

Castleton Public Library, Board of Trustees  
June Board Meeting Minutes

Monday, June 17, 2013

Meeting was called to order at 7:01 p.m. EST by President Schottenfeld

**Trustees present:**

Janet Hiser, Don McKnight, Stacey Rattner, Faith Schottenfeld, Doreen Truesdell

**Absent:**

Olivia Karis-Nix, Marge Kehrer

**Adoption of Agenda**

Vice President McKnight motioned to adopt the agenda; Treasurer Hiser seconded. Approved 4-0.

**Public Comment**

None

**President's Report**

President Schottenfeld heard back from Tim Burke of UHLS regarding the strategic planning workshop. He and Mary Fellows are prepared to come and do a one hour overview on strategic planning. Following that one hour program, we can decide as a Board on how to proceed. Based on their availability and our Board meeting schedules, it was decided that we would invite them to come at 6:30 p.m. on July 15, the next Board meeting and conduct their workshop from 6:30 p.m. - 7:30 p.m. The official Library Board meeting will commence at 7:30 p.m. All are invited to attend.

The Castleton, East Greenbush and Nassau libraries met and prepared a "Town of Schodack Library Usage Report" presentation for Supervisor Denis Dowds. Supervisor Dowds was very supportive at the meeting. Director Peker is going to work with the other two library directors in the next few weeks to flesh out the budget requests before they present it again to Supervisor Dowds and he shares it with the Town Board.

**Secretary's Report**

Vice President McKnight moved to accept the minutes; Treasurer Hiser seconded. Approved 5-0.

**Director's Report**

See attached. Additional highlights include:

★Kids Kick off for summer reading is this Friday, June 21 with a free ice cream social from 11:30-12:30. Citizen's Bank is donating \$100 which will cover the cost of the ice cream, purchased from Stewarts.

- ★Adult summer reading program will kick off on June 24. This is a collaborative program with East Greenbush.
- ★Teen summer reading is at East Greenbush on June 28 with Karaoke from 5:30 p.m.-9:30 p.m.
- ★The new public access computers are expected to be up and running by mid-July.
- ★Follow up with the AUD--Director Peker attended the Village Board meeting and the Village is willing to take over the AUD. According to the State, in order for the Village to complete the AUD, the Village would have to begin managing the bookkeeping for the library and oversee some other financial records. A decision should be made before the end of this calendar. A discussion ensued on the advantages and disadvantages of shifting more of the financial responsibilities to the Village. Director Peker will contact Jim Farrell, Director of Ossining Library, and others, to get ideas for what might be the best practice for our library.
- ★Civil Service update--Civil Service is reviewing the two requests from Director Peker to reclassify one position as library assistant to senior library clerk and create a new position. It has yet to happen and Director Peker hopes to hear back from them this week.
- ★Social Media Policy--Director Peker shared a draft with the Administrative Committee. She received some ideas for changes and will share the final draft with the rest of the Board before the next meeting.

### **Friends Report**

Barb Kelp reported.

- ★The result of the Friends survey was passed out and shared with the Board.
- ★Chris Peter will be doing his slide show presentation on the History of Castleton on July 24 at the Firehouse at 7pm.
- ★Music on the Lawn will be in August.
- ★Music in the Park will be on July 2 at 6pm. They are looking for volunteers and bakers.

### **Committee Reports**

Administrative Committee--They are reviewing the Social Media policy.

Finance Committee/Treasurer's Report--Treasurer Hiser reviewed the treasurer's report. Right now there is a surplus of money in a Citizen's Bank checking account which was transferred into the account for the upcoming technology improvements. The Money Market account will decrease as the year goes on because it is being used for payroll (First Niagara) and the Capital improvements. Treasurer Hiser suggested we keep a balance of \$30,000 to cover payroll for three months. Currently, there is a surplus of funds which could be used for the Capital improvements.

Operations/Capital Projects--The floor plan was modified slightly since it was shared at the last meeting. The public access computers were moved in the plan to make more of a distinct reference area. It was brought to Director Peker's attention that a structural review may have never been done on the building and would need to be completed before we proceed. It was suggested that Director Peker contact Mary Ann Carner to

see if an inspection has been conducted on the building in the past. She will also ask Nancy Dalzell from Creative Library Concepts as well about how to proceed based upon the floor plan. Ms. Dalzell is continuing to work on the final floor plan and budget. It was suggested that a Capital or an Endowment Fund be created for these specific purposes. This may or may not work if the library is not a 501C. We will continue thinking about this as we further discuss the strategic plan. For the July meeting, the safety of the building will be further investigated and the floor plan will be solidified.

**Old Business**

None

**New Business**

None

**Public Comment**

None

**Executive Session**

None

Meeting adjourned at 8:26 p.m.

Next meeting is scheduled for Monday, July 17 at 6:30 p.m. EST in order to accommodate a one hour overview on the process of strategic planning. The Board's regular agenda will follow the workshop.

Respectfully submitted,  
Stacey Rattner  
Secretary

12:51 PM  
07/05/13

The Castleton Public Library  
Reconciliation Detail

A200.2 - Citizens Checking Account, Period Ending 06/30/2013

| Type                                  | Date      | Num   | Name                  | Clr | Amount           | Balance         |
|---------------------------------------|-----------|-------|-----------------------|-----|------------------|-----------------|
| <b>Beginning Balance</b>              |           |       |                       |     |                  | 8,881.24        |
| <b>Cleared Transactions</b>           |           |       |                       |     |                  |                 |
| <b>Checks and Payments - 15 items</b> |           |       |                       |     |                  |                 |
| Bill Pmt -Check                       | 5/30/2013 | 1414  | Brodart               | