715.15	\$240.00	\$13.68	\$50,000.00	\$159,968.83	4079.04	\$0.00	\$0.00	\$4,079.04
Jun-12	\$ 2,139.35	\$0.00	\$544.20	\$1,595.15	159968.83	\$391.00	\$13.14	\$0.00	\$160,372.97	4079.04	\$0.00	\$0.00	\$4,079.04
Jul-12	\$ 1,595.15	\$5,000.98	\$3,305.49	\$3,290.64	160372.97	\$549.20	\$6.96	\$5,000.00	\$155,929.13	4079.04	\$0.00	\$0.00	\$4,079.04
Aug-12	\$ 3,290.64	\$0.00	\$1,687.85	\$1,602.79	155929.13	\$514.25	\$6.61	\$0.00	\$156,449.99	4079.04	\$0.00	\$0.00	\$4,079.04
Sep-12	\$ 1,602.79	\$2,000.00	\$950.50	\$2,652.29	156449.99	\$23,230.76	\$6.41	\$2,000.00	\$177,687.16	4079.04	\$0.00	\$0.00	\$4,079.04
Oct-12	\$ 2,652.29	\$0.97	\$2,170.41	\$482.85	177687.16	\$7,071.45	\$7.56	\$0.00	\$184,766.17	4079.04	\$0.00	\$0.00	\$4,079.04
Nov-12	\$ 482.85	\$ 60,001.00	\$ 50,982.27	\$ 9,501.58	\$ 184,766.17	\$ 226.61	\$ 5.44	\$ 60,000.00	\$ 124,998.22	\$ 4,079.04	\$ -	\$ -	\$ 4,079.04
Dec-12	\$ 9,501.58	\$ 9.33	\$ 1,158.41	\$ 8,352.50	\$ 124,998.22	\$ 372.10	\$ 5.30	\$ -	\$ 125,375.62	\$ 4,079.04	\$ -	\$ -	\$ 4,079.04

AF=Appropriated Funds
 NAF=Non-appropriated Funds

Submitted by:
 Janet Hiser, Treasurer

The Castleton Public Library
Unpaid Bills Detail
As of February 25, 2013

<u>Date</u>	<u>Terms</u>	<u>Due Date</u>	<u>Account</u>	<u>Amount</u>
Brodart				
2/13/2013	Net 30	3/15/2013	A74104B · Library Materials	162.55
2/14/2013	Net 30	3/16/2013	A74104B · Library Materials	27.85
2/14/2013	Net 30	3/16/2013	A74104B · Library Materials	32.85
2/19/2013	Net 30	3/21/2013	A74104B · Library Materials	16.40
Total Brodart				239.65
Demco				
2/21/2013	Net 30	3/23/2013	A74104J · Office Supplies	51.92
Total Demco				51.92
OverDrive				
2/6/2013	Due on r...	2/6/2013	A74104B · Library Materials	113.93
Total OverDrive				113.93
Recorded Books, LLC				
2/20/2013		3/2/2013	A74104B · Library Materials	35.09
Total Recorded Books, LLC				35.09
Staples				
2/14/2013	Net 30	3/3/2013	A74104J · Office Supplies	29.42
Total Staples				29.42
TOTAL				470.01

Upcoming programs

- Family Movie Nights: The Friends of the Castleton Public Library will show “Wreck it Ralph.”

Friday, March 15 at 6 PM

- Financial Planning Workshops: Join us for a workshop to explore Budgeting for a Better Life and Planning for Retirement: Explore the importance of using a budget. Learn how to create a budget and techniques for following and sticking to it to accomplish goals. AND learn how to plan for retirement through a six-step process ranging from setting goals to staying on the path toward enjoying a comfortable retirement.

Thursday, February 28th at 7:00 PM

- Comprehensive Retirement Planning: During the peak earning years of life we often set aside assets that are earmarked to provide for our retirement needs. Unfortunately, very few people establish a financial plan that covers every aspect of their financial life. This informational seminar will focus on the importance of financial planning and show you how each piece of your financial life works together toward attaining your retirement goals. Seminar topics will include: a general understanding of investing, strategies to limit risk in your retirement portfolio as well as techniques for generating income in retirement. Please join us for this educational seminar. Richard L. Lane is the Vice President-Investments and an Accredited Investment Fiduciary® with Madison Wealth Managers.

