

4:04 PM  
04/10/13  
Accrual Basis

The Castleton Public Library  
**Balance Sheet**  
As of April 10, 2013

|  | <u>Jan 31, 13</u>        | <u>Feb 28, 13</u>        | <u>Mar 31, 13</u>        | <u>Apr 10, 13</u>        |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>ASSETS</b>                              |                          |                          |                          |                          |
| <b>Current Assets</b>                      |                          |                          |                          |                          |
| <b>Checking/Savings</b>                    |                          |                          |                          |                          |
| <b>A200.1 · Citizens Money Market</b>      | 135,910.98               | 234,004.80               | 242,170.42               | 242,213.44               |
| <b>A200.2 · Citizens Checking Account</b>  | 5,421.83                 | 3,783.66                 | 2,276.14                 | 2,276.14                 |
| <b>A200.3 · First Niagara Money Market</b> | 21,834.01                | 14,091.80                | 3,696.93                 | 3,696.93                 |
| <b>Total Checking/Savings</b>              | <u>163,166.82</u>        | <u>251,880.26</u>        | <u>248,143.49</u>        | <u>248,186.51</u>        |
| <b>Total Current Assets</b>                | <u>163,166.82</u>        | <u>251,880.26</u>        | <u>248,143.49</u>        | <u>248,186.51</u>        |
| <b>TOTAL ASSETS</b>                        | <u><b>163,166.82</b></u> | <u><b>251,880.26</b></u> | <u><b>248,143.49</b></u> | <u><b>248,186.51</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>            | 0.00                     | 0.00                     | 0.00                     | 0.00                     |

