

# Castleton Public Library Board of Trustees

## Meeting Board Meeting Minutes

**Monday, March 18, 2013**

**Meeting was called to order at 7:05 PM by President Schottenfeld.**

**Trustees present: Janet Hiser, Olivia Karis-Nix, Don McKnight, Faith Schottenfeld, Doreen Truesdell**

**Trustees absent: Stacey Rattner, Marge Kehrer**

### **Pledge of Allegiance**

**Adoption of Agenda.** Vice-President McKnight added Charter Discussion to New Business. President Schottenfeld added Committees and Strategic Plan to President's Report. President Schottenfeld then moved to adopt agenda. Vice-President McKnight seconded. Agenda adopted 5-0.

**Public Comment:** None

### **President's Report**

- < Trustee Binder. Director Pekar has assembled a binder for new trustees. Trustee Karis-Nix made comments on the binder and Director Pekar made modifications to it. Director Pekar is now submitting the binder's table of contents to the Board with the idea that all Board members (not just new members) will receive a copy. In addition to the binder itself, Director Pekar would provide a tour of the library facility as well as a virtual tour of the library website for any interested Board members. All Board members expressed interest. Trustee Karis-Nix moved to approve purchase of supplies necessary to create trustee binders. Trustee Hiser seconded. Passed 5-0.
- < Strategic Plan. Tim Burke of UHLS informed President Schottenfeld that they are happy to help us create a strategic plan. He recommended reviewing the Bethlehem Public Library's plan as an example (it was passed out at the meeting). He recommended not making it too long/complicated and not making it effective for more than 3 years. Trustee Hiser feels it is important that we have an outsider's perspective involved in creating the strategic plan and helping to facilitate the Board's discussion. We should make sure that we go through a meaningful process and don't just use a template. Discussion ensued and it was agreed that to start, we should compile a list of what all our priorities and goals are as previously indicated in board meeting minutes, surveys, etc. Strategy: over the next few weeks, President Schottenfeld will compile a list of goals and objectives using all of the above resources and email it to the Board. It was suggested that all Board members should also have physical and virtual tours of the library before we create the strategic plan. At April meeting, we will select a date and location for a strategic planning retreat.
- < Patron Survey. Friends survey results should be ready by next board meeting, but we will also want a patron survey that goes out to a broader group of patrons and asks a broader range of questions. We also will want to review the Board survey

and Director's survey that were recently done for items we want to know more about from our library patrons. Board should also look at links previously sent by Director Pekar as sample patron surveys. By April meeting, we should have suggestions for Director Pekar as to what should go into a new patron survey and how to distribute it widely to the community (online methods, physical copies at library, include in the Castleonian, etc.). Director Pekar will develop a draft in the meantime.

- < Committees. Tim Burke suggested that committees should be used only if they are getting work done between Board meetings and helping the Board to move forward. The Board felt that our committees are operating effectively in this capacity. Our only required committee under the by-laws is the Finance Committee. Treasurer Hiser is chair and two other trustees are required to be on the committee. Vice-President McKnight and Trustee Kehrer will be the other two trustees on the committee. Any other committees are optional. Operations/Capital Projects Committee is presently very helpful to the Board. Members are Trustees Truesdell and Karis-Nix and Director Pekar. Policy Committee is helpful to Director Pekar as a group of advisers for her to bounce policies and ideas off of in between Board meetings, in order to make meetings more productive. Members are Trustees Rattner and Truesdell, and President Schottenfeld will join. The Policy Committee will be renamed the Administrative Committee to serve the broader function of working with Director Pekar on a range of administrative issues.

### **Secretary's Report**

- < Review of minutes from previous meeting. Trustee Truesdell moved to adopt minutes. Treasurer Hiser seconded. Passed 5-0.

### **Treasurer's Report**

- < Treasurer Hiser reviewed her reports with the board. Spieske account has been closed and those funds transferred. Motion to adopt treasurer's report by President Schottenfeld, seconded by Trustee Truesdell, passed 5-0. New business for next meeting: 1) how to treat unanticipated grant income and expenses in the budgeting process? 2) looking for recommendations for a maximum per purchase amount for Director Pekar's debit card? This is a policy that we need for audits, checks and balances, as well as making Director Pekar's job easier. Finance Committee will discuss these two issues and report back in April.

### **Director's Report**

- < Director Pekar reviewed her monthly report with the board. Additional items: there was discussion about the need to improve our website and the President was asked to ensure this made it to our list of possibly priorities for strategic planning.
- < We will be receiving a \$300 grant from UHLS for early literacy tools.
- < Library budget was approved by Village Trustees at their meeting on March 6, 2013.
- < Director Pekar is seeking Board approval for disposal of a Xerox machine that appears to be owned by the library and not leased (Board minutes from 2004 mention a service contract but not a lease of the machine). After Board discussion, it was agreed that Director Pekar will talk to the Castleon Kiwanis, who donated money for the service contract, and find out whether they know more about this machine.