Tuesday, March 26 at 6:00 PM

January Meetings

- January 4: Director's Association
 - e-Content Advisory: Shared updated chart showing suggested member library contribution for e-books. We are currently evaluating pros and cons of kids' platforms for e-books and exploring e-magazine content purchases.
 - Staff training may be provided by UHLS for member libraries. It will likely require smaller libraries to close to be able to provide the training for all library staff. Larger libraries generally close to provide staff training opportunities.
- January 7: 1 on1 Reference
- January 10: 1 on 1 Reference
- January 10: Met with Nina, President of the Friends, to discuss a collaborative grant with the Friends of both the East Greenbush Community Library and Nassau Free Library.
- January 26: Personnel Committee meeting to go over the Director's evaluation.
- January 28: Met with Evelyn Butrico and the youth and teen librarians at the East Greenbush Community Library to discuss ways we may be able to collaborate to enhance our Summer Reading Programs. We are discussing collaborative efforts including marketing, the Teen Kickoff, and offering some library programs similar to last year's joint storytelling event at the Schodack Town Hall. Collaborative efforts will help us provide a more robust program and market effectively to an area that is served by both libraries. We discussed the collaboration with Pat Sahr, the Nassau Free Library Director.

Director's Report: February 25, 2013

- January 29: Finance Committee met to discuss financial procedures with the newly elected Treasurer.
- January 30: Met with Mark Crawford from Marshall and Sterling Insurance. He shared two insurance proposals.

Continuing education

- Workshop: "Play at the Library: Creating Early Literacy Spaces That Invite Learning." Attendance at this workshop helped fulfill requirements for the UHLS LSTA grant, "Beyond Storytime: Positioning Libraries As Early Literacy Centers." This workshop provided information about furniture to create a literacy spaces in libraries and games, toys and resources to enhance literacy spaces and incorporate purposeful play.
- Article: "[Mobile Evolution: How Apps Are Adapting to a New Device Ecosystem](#)" [The Digital Shift](#), February 12, 2013. This article discussed the trend of app usage surpassing browser usage on mobile devices and tablets. Libraries are a place where people go to find information. As information is stored and shared using different tools, libraries may need to help users discover apps as valuable resources.
- Article: "Library of Congress Twitter Archive Grows to 170 Billion Tweets" [Library Journal](#) February 1, 2013: The Library of Congress established a process for preserving daily Tweets. The purpose of archiving Tweets is to adapt to the way information is shared. Social media is, at the very least, supplementing reference resources such as journals.

UHLS Updates

- **Library Advocacy Day - Tuesday March 5.** All UHLS staff, trustees and library users are encouraged to attend this important advocacy day in which Library advocates join together at the Capitol to meet with local legislators, voice support for library funding and, through numbers and enthusiasm, demonstrate the strength of the library community to elected officials. The Upper Hudson Library System (UHLS) and the Capital District Library Council (CDLC) are working together to schedule Legislative appointments. David Vinjamuri, the author of the recent Forbes article "[Why Public Libraries Matter: And How They Can do More.](#)" is a guest speaker.
- **NYS Budget Update** - On January 22 the Governor released his 2013 NYS budget proposal. The news was positive for libraries in that the budget called for state library aid to be set at \$81.62 million, which matches to final allocation in the 2012 enacted budget. In addition, \$14 million in capital funding is once again included for public library construction projects. Level funding in the Governor's budget from the previous year means that the NY library community can concentrate its efforts on advocating for an aid increase with the Senate and the Assembly as they debate a final budget.
- **NYS Annual Report to DLD:** The online report is not available according to an email from Heidi Fuge at UHLS on January 22. Due to the delay, the deadline to submit the report will be extended. I will follow up when I receive more information about when the report will be made available.

Internet Policy

The Castleton Public Library offers public access to the Internet through library computers as an extension of our mission to provide equal and uncensored access to resources in a wide variety of formats. While many sites on the Internet provide useful and interesting information, there are some that contain inaccurate, controversial and offensive material. The Library does not monitor or control Internet content and cannot be responsible for information accessed by the public. Patrons use the internet at their own discretion.

Users must remember they are in a public building and show consideration for others when viewing Internet materials. Library Internet ~~patrons-users~~ are expected to act in a responsible and ethical manner consistent with all policies of the library. Use of the Library's Internet service can be revoked for any violation of the Library's policy. Public use of the Internet is a privilege provided by the Library, not a right, and Library personnel reserve the right to cease usage of any individual at any time. Due to the limited number of public access computers, use is limited to individuals with a valid Library card that is in good standing or a guest pass. Guest passes are available for users who do not already have a library card within the UHLS for a fee. The library also reserves the right to enforce rules to provide equitable Internet access for all patrons.

Parents and guardians are responsible for the monitoring and restricting of their child's use of the Internet at the Library. ~~A person under the age of 18 must have a signed parental authorization on file at the Library in order to use the Internet. Children under the age of 10 must be accompanied by an adult at an Internet workstation.~~

In accordance with federal and state laws and regulations, ~~patrons-users~~ are not permitted to access the Internet in the library for any illegal or criminal purpose, including, but not limited to:

- Unauthorized or illegal copying of copyright-protected material.
- Displaying explicit sexual material.
- Hacking and similar activities.
- Violating the computer or network security system.
- Unauthorized use of computer accounts, access codes or network identification numbers.