3:58 PM  
04/10/13

The Castleton Public Library  
Reconciliation Detail

A200.2 · Citizens Checking Account, Period Ending 03/31/2013

| Type                                  | Date      | Num   | Name                  | Clr | Amount    | Balance   |
|---------------------------------------|-----------|-------|-----------------------|-----|-----------|-----------|
| <b>Beginning Balance</b>              |           |       |                       |     |           | 5,235.31  |
| <b>Cleared Transactions</b>           |           |       |                       |     |           |           |
| <b>Checks and Payments - 27 items</b> |           |       |                       |     |           |           |
| Bill Pmt -Check                       | 2/26/2013 | 1372  | Brodart               | X   | -223.25   | -223.25   |
| Bill Pmt -Check                       | 2/26/2013 | 1371  | OverDrive             | X   | -113.93   | -337.18   |
| Bill Pmt -Check                       | 2/26/2013 | 1375  | Demco                 | X   | -51.92    | -389.10   |
| Bill Pmt -Check                       | 2/26/2013 | 1374  | Recorded Books, LLC   | X   | -35.09    | -424.19   |
| Bill Pmt -Check                       | 2/26/2013 | 1373  | Staples               | X   | -29.42    | -453.61   |
| Bill Pmt -Check                       | 2/26/2013 | 1376  | Brodart               | X   | -16.40    | -470.01   |
| Check                                 | 2/27/2013 | 1377  | The Hartford          | X   | -906.32   | -1,376.33 |
| Bill Pmt -Check                       | 2/28/2013 | 1378  | Verizon               | X   | -75.32    | -1,451.65 |
| Check                                 | 3/1/2013  | DEBIT | Amazon LLC            | X   | -14.96    | -1,466.61 |
| Bill Pmt -Check                       | 3/8/2013  | DEBIT | Amazon LLC            | X   | -17.99    | -1,484.60 |
| Check                                 | 3/11/2013 | DEBIT | Amazon LLC            | X   | -49.94    | -1,534.54 |
| Bill Pmt -Check                       | 3/14/2013 | 1379  | Brodart               | X   | -138.93   | -1,673.47 |
| Bill Pmt -Check                       | 3/14/2013 | 1383  | U.S. Bank             | X   | -66.64    | -1,740.11 |
| Bill Pmt -Check                       | 3/14/2013 | 1380  | Eastern Copy Produ... | X   | -33.59    | -1,773.70 |
| Bill Pmt -Check                       | 3/14/2013 | 1381  | OverDrive             | X   | -17.99    | -1,791.69 |
| Check                                 | 3/15/2013 | DEBIT | USPS                  | X   | -4.80     | -1,796.49 |
| Bill Pmt -Check                       | 3/18/2013 | 1386  | Staples               | X   | -76.59    | -1,873.08 |
| Bill Pmt -Check                       | 3/18/2013 | 1385  | Center Point          | X   | -53.34    | -1,926.42 |
| Bill Pmt -Check                       | 3/18/2013 | 1384  | Brodart               | X   | -27.90    | -1,954.32 |
| Check                                 | 3/21/2013 | DEBIT | Amazon LLC            | X   | -30.00    | -1,984.32 |
| Check                                 | 3/22/2013 | DEBIT | Amazon LLC            | X   | -29.98    | -2,014.30 |
| Check                                 | 3/22/2013 | DEBIT | Amazon LLC            | X   | -12.99    | -2,027.29 |
| Check                                 | 3/23/2013 | DEBIT | Amazon LLC            | X   | -5.00     | -2,032.29 |
| Check                                 | 3/24/2013 | DEBIT | Amazon LLC            | X   | -59.76    | -2,092.05 |
| Check                                 | 3/25/2013 | DEBIT | Amazon LLC            | X   | -133.74   | -2,225.79 |
| Check                                 | 3/25/2013 | DEBIT | Amazon LLC            | X   | -17.99    | -2,243.78 |
| Check                                 | 3/28/2013 | DEBIT | Amazon LLC            | X   | -52.91    | -2,296.69 |
| Total Checks and Payments             |           |       |                       |     | -2,296.69 | -2,296.69 |
| <b>Deposits and Credits - 3 items</b> |           |       |                       |     |           |           |
| Deposit                               | 3/7/2013  |       |                       | X   | 1.00      | 1.00      |
| Deposit                               | 3/13/2013 |       |                       | X   | 2.97      | 3.97      |
| Deposit                               | 3/29/2013 |       |                       | X   | 1.00      | 4.97      |
| Total Deposits and Credits            |           |       |                       |     | 4.97      | 4.97      |
| Total Cleared Transactions            |           |       |                       |     | -2,291.72 | -2,291.72 |
| Cleared Balance                       |           |       |                       |     | -2,291.72 | 2,943.59  |
| <b>Uncleared Transactions</b>         |           |       |                       |     |           |           |
| <b>Checks and Payments - 7 items</b>  |           |       |                       |     |           |           |
| Bill Pmt -Check                       | 3/7/2013  | 1387  | Verizon               |     | -76.37    | -76.37    |
| Bill Pmt -Check                       | 3/7/2013  | 1389  | Rachel Toolan         |     | -75.00    | -151.37   |
| Bill Pmt -Check                       | 3/7/2013  | 1391  | Brodart               |     | -64.34    | -215.71   |
| Bill Pmt -Check                       | 3/7/2013  | 1388  | Eastern Copy Produ... |     | -62.65    | -278.36   |
| Bill Pmt -Check                       | 3/7/2013  | 1390  | Recorded Books, LLC   |     | -33.29    | -311.65   |
| Bill Pmt -Check                       | 3/14/2013 | 1382  | TechSoup              |     | -12.00    | -323.65   |
| Check                                 | 3/29/2013 | DEBIT | Lakshore Learning     |     | -343.80   | -667.45   |
| Total Checks and Payments             |           |       |                       |     | -667.45   | -667.45   |
| Total Uncleared Transactions          |           |       |                       |     | -667.45   | -667.45   |

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04/10/13

The Castleton Public Library  
**Reconciliation Detail**

A200.2 · Citizens Checking Account, Period Ending 03/31/2013

| <u>Type</u>                       | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Clr</u> | <u>Amount</u>    | <u>Balance</u>  |
|-----------------------------------|-------------|------------|-------------|------------|------------------|-----------------|
| Register Balance as of 03/31/2013 |             |            |             |            | -2,959.17        | 2,276.14        |
| <b>Ending Balance</b>             |             |            |             |            | <b>-2,959.17</b> | <b>2,276.14</b> |

