

Castleton Public Library, Board of Trustees  
May Board Meeting Minutes

Monday, May 20, 2013

Meeting was called to order at 7:06 p.m. EST by President Schottenfeld

**Trustees present:**

Olivia Karis-Nix, Marge Kehrer, Don McKnight, Stacey Rattner, Faith Schottenfeld, Don McKnight, Faith Schottenfeld, Doreen Truesdell (late)

**Absent:**

Janet Hiser

**Adoption of Agenda**

President Schottenfeld motioned to adopt the agenda, Vice President McKnight seconded. Approved 5-0.

**Public Comment**

Mayor Keegan and Trustee Pratico expressed how they are excited about the new changes coming to the library. Mayor Keegan thanked Director Peker, with the assistance of the Fire Department, for helping a young boy who was locked in a room upstairs. They also thanked Director Peker for her patience with the all day filming of the documentary.

**President's Report**

Director Peker and President Schottenfeld met with the directors of Nassau and East Greenbush public libraries. The directors plan to share their budgets together to the Town Board. First they are going to make a presentation to a small group of Town Board members. The goal is to go in as a group so they understand that the libraries in the community are working together. East Greenbush Public Library (EGPL) requests their funding from the Town before the other two libraries and the three libraries want to ensure that EGPL can get the funding they need without affecting the budget of the other two libraries. The next meeting of the joint libraries will be on June 3 at 6:30 p.m.

On June 11 from 10 am -11 am the NYS Libraries is offering a webinar training for trustees. President Schottenfeld will forward an email from Tim Burke of UHLS. It will also be online and archived for new trustees in the future. There will be a group showing of the training at UHLS at a future date.

President Schottenfeld, Trustee Karis-Nix, and Secretary Rattner will attend the UHLS Annual Dinner on June 12.

**Secretary's Report**

President Schottenfeld edited her President's Report to reflect more of what she had said regarding the "Open Meetings and Record Access" presentation. President Schottenfeld moved to accept the minutes; Vice President McKnight seconded. 5-0.

### **Director's Report**

See attached.

★ For summer reading program, Director Peker meets with teachers and librarians from the schools. She recently met with the Maple Hill Preschool, Kiwanis, for local businesses ( i.e., Stewarts, Jiffy Mart, local businesses on 9/20, Kristy's Barn). She does community outreach throughout the year. President Schottenfeld wanted to ensure that these businesses be thanked publicly during and after the Summer Reading Program and acknowledge the businesses more permanently on the webpage and in the library.

★A quote of \$700 was given by Great American Insurance Group through Marshall and Sterling for the Director's and Officer's Insurance. This is a small increase from last year. The current policy expires July 1. President Schottenfeld motioned to make payment of this policy, Trustee Truesdell seconded. Passed 6-0.

★Director Peker submitted the requests for the Civil Service job to Civil Service expects to hear back from them soon.

★She will be attending the June 1 Village Board meeting to propose that the Village take over the AUD.

### **Friends Report**

Barb Kelp reported.

★They are currently working on collating the survey.

★Chris Peter will do a slide show on the history of Castleton at the Fire Department at the end of July.

★Music on the Lawn will be the first four Thursdays in August.

★July 2 is the Friends Night at the Schodack Town Park. They are looking for bakers and volunteers.

★Applebees was a successful fundraiser. They raised about \$600. The next Applebees breakfast will be on February 8, 2014.

★President Schottenfeld volunteered at the "Antiques Roadshow" at Tech Valley High School from 9:00 a.m. - 7:00 p.m. on a recent Saturday. The school raised about \$2000. The suggested donation was \$5 for the first item and \$3 for the second item. She thinks this would be a good fundraiser for the Friends.

★Everything is going forward with the Memorial Day float. They are looking for a family to sit on the float and "mourn." President Schottenfeld will try and get her son and dog for this job.

### **Committee Reports**

Administrative Committee--Nothing to report

Finance Committee/Treasurer's Report--Nothing to report. The expense report was handed out.

Operations/Capital Projects--Trustee Karis-Nix shared that the Committee met with Brad Kingsburg and Nancy Dalzell from Creative Library Concepts about the remodeling of

the library. Kingsburg and Dalzell came back a few weeks later with three floor plans. Trustee Karis-Nix pasted together a final design taking pieces from all three designs. She and Doreen shared the design plan with the Board. The first step is to purchase new computers for patrons. Director Peker hopes to have the new computers in before Summer Reading while continuing to use the old furniture. The next step will have Brad and Nancy design an official floor plan. They would like to have a 2D or 3D floor plan for the July 2 event at the Schodack Town Park. If it's not ready by then, we will look for other opportunities to present it to the public. Trustee Pratico suggested to see if they can put together a virtual walk through to post on the website or in the library. The next step will be to scan Trustee Karis-Nix's design and share it with Ms. Dalzell. They will move forward and bring more ideas to the next meeting. They will bring a final draft to the next meeting.

### **Old Business**

UHLS Training at Castleton Public Library/Strategic Planning Survey--President Schottenfeld continues to try to reach out to Tim Burke about a Strategic Planning training for the trustees.

### **New Business**

Trustee Karis-Nix will be not be at the June meeting.

### **Public Comment**

None

### **Executive Session**

None

Meeting adjourned at 8:59 p.m.

Next meeting is scheduled for Monday, June 17 at 7:00 p.m. EST.

Respectfully submitted,  
Stacey Rattner  
Secretary

2:32 PM  
05/17/13  
Accrual Basis

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

	<u>Apr 30, 13</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
A200.1 · Citizens Money Market	212,466.95
A200.2 · Citizens Checking Account	10,692.50
A200.3 · First Niagara Money Market	<u>20,995.91</u>
<b>Total Checking/Savings</b>	<u>244,155.36</u>
<b>Total Current Assets</b>	<u>244,155.36</u>
<b>TOTAL ASSETS</b>	<u><u>244,155.36</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

9:59 AM  
05/03/13

The Castleton Public Library  
Reconciliation Detail

A200.2 · Citizens Checking Account, Period Ending 04/30/2013

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,943.59
<b>Cleared Transactions</b>						
<b>Checks and Payments - 17 items</b>						
Bill Pmt -Check	3/7/2013	1387	Verizon	X	-76.37	-76.37
Bill Pmt -Check	3/7/2013	1391	Brodart	X	-64.34	-140.71
Bill Pmt -Check	3/7/2013	1388	Eastern Copy Produ...	X	-62.65	-203.36
Bill Pmt -Check	3/7/2013	1390	Recorded Books, LLC	X	-33.29	-236.65
Bill Pmt -Check	3/14/2013	1382	TechSoup	X	-12.00	-248.65
Bill Pmt -Check	4/3/2013	DEBIT	Lakshore Learning	X	-343.80	-592.45
Bill Pmt -Check	4/3/2013	1392	Brodart	X	-179.22	-771.67
Bill Pmt -Check	4/3/2013	1399	Michael Frederick	X	-32.00	-803.67
Bill Pmt -Check	4/9/2013	DEBIT	Amazon LLC	X	-77.79	-881.46
Bill Pmt -Check	4/9/2013	DEBIT	Amazon LLC	X	-28.70	-910.16
Bill Pmt -Check	4/9/2013	DEBIT	Amazon LLC	X	-24.19	-934.35
Bill Pmt -Check	4/15/2013	1394	OverDrive	X	-83.98	-1,018.33
Bill Pmt -Check	4/15/2013	1395	Staples	X	-80.59	-1,098.92
Bill Pmt -Check	4/15/2013	1396	U.S. Bank	X	-66.64	-1,165.56
Bill Pmt -Check	4/15/2013	1393	Center Point	X	-54.04	-1,219.60
Bill Pmt -Check	4/15/2013	1398	Recorded Books, LLC	X	-31.49	-1,251.09
Check	4/16/2013	1400	Village of Castleton	X	-21,000.00	-22,251.09
Total Checks and Payments					-22,251.09	-22,251.09
<b>Deposits and Credits - 1 item</b>						
Transfer	4/15/2013			X	30,000.00	30,000.00
Total Deposits and Credits					30,000.00	30,000.00
Total Cleared Transactions					7,748.91	7,748.91
Cleared Balance					7,748.91	10,692.50
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Bill Pmt -Check	3/7/2013	1389	Rachel Toolan		-75.00	-75.00
Bill Pmt -Check	4/9/2013	1402	UHLS		-793.21	-868.21
Bill Pmt -Check	4/9/2013	1401	Brodart		-101.38	-969.59
Bill Pmt -Check	4/9/2013	1405	Verizon		-78.11	-1,047.70
Bill Pmt -Check	4/9/2013	1404	Eastern Copy Produ...		-73.70	-1,121.40
Bill Pmt -Check	4/9/2013	1403	Recorded Books, LLC		-26.99	-1,148.39
Bill Pmt -Check	4/15/2013	1397	Suryanarayana Che...		-20.00	-1,168.39
Total Checks and Payments					-1,168.39	-1,168.39
Total Uncleared Transactions					-1,168.39	-1,168.39
Register Balance as of 04/30/2013					6,580.52	9,524.11
<b>Ending Balance</b>					<b>6,580.52</b>	<b>9,524.11</b>

9:39 AM  
05/03/13

The Castleton Public Library  
Reconciliation Detail

A200.1 · Citizens Money Market, Period Ending 04/30/2013

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						242,170.42
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	4/15/2013			X	-30,000.00	-30,000.00
Total Checks and Payments					-30,000.00	-30,000.00
<b>Deposits and Credits - 4 items</b>						
Deposit	4/3/2013			X	43.02	43.02
Deposit	4/19/2013			X	204.39	247.41
Deposit	4/24/2013			X	39.99	287.40
Deposit	4/30/2013			X	9.13	296.53
Total Deposits and Credits					296.53	296.53
Total Cleared Transactions					-29,703.47	-29,703.47
Cleared Balance					-29,703.47	212,466.95
Register Balance as of 04/30/2013					-29,703.47	212,466.95
<b>Ending Balance</b>					<b>-29,703.47</b>	<b>212,466.95</b>

2:20 PM  
05/17/13

The Castleton Public Library  
Reconciliation Detail

A200.3 - First Niagara Money Market, Period Ending 04/30/2013

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,696.93
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	4/9/2013	DEBIT	Village of Castleton	X	-567.65	-567.65
Check	4/26/2013	DEBIT	Village of Castleton	X	-3,133.53	-3,701.18
Total Checks and Payments					-3,701.18	-3,701.18
<b>Deposits and Credits - 2 items</b>						
Transfer	4/16/2013			X	21,000.00	21,000.00
Deposit	4/29/2013			X	0.16	21,000.16
Total Deposits and Credits					21,000.16	21,000.16
Total Cleared Transactions					17,298.98	17,298.98
Cleared Balance					17,298.98	20,995.91
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	4/12/2013	DEBIT	Village of Castleton		-3,241.66	-3,241.66
Total Checks and Payments					-3,241.66	-3,241.66
Total Uncleared Transactions					-3,241.66	-3,241.66
Register Balance as of 04/30/2013					14,057.32	17,754.25
<b>Ending Balance</b>					<b>14,057.32</b>	<b>17,754.25</b>

**Summer Reading Club**

- The 2013 Summer Reading Club kickoff is scheduled for Friday, June 21 after Castleton Elementary School dismisses students. I'm collaborating with local businesses, community organizations, the East Greenbush Community Library and Nassau Free Library to create and market the Summer Reading Program for the community.
- On Monday, July 22, Castleton Public Library, East Greenbush Community Library and Nassau Free Library are co-sponsoring two programs with Mr. Magicman, The Magic Show with Mr. Magicman at 4 PM and 7 PM at East Greenbush Community Library.
- Castleton Public Library is participating in the STEM-Sell: Inviting Families into Science, Math, Engineering and Math Activities through Summer Reading Program Family Literacy Grant 2013-2016. For each year of the grant, this library will receive one subsidized program on a STEM topic. Each summer (2014-2016), the library will receive multiple copies of a STEM book for two different age groups.
- In August, Castleton Public Library is hosting a math-related STEM program, Fascinating Gadgets: Inventors and Inventions from Around the World: Travel the world through gadgets as we investigate inventors and some of their wacky, wild, and wonderful inventions! Audience members join Jeff onstage in dazzling demonstrations of devices from around the globe. Using math and science, we learn how a treasure trove of inventions work. Fascinating gadgets created by scientists from Greece, Italy, Scotland, Switzerland, Holland and of course the good old U.S. of A. star in this show about ingenuity. Come see the show that really measures up!

**Usage – April**

- Circulation of print materials: 1,910
- Circulation of eContent: 52
- Public Access Computers: 145 sessions
- 109 individuals attended the 7 family programs offered at the Library. April family programs included The Maple Hill Storytellers, Family Movie Night and Preschool Story Hour
- 59 individuals attended the 8 programs offered for adults at the Library. April programs included Yoga, Castleton-on-Healthy and *There's No Place Like Home*.

**Mobile Websites and Resources**

- At this time, Castleton Public Library does not have a functional mobile website. I attended a meeting at UHLS with staff from member libraries who have helped create functional mobile websites or have explored mobile website options. UHLS is pursuing options that will allow libraries to create mobile websites that require little to no maintenance in addition to the library's existing website. Below are two links to some mobile websites that were developed by member library staff and a link to Albany Public Library's mobile app:
  - Bethlehem Public Library: <http://m.bethpl.org/>
  - RCS Community Library: <http://m.rcscommunitylibrary.org>
  - Albany Public Library: <http://apl.boopsie.com/>
- According to recent trends, mobile technology is helping to bridge the digital divide by making technology more accessible. Of the 5,815 visits to Castleton Public Library's website, 10% of those visits were from a mobile device.