- Violating software license agreements.
- Harassment or stalking

(Adopted May 16, 2011)

In response to the requests of the board, the committee has begun to create a timeline of activity, based upon information gleaned from potential contractors during informal conversations. In order to give more precise timeline activities, the committee needs the consent of the board to pursue estimates and choose a contractor (who would oversee all aspects of renovation) to come before the board with a formal proposal for the entire board's consideration.

DRAFT Timeline of Renovation

- Planning of project (2 weeks): Develop the "program" of what will be going in the library (book and media counts, number of computers, number of patron seats, number of staff workstations, etc.)
- Schematics (2 weeks): Develop several proposed floor plans based on the outcome of Programming.
- Design Development (2 weeks): select each piece of furniture, carpet and technology based on how well it meets requirements and fits into the project budget.
- Design Documentation (2 weeks): representative presents proposals for all the products selected in Design Development. The proposal is revised as required to meet all the requirements of the project.
- Product Production (10-12 weeks): includes the development and approval of shop drawings for all the furniture (circulation desk, end panels, etc.) and time for the production of the products from the manufacturer.
- Delivery and Installation (2 weeks): includes receiving all deliveries at the library, installing shelving and furniture, removing trash and debris. During this time the library will be closed. The collection and furniture will be removed from the space. This is also the point we would likely coordinate the other parts of the project such as replacing the ceiling (2 days), painting, replacing the carpet and updating the electrical outlets.

DRAFT Estimate

1. Furniture - \$35,000

- a. Brad Kingsbury, Creative Library Concepts (August 22)
 - i. Creative Library Concepts is a library-focused company so Brad is very familiar with library trends. The services provided through this company include designing the space, determining the shelving requirements of the library's collection including any anticipated changes, selecting all the products and interior finishes to developing a comprehensive design, and coordinating the project with contractors for flooring, electrical work and the ceiling.
 - ii. Brad and I discussed the cost of renovating the entire library space with regard to furniture. He estimated about \$47,000. He will be able to help us work with a smaller budget of \$35,000.
- b. Stephanie A. Rock, drb Business Interiors (August 21)
 - i. Removal of furniture: \$2,000
 - ii. New furniture: \$48,600

- iii. Installation of new furniture: \$4,000
- iv. Total: \$54,600
- c. Robin Vaughn, Inner Space Systems, Inc (September 11)
 - i. Waiting for an estimate.

2. Computers - \$7,000

- a. Dell: 6 computers (4 public computers and 2 staff computers) = \$6,610
- b. SoftGuard: Provides a thin client (one computer that hosts multiple workstations for users) option for public access computers. On February 25, SoftGuard will provide a demo for UHLS member libraries interested in this option. I spoke with a SoftGuard representative at NYLA and shared the information with staff at UHLS. UHLS provides technical support for the library so they provide insight regarding the integration of the library system and system upgrades. SoftGuard could provide public access computers but staff computers will most likely need to be purchased separately.

3. Floor (carpet tile) - \$5,000

- | | |
|--------------------------------------|---------------------|
| a. Teds Flooring and Interior Design | \$5,100.00-5,900.00 |
| b. K-B Flooring | \$4,900.00-5,200.00 |
| c. Mohawk Valley Carpets LLC | \$4,990.00 |

4. Ceiling - \$7,500

- a. Gene Lawlor Construction LLC: To remove existing tiles and clean existing grid:
 - i. Install new tiles: \$4985.00-\$6,554.00
 - ii. Paint existing grid: \$950.00
 - iii. Install additional lights: \$250.00 each

DRAFT Estimate - \$55,000

Adjustments:

- The furniture can be adjusted based on the amount of furniture and quality. This is an easy part of the entire project to breakdown and complete in stages. For example, the circulation desk can be purchased at a later date to decrease the initial cost.
- Demolition (removal of furniture), depending on the company, may be an additional cost of approximately \$2,000.
- Computers, at most, will cost approximately \$6,610. Public Access Computers may be pursued through a grant which will decrease the number of computers we need to purchase to 2 staff computers at approximately \$2,000. Softguard will likely cost much less because the hardware is leased.
- The new ceiling estimate was recently reviewed and the initial projection was much less than the estimate. This is largely a result of a better ceiling tile that will offer some protection in the event of a water leak and helps reflect light to make the library space brighter. With higher quality ceiling tile and painting the existing grid to support the tiles, the cost will be \$7,504.