2:26 PM  
04/03/13

The Castleton Public Library  
Reconciliation Detail

A200.1 - Citizens Money Market, Period Ending 03/31/2013

| Type                                  | Date      | Num | Name | Clr | Amount          | Balance           |
|---------------------------------------|-----------|-----|------|-----|-----------------|-------------------|
| <b>Beginning Balance</b>              |           |     |      |     |                 | 234,004.80        |
| <b>Cleared Transactions</b>           |           |     |      |     |                 |                   |
| <b>Deposits and Credits - 5 items</b> |           |     |      |     |                 |                   |
| Transfer                              | 3/1/2013  |     |      | X   | 4,079.04        | 4,079.04          |
| Deposit                               | 3/15/2013 |     |      | X   | 3,573.45        | 7,652.49          |
| Deposit                               | 3/21/2013 |     |      | X   | 32.30           | 7,684.79          |
| Deposit                               | 3/28/2013 |     |      | X   | 470.65          | 8,155.44          |
| Deposit                               | 3/31/2013 |     |      | X   | 10.18           | 8,165.62          |
| Total Deposits and Credits            |           |     |      |     | 8,165.62        | 8,165.62          |
| Total Cleared Transactions            |           |     |      |     | 8,165.62        | 8,165.62          |
| Cleared Balance                       |           |     |      |     | 8,165.62        | 242,170.42        |
| Register Balance as of 03/31/2013     |           |     |      |     | 8,165.62        | 242,170.42        |
| <b>New Transactions</b>               |           |     |      |     |                 |                   |
| <b>Deposits and Credits - 1 item</b>  |           |     |      |     |                 |                   |
| Deposit                               | 4/3/2013  |     |      |     | 43.02           | 43.02             |
| Total Deposits and Credits            |           |     |      |     | 43.02           | 43.02             |
| Total New Transactions                |           |     |      |     | 43.02           | 43.02             |
| <b>Ending Balance</b>                 |           |     |      |     | <b>8,208.64</b> | <b>242,213.44</b> |

2:13 PM  
04/09/13

The Castleton Public Library  
Reconciliation Detail

A200.3 - First Niagara Money Market, Period Ending 03/31/2013

| Type                                 | Date      | Num   | Name                 | Clr | Amount           | Balance         |
|--------------------------------------|-----------|-------|----------------------|-----|------------------|-----------------|
| <b>Beginning Balance</b>             |           |       |                      |     |                  | 10,884.67       |
| <b>Cleared Transactions</b>          |           |       |                      |     |                  |                 |
| <b>Checks and Payments - 3 items</b> |           |       |                      |     |                  |                 |
| Check                                | 3/8/2013  | DEBIT | Village of Castleton | X   | -512.35          | -512.35         |
| Check                                | 3/15/2013 | DEBIT | Village of Castleton | X   | -3,353.78        | -3,866.13       |
| Check                                | 3/29/2013 | DEBIT | Village of Castleton | X   | -3,321.73        | -7,187.86       |
| Total Checks and Payments            |           |       |                      |     | -7,187.86        | -7,187.86       |
| <b>Deposits and Credits - 1 item</b> |           |       |                      |     |                  |                 |
| Deposit                              | 3/29/2013 |       |                      | X   | 0.12             | 0.12            |
| Total Deposits and Credits           |           |       |                      |     | 0.12             | 0.12            |
| Total Cleared Transactions           |           |       |                      |     | -7,187.74        | -7,187.74       |
| Cleared Balance                      |           |       |                      |     | -7,187.74        | 3,696.93        |
| Register Balance as of 03/31/2013    |           |       |                      |     | -7,187.74        | 3,696.93        |
| <b>Ending Balance</b>                |           |       |                      |     | <b>-7,187.74</b> | <b>3,696.93</b> |

**Upcoming programs**

- Learn About Long-Term Care: In this program, you'll define exactly what long-term care is, what the different kinds of long-term care are and where each of those types of care is provided. Uncover who is likely to need long-term care, discover who is most at risk and detail the special needs and triggers for benefits. Spell out the differences between a curative model of care versus an ongoing caring approach. Explore how long-term care gets paid for. Learn why planning for this type of care is critical and explore both traditional and non-traditional avenues for treatment. **Tuesday, April 16 at 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**
- 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**

**Usage – March**

- Circulation of print materials: 1,671
- Circulation of eContent: 46
- Public Access Computers: 128 sessions
- Programs: 105 individuals attended the 13 programs offered at the Library.

**Social Media, Electronic Newsletter and Mobile Websites**

- 267 library users' email addresses were imported into Mailchimp from Horizon. The total number of users the library's electronic newsletter will reach is now 334.
- The Castleton Public Library Annual Narrative was shared online via the Library's website, Facebook and Twitter using smore.com.
- At this time, Castleton Public Library does not have a functional mobile website. UHLS and member libraries are pursuing cost-effective and user friendly mobile website design options.