**Meetings (April 6 – May 3)**

- April 8: Attended the Village of Castleton-on-Hudson Board Meeting to share information about the efforts to renovate the Library's public space. Village Trustees were provided with reports from the Operations/Capital Projects Committee from February 2013 and March 2013.
- April 11: Met with Chrissie Morrison, the Tween/Teen Librarian at East Greenbush Community Library, to discuss our collaborative efforts for the Summer Reading Club.
- April 16: Operations and Capital Projects Committee met with Brad Kingsburg and Nancy Dalzell from Creative Library Concepts.
- April 17:
  - Adult Services Advisory Council met to discuss collection development, specifically relating to online resources and databases. There was also a discussion about ways to effectively collaborate for staff training and resource sharing.
  - Attended the Friends of the Library Annual Meeting.
- April 19: Evelyn Butrico, Director at East Greenbush Community Library, visited Castleton Public Library. We discussed the registration process for patrons.
- April 23: EContent Advisory Council meeting to consider eContent vendors for children. We discussed vendors providing access to magazines online and collection development strategies.
- April 24: Attended the Maple Hill Preschool Board of Trustees monthly meeting to share information about the Library. I will be in contact with the Preschool teacher to provide up-to-date Library information to parents of preschoolers.
- April 25: Attended the Riverside Volunteer Luncheon.
- April 29: This was the first meeting of the newly formed ILS Investigation Committee. The Committee is composed of seven members including three member library Directors. The Committee is charged with investigating the options for an integrated library system (ILS) to replace the Horizon System.
- May 1: Met with Evelyn Butrico and Katherine Chansky, Director of Nassau Freen Library, to discuss our collaborative efforts to provide library service to residents of the Town of Schodack.
- May 3: The Directors Association did not meet in May.

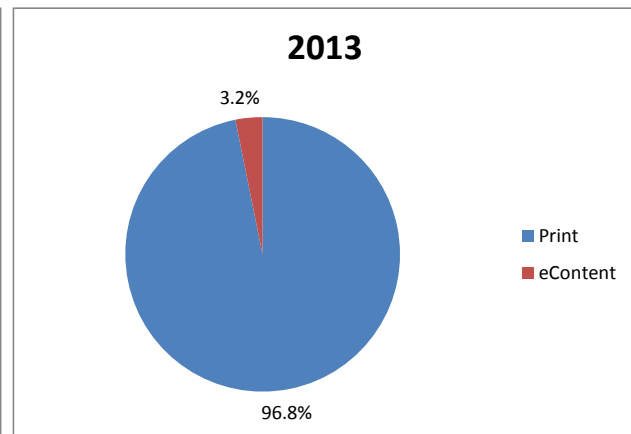
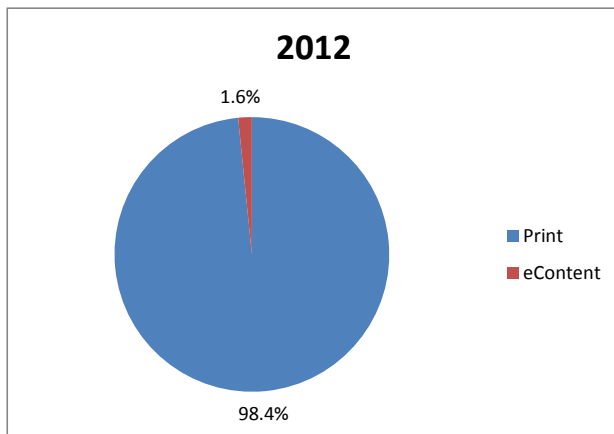
**UHLS**

- NYLA Advocacy Day 2014 will be held on Thursday, February 27, 2014.
- The 2014 UHLAN fee for Castleton Public Library will remain the same as the 2013 UHLAN fee: \$3,173.00. The fee is calculated by adding each member library's service fee and a circulation fee. For 2014, Castleton Public Library received a 5% discount on the total fee because the Library is a net lender based on information from the latest NYS Annual Report.

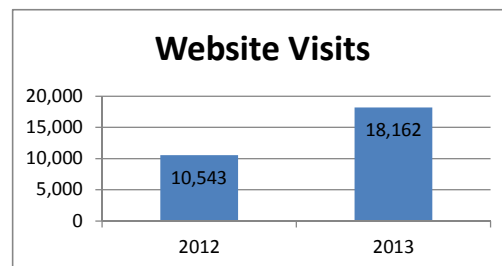
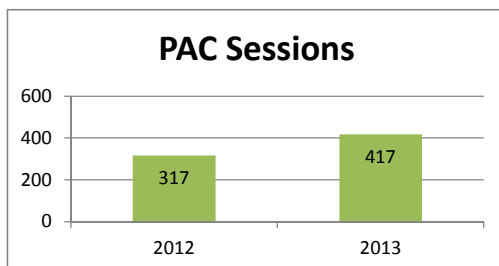
## Print and eContent Circulation

As the use of eContent materials increases, overall circulation may decrease as a result of two factors inconsistent with borrowing paper materials:

- There is a limit as to the number of items a patron may borrow electronically at one time.
- Patrons are not able to renew eContent materials.



## Public Access Computer Sessions and Website Visits



Q1: January - March 2013 Usage Report  
Castleton Public Library