- < UHLS is giving us two new staff computers updated with Windows 7, and Director Peker is seeking Board approval to recycle the two old staff computers. President Schottenfeld moved to approve recycling of two old computers and the Xerox machine if it isn't leased. Trustee Truesdell seconded, passed 5-0.
- < Annual Report: President Schottenfeld moved to adopt and submit the annual report, Vice-President McKnight seconded, passed 5-0.
- < Annual Report Narrative: Trustee Karis-Nix suggested a layout change. Treasurer Hiser pointed out some typos. Director Peker will make suggested changes and email a second draft to the Board for approval at April meeting, although it will be shared (with the Board's suggested changes) with the community prior to the April meeting.
- < Personnel Memorandum: resignation of Library Aide Jeff Knaack and change of title (not a promotion) of Pam Smith from Library Assistant-Web Master to Senior Library Clerk. President Schottenfeld moved to adopt the personnel memorandum, Trustee Truesdell seconded, passed 5-0.

**Friends Report:** Barbara Kelp represented the Friends.

- < Book sale is going on this Saturday, March 23, 2013 from 8-1.
- < Friends Meeting Wednesday, March 20, 2013.
- < Friends Annual Meeting April 17, 2013.
- < Applebee's fundraiser April 20, 2013.
- < Family movie night April 26, 2013.
- < Bruce from Schodack transfer station says that any leftover books as well as old electronics can be disposed of for free at any time by Village and Town residents and he would check to see if Friends could also fall under that umbrella.

**Committee Reports**

- < Personnel: no report
- < Policy: no report
- < Operations/Capital Projects: Renovations - Phase 1: Public Access Computer Upgrade. Committee met and discussed Phase 1 and recommended presenting it to the Board. Director Peker seeks approval of the plan and budget for Phase 1 as outlined in her memo – essentially, Phase 1 would be a public access computer upgrade and would consist of a 6-pack core server, 4 workstations, software, a desk to hold the 4 workstations, and 4 chairs, with a total budget of \$8,026. Motion to approve plan made by Vice-President McKnight, seconded by Treasurer Hiser, passed 5-0. Motion to release up to \$9,000 from the money market account into the checking account to implement Phase 1 made by Vice-President McKnight, seconded by Trustee Truesdell, passed 5-0. Committee will now move ahead and meet with Brad to discuss designs and needs for next phases. Director Peker shared that the Village is aware of what we are doing. They have advised us that there is no need for bidding on the renovation project. Director Peker will meet with Mayor Keegan this Wednesday to give more details and to invite him to be on our committee (Village Trustee Practico was already invited and any other interested village trustees will also be invited).

**Old Business**

- < Date for UHLS Trustee Training at Castleton Public Library. This was already discussed above under strategic planning.

**New Business:**

- < Vice-President McKnight shared that a resident has proposed that the library take over an abandoned building in the village. Discussion ensued and it was agreed that this would not be feasible at this time.
- < Charter discussion – Vice-President McKnight suggested that an update to the charter should be added to the list of priorities for the strategic plan.

**Announcements**

- < President Schottenfeld shared that on April 9 at Maple Hill High School, there will be a community forum on the open meetings law.

**Public Comment: none**

**Executive Session: none**

**Adjourned at 9:10 P.M.**

12:46 PM  
03/04/13  
Accrual Basis

The Castleton Public Library  
**Balance Sheet**  
As of March 4, 2013

	<u>Jan 31, 13</u>	<u>Feb 28, 13</u>	<u>Mar 4, 13</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1 · Citizens Spieske	4,079.04	4,079.04	4,079.04
A200.1 · Citizens Money Market	135,910.98	234,004.80	234,004.80
A200.2 · Citizens Checking Account	5,514.75	4,689.98	4,689.98
A200.3 · First Niagara Money Market	21,321.23	21,321.23	21,321.23
<b>Total Checking/Savings</b>	<u>166,826.00</u>	<u>264,095.05</u>	<u>264,095.05</u>
<b>Total Current Assets</b>	<u>166,826.00</u>	<u>264,095.05</u>	<u>264,095.05</u>
<b>TOTAL ASSETS</b>	<u><b>166,826.00</b></u>	<u><b>264,095.05</b></u>	<u><b>264,095.05</b></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00	0.00	0.00