**Meetings (March 1- April 5)**

- March 1:
  - Directors Association:
  - Automation Services: The ILS exploration Summary was shared with the group. It outlined 'ballpark' quotes from three ILS vendors and how each ILS ranked according to a list of basic requirements. The committee unanimously decided to have Tim

## Director's Report: April 15, 2013

Burke create a draft of the composition and charge for a subcommittee to further investigate ILS'.

- March 4: Shared screencasts from the Beyond Storytime Grant with two storytime volunteers. The screencasts, along with short questionnaires, were part of the requirement to receive funds.
- March 5: Advocacy Day
- March 6: Attended a storytime at East Greenbush Community Library. The observation was a requirement to receive funds for the Beyond Storytime Grant.
- March 6: Attended the Village of Castleton-on-Hudson Board meeting to present the Library's FY 2013 Budget. The budget was approved by the Village Trustees.
- March 8: Operations and Capital Projects meeting to discuss Phase 1.
- March 13: Met with Treasurer Hiser
- March 14: Two volunteers cleaned the Program Room.
- March 20: Friends of the Library Monthly Meeting
- March 21: Attended two webinars to learn about the online Summer Reader tool.
- March 22: eContent Committee Meeting: The committee discussed the results of the collection analysis. The information will be incorporated into a collection development strategy to be shared at the May Director's Association meeting.
- March 25: Rawdon from UHLS brought two computers to the Castleton Public Library to replace the two circulation computers. He set the computers up and took the old computers to be recycled.
- March 29: Participated in an Envisionare demo. This is software that will manage the public access computers. The software we currently have will not work in the thin-client environment that we are moving toward.
- April 2: Met with Molly Chatt at East Greenbush Community Library to discuss the collaborative Summer Reading Program.
- April 5:
  - Directors Association:
    - This year's NYS Literacy Grant is focused on workforce development. UHLS will re-grant this money in the form of mini-grants.
    - We welcomed the new Director at the Nassau Free Library, Katherine Chansky.
    - The eContent Committee shared "Categories and Strategies for E-Book Collection Development" and 2013 member library contributes to eContent.
  - Automated Services: The Committee agreed on the composition of the subcommittee to further investigate a possible ILS.

# Personnel Memorandum

April 15, 2013

**Recommendation:** Hire one part-time permanent Librarian I for Youth Services to begin May 1, 2013.

**Purpose:** A part-time Librarian will provide support for the development and implementation of youth-centered library services. Special attention will be given to services that promote early literacy development.

**Details:**

Job Title: Librarian for Youth Services  
Reports to: Library Director  
Supervises: Volunteers and work/study students

**Job Summary**

The Librarian for Youth Services is responsible for the direction and management of children's and young adults' library services under the direction of the Library Director. She/he works within general library policy to establish procedures and methods to promote library services for youth and to optimize its use by them.

The Librarian supplements her/his education by attending pertinent workshops and courses which will provide professional growth and increased knowledge in the field of librarianship. The Librarian for Youth Services reports to the Director of the Library, shares in developing general library goals and objectives and makes a monthly report to the Director regarding the on-going operations of youth services.

**Duties and Responsibilities**

- Promotes early literacy development.
- Creates and presents programs for toddlers, preschoolers, school-aged children, and young adults which promote various aspects of the collection and draw young people into the library.
- Promotes all aspects of youth services by using such promotional avenues as, social media, community bulletin boards, newsletters, eNewsletters.
- Analyzes the existing youth collection on a continual basis, making purchases for its continued development and oversees the withdrawal of those materials which are out-of-date, in disrepair or have otherwise outlived their usefulness to the collection.
- Increases accessibility of the youth collection through compiling booklists and bibliographies, using displays and other promotional activities.
- Provides readers' advisory and patron guidance so that library users are able to make optimum use of the collection.



- Ensures that the children's and young adult's areas are organized in such a way as to create a physical and psychological environment that encourages use of the collection, including educational and entertainment activities for both areas.
- Trains and supervises work/study students and teen volunteers. Actively recruits volunteers.
- Targets potential sources of additional revenue for the funding of special library programs for young people. Includes the writing of grants and the administration of such from the application process, disbursement, and evaluation.
- Visits schools and day care centers in the Village of Castleton-on-Hudson and the Town of Schodack to promote library services through book talks, storytelling, and readings.
- Serves as librarian-in-charge in the absence of the Library Director.
- Performs other library-related tasks as assigned.

### **Qualifications**

The possession of an M.L.S. or M.S.I.S from an ALA-accredited college or university is required. Experience in an automated library environment, office software, social media and office equipment is preferred.

### **Physical requirements**

Duties may require intermittent light to moderate physical effort in carrying, lifting, or moving lightweight materials or equipment. Position requires walking or standing approximately half of the time.

### **Typical work hours**

The part-time Librarian will work approximately 12 hours/week including some evening and weekend hours. This will vary depending on the demand and schedule of programs. An example of a typical work week is: Monday: 4-8 PM; Thursday: 11-3 PM; Friday 2-6 PM.



# Castleton Public Library

85 South Main Street  
Castleton-on-Hudson, New York 12033

## How are we doing?

Please answer the following questions. Any additional comments you can provide will help us improve our services. Thank you for your input.

### 1. Do you have a library card?

- Yes, issued by Castleton Public Library
  Yes, issued by another library in the Upper Hudson Library System (Rensselaer or Albany County)
  No

### 2. When you visit the Library, are you able to find what you are looking for?

- Always
  Frequently
  Sometimes
  Seldom
  Never

## Service and Environment

### 3. What do you, or would you like to, use the Library for? Check all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Attend children's programs | <input type="checkbox"/> Use the public computers                |
| <input type="checkbox"/> Attend adult programs      | <input type="checkbox"/> Use the Internet (WiFi)                 |
| <input type="checkbox"/> Borrow books               | <input type="checkbox"/> Get technology assistance               |
| <input type="checkbox"/> Borrow magazines           | <input type="checkbox"/> Use the photocopier and/or fax machine. |
| <input type="checkbox"/> Borrow movies              | <input type="checkbox"/> Meet with friends or a group            |
| <input type="checkbox"/> Borrow audiobooks          | <input type="checkbox"/> Read magazines or the newspaper         |

### 4. Please rate your satisfaction with each of the following services provided by the Library:

|  | Very satisfied           | Satisfied                | Not Satisfied            | Don't know               |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Collections (books, magazines, dvds, audiobooks)                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reference service  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hours of operation   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Interlibrary loan  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Public access computers  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Programs   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Electronic resources (databases)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Electronic content (eBooks, downloadable audiobooks and downloadable videos) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. How do you find out about the Library's programs and services?

- |   |  |
|---|--|
| <input type="checkbox"/> In-library flyers and signs                | <input type="checkbox"/> Library newsletter                      |
| <input type="checkbox"/> Library staff                              | <input type="checkbox"/> Library website                         |
| <input type="checkbox"/> Friends/neighbors                          | <input type="checkbox"/> Friends of the Castleton Public Library |
| <input type="checkbox"/> Electronic newsletter                      | <input type="checkbox"/> Local groups and organizations          |
| <input type="checkbox"/> Social media (Facebook, Twitter, Pintrest) | <input type="checkbox"/> Newspapers, The Advertiser, Our Town    |

6. Are there other services you would like the Library to provide?

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7. If there is one thing you could change about the Library, what would it be?

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**Additional Comments**

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**About You (optional)**

The following information will be used for demographic purposes only. Please provide information for the person completing the survey.

- |                               |                                 |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|

Which category below includes your age?

- |  |                                |                                      |
|--|--------------------------------|--------------------------------------|
| <input type="checkbox"/> 12 or younger | <input type="checkbox"/> 20-29 | <input type="checkbox"/> 40-49       |
| <input type="checkbox"/> 13-19         | <input type="checkbox"/> 30-39 | <input type="checkbox"/> 50-59       |
|  |                                | <input type="checkbox"/> 60 or older |

If you would like to receive information about Library programs and services, please provide your email address below:

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*Thank you for your participation!*

Castleton Public Library, Board of Trustees  
Board Meeting Minutes

Monday, April 15, 2013

Meeting was called to order at 7:05 p.m. EST by President Schottenfeld

Trustees present:

Janet Hiser, Olivia Karis-Nix, Marge Kehrer, Don McKnight, Stacey Rattner, Faith Schottenfeld, , Doreen Truesdell

Adoption of Agenda

Finance Committee was added as a standing committee under Committee Reports. President Schottenfeld motioned to adopt the agenda. Treasurer Hiser seconded, passed 7-0.