12:43 PM  
03/04/13

The Castleton Public Library  
Reconciliation Detail

A200.2 - Citizens Checking Account, Period Ending 02/28/2013

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						6,216.06
<b>Cleared Transactions</b>						
<b>Checks and Payments - 19 items</b>						
Check	1/31/2013	1359	Brodart	X	-133.35	-133.35
Check	1/31/2013	1363	Library Journal	X	-104.99	-238.34
Check	1/31/2013	1364	Verizon	X	-76.04	-314.38
Bill Pmt -Check	1/31/2013	1365	U.S. Bank	X	-66.64	-381.02
Bill Pmt -Check	1/31/2013	1370	Center Point	X	-53.34	-434.36
Bill Pmt -Check	1/31/2013	1369	Paid to Amy Peker	X	-49.64	-484.00
Check	1/31/2013	1358	TechSoup	X	-45.00	-529.00
Check	1/31/2013	1360	UHLS	X	-43.44	-572.44
Check	1/31/2013	1361	ISEC	X	-40.00	-612.44
Bill Pmt -Check	1/31/2013	1366	Eastern Copy Produ...	X	-36.80	-649.24
Check	1/31/2013	1357	Recorded Books, LLC	X	-31.49	-680.73
Bill Pmt -Check	1/31/2013	1367	Brodart	X	-16.40	-697.13
Check	1/31/2013	1362	Amy Peker	X	-4.18	-701.31
Check	2/1/2013	DEBIT	Jiff-E-Mart II	X	-12.41	-713.72
Bill Pmt -Check	2/6/2013	DEBIT	Amazon LLC	X	-87.92	-801.64
Check	2/19/2013	ONLINE	Amazon LLC	X	-15.00	-816.64
Check	2/21/2013	ONLINE	Amazon LLC	X	-149.04	-965.68
Check	2/21/2013	ONLINE	Amazon LLC	X	-12.08	-977.76
Check	2/21/2013	ONLINE	Amazon LLC	X	-2.99	-980.75
Total Checks and Payments					-980.75	-980.75
Total Cleared Transactions					-980.75	-980.75
Cleared Balance					-980.75	5,235.31
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Bill Pmt -Check	2/26/2013	1372	Brodart		-223.25	-223.25
Bill Pmt -Check	2/26/2013	1371	OverDrive		-113.93	-337.18
Bill Pmt -Check	2/26/2013	1375	Demco		-51.92	-389.10
Bill Pmt -Check	2/26/2013	1374	Recorded Books, LLC		-35.09	-424.19
Bill Pmt -Check	2/26/2013	1373	Staples		-29.42	-453.61
Bill Pmt -Check	2/26/2013	1376	Brodart		-16.40	-470.01
Bill Pmt -Check	2/28/2013	1378	Verizon		-75.32	-545.33
Total Checks and Payments					-545.33	-545.33
Total Uncleared Transactions					-545.33	-545.33
Register Balance as of 02/28/2013					-1,526.08	4,689.98
<b>Ending Balance</b>					<b>-1,526.08</b>	<b>4,689.98</b>

12:25 PM  
03/04/13

The Castleton Public Library  
Reconciliation Detail

A200.1 - Citizens Money Market, Period Ending 02/28/2013

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						135,910.98
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 4 items</b>						
Deposit	2/6/2013			X	114.75	114.75
Deposit	2/19/2013			X	97,931.00	98,045.75
Deposit	2/27/2013			X	41.65	98,087.40
Deposit	2/28/2013			X	6.42	98,093.82
Total Deposits and Credits					98,093.82	98,093.82
Total Cleared Transactions					98,093.82	98,093.82
Cleared Balance					98,093.82	234,004.80
Register Balance as of 02/28/2013					98,093.82	234,004.80
<b>Ending Balance</b>					<b>98,093.82</b>	<b>234,004.80</b>

**Upcoming programs**

- Comprehensive Retirement Planning: 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. **Tuesday, March 26 at 6:00 PM**
- Maple Hill Storytellers! This is our 11th year of student storytelling in the community. Students in grades 7-12 will perform family-friendly stories. **Monday, April 22 at 7:00 PM**
- Stress Management by 'Focusing on Breathing:' Learn simple and easy techniques of 'Focusing on breathing' which can be practiced lying down, sitting, standing, walking and even working! They calm the mind, relax the body and may help you with anxiety, insomnia, hypertension, smoking, stress, chronic pains and relationships. **Thursday, May 2, 6:00 PM**
- Yoga at the Library: Rachel is a certified yoga teacher who will lead the class through a Vinyasa Flow style of Yoga that is Yoga for EveryBODY. Participants will need to bring their own mats. **Wednesday, April 10, 17, 24 at 7:00 PM**

**Usage – February**

- Circulation of print materials – 1,755
- Circulation of eContent – 55
- Total programs – 15
- Total program attendance - 126