Public Comment Period I:

None

President's Report

President Schottenfeld attended an "Open meetings and Records Access" presentation and was pleased to see that the Board is largely in compliance, but found that we could improve.

- She suggested that the Open Meetings law be included in the new Trustee notebook.
- The law gives the public the right to attend the meetings and our Board meetings are open. But if three people or more from a committee meet, they need to make it open to the public unless it is not subject to the open meetings law (ie evaluation, personnel.) We need to make sure our committees give public notice.
- The opportunity for public comment during a meeting is optional; and we offer two opportunities for comment. .
- If a meeting is scheduled at least a week in advance the public needs to be notified in at least one place and online within 72 hours. If it is scheduled less than a week in advance, the law says you have to give notice as best possible. If videoconferencing is used, then the public needs to be notified. We do this.
- Executive session motion needs to be made during the public meeting. The purpose of the Executive Session also needs to be shared. We do this.
- Minutes need to be taken at all meetings and are to be prepared and disclosed to the public in 2 weeks. Record of proposals is required. Minutes need to specify who voted in favor and who against. Law does not require the approval of minutes, but we do it.

President Schottenfeld looked at old minutes, patron survey, director's evaluation, and came up with ideas for the development of the strategic plan. The current long range

plan is good through 2015. A discussion ensued on what could be the next steps in a strategic plan.

Dennis Dowds, the Town Supervisor, sent President Schottenfeld an email congratulating her on her new position on the Board and shared that he was glad to hear that the library is doing so well.

#### Secretary's Report - Action Taken

The minutes from the March meeting were revised and posted . Trustee Karis-Nlx motioned to approve the minutes. Vice President McKnight seconded, passed 7-0.

#### Treasurer's Report

The Annual Update Document (AUD) was filed with the state on Friday. Treasurer Hiser would like to continue to pursue that the Village take over completing the AUD since it really is designed for a municipality to complete. Treasurer Hiser motioned that we authorize Director Peker to begin a conversation with the Village and the Comptroller for the Village regarding the Village taking over preparation of the AUD in the future. Trustee Karis-Nix seconded. Passed 7-0.

Treasurer Hiser motioned that the Board authorize Director Peker to use the debit card up to \$150 at one time, up to \$250 a month, without prior approval. Seconded by Trustee Kehrer. Passed 7-0.

#### Library Director's Report

See attached.

The following was discussed:

- \*The Personnel Memorandum to hire a part-time permanent Librarian I for Youth Services was discussed. Vice President McKnight motioned to create the Librarian I position as outlined in the personnel memo. Seconded by Trustee Kehrer. Passed 7-0.
- \*Patron Survey and Plan--The draft survey was discussed. It was decided that the survey be tabled for now and revisited next month after the Friends receive the results of their survey back. This discussion will be continued next month after a report from Friends is received, and a meeting with the three other libraries is held on May 6.

#### Friends Report

Barbara Kelp represented the Friends.

\*Annual meeting is Wednesday night, April 17, 2013 at 7pm. New officers and trustees will be voted on.

\*The Town is doing "Music in the Park" on Tuesdays and the Friends have the bake sale and 50/50 raffle on July 2. They might be able to include a raffle of a Nook as an incentive to complete a survey.

\*Saturday is the rescheduled Applebees breakfast from 8-10 am.

\*They are looking for people to work on The Float Committee for Memorial Day.

#### Committee Reports

Administrative--The Administrative Committee reviewed the Personnel memorandum.

Operations/Capital Projects--The Committee did not meet this month. They will be meeting tomorrow, Tuesday, April 16 with the designer/contractor. It was mentioned that the community could be included in the decision making process of the library. It was suggested that this be included in the next Castleonian and include something that shares how this project is being funded. It is important to share with the community that this is an investment in the community and the funding is coming from savings.

#### Old Business

Date for UHLS Trustee Training at Castleton Public Library--It was decided that the Board would like the Strategic Planning training offered by UHLS on possibly May 13. President Schottenfeld will reach out to Tim Burke at UHLS.

#### New Business

None

#### Public Comment II

Scott Swartz is the newest Town Board member. He attended the meeting with his wife. Barb Kelp suggested that he and his wife come and meet the Board.

#### Executive Session

None

Meeting adjourned at 8:57 p.m.

Next meeting is scheduled for Monday, May 20 at 7:00 p.m. EST.

Respectfully submitted,  
Stacey Rattner  
Secretary