**February Meetings**

- February 1:
  - Director's Association
  - Automation Services: There was a scheduled upgrade to Horizon ILS on February 14. There is more effort being directed to help libraries create mobile websites.
  - Castleton Public Library staff meeting
- February 4: Task Force Meeting with Board Presidents and Directors from East Greenbush Community Library, Nassau Free Library and the Castleton Public Library.
- February 7: eContent Mini-Conference: Managing the eBook Explosion. Three Library professionals and leaders in eBook collection development and management, presented.
- February 11:
  - Met with the Treasurer and Trustee McKnight
  - Attended SCCP with the Director of East Greenbush Community Library to share the services available at both libraries to support SCCP's mission.
- February 12: Operations/Capital Projects Committee meeting
- February 13: Met with the Treasurer to pay bills

## Director's Report: March 18, 2013

- February 14: Webinar: Are Books Your Brand? How Libraries Can Stay Relevant to Readers. Topics included: shifts in how people are using the library; examples of successful library programs and services for readers; strategies and tools for engaging communities of readers
- February 20: Friends of the Library monthly meeting
- February 25:
  - Met with Emily from Citizen's Bank to discuss opportunities to collaborate and provide educational programming to the community.
  - Attended the Softgurad demo at UHLS. The company offers hardware and software solutions to provide public access computer workstations at libraries.
  - Library Board of Trustees monthly meeting
- February 27:
  - Tiger Den Pack 253 visited the Library for a tour of the historic building guided by Bryan and Albert. Families also learned about library services and signed up for library cards.

### Library Collection

- The Library will no longer purchase periodicals through EBSCO. Subscriptions will be purchased through Amazon. This will save time and money and allow more control of when poorly circulating titles are replaced by more popular titles.

### NYLA Library Advocacy 2013

- NYLA Virtual Advocacy Tools: Tweets, Facebook posts, and library facts.
- Budget Priority
  - Library Aid Restoration to \$102M: Provide desperately needed funding to maintain NYS's critical information infrastructure.
- Legislative Priorities
  - Maintenance of Effort Waivers: Allow libraries to apply for maintenance of effort waiver for duration to be determined by the NYS Commissioner of Education.
  - Library Card Info Distributed to Students: Require school districts to disseminate informational materials about applications for public library cards to students, when such materials are provided by the public library.
  - Taxpayer Access to Publicly-Funded Research: Require publicly-funded research that has been submitted for publication in peer-reviewed journals to be made available online by the state agencies that underwrite such research.
- Technical Corrections
  - Digital Literacy: Substitute language in Education Law, allowing school librarians to offer instruction in grades k-12 on "digital literacy," as opposed to the dated and limited term "internet safety". Digital literacy entails the skills needed to use technology, the internet and information in the 21st century.
  - Consolidating of Conservation / Preservation Aid Program: Restructure this program to better align with its intent and reduce redundant documentation.

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### 3. LIBRARY

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### 4. MONTHLY BOARD PACKETS (*Meeting Minutes, Director's Reports, Committee Reports*)

### 5. RESOURCES

Handbook for Library Trustees of New York State (2010) _____	#
Open Meetings Law _____	#
Statement on the Governance Role of a Trustee or Board Memembr _____	#

#### Associations

Library Trustees of New York: <http://www.librarytrustees.org/>

New York Library Association: <http://www.nyla.org/max/index.html>

American Library Association: <http://www.ala.org/index.php>

**Castleton Public Library****Operations/Capital Projects Committee Report March 2013**Renovations – Phase 1: Public Access Computer Upgrade

- Upgrade the public access computers and add one additional workstation.
- Purchase a computer workstation table(s) to accommodate four workstations and one chair for each workstation.

**Public Access Computers - \$5,026**

## Hardware

Quantity	Description	Unit Price	Line Total
1	SOFTGUARD 6-Pack Core Server Includes: <ul style="list-style-type: none"> <li>• 6 USB audio hubs and cables</li> <li>• 6 VGA cables</li> <li>• 3 VGA to DVI adapters</li> </ul>	\$2,750	\$2,750
4	Monitors (19")	\$140	\$560
4	Keyboard and Mouse	\$29	\$116

## Software

Quantity	Description	Unit Price	Line Total
1	Windows Multipoint Server Standart Edition 2012	\$20	\$20
4	Windows MultiPoint Server CAL Pack for One Station	\$8	\$32
4	Windows 7 Upgrade	\$12	\$48
4	Time and Print Management Software	\$1,500	\$1,500

**Furniture - \$3,000**

Quantity	Description	Unit Price	Line Total
1	Table to accommodate 4 computer workstations		\$2,400
4	Chair for workstation	\$150	\$600

**TOTAL - \$8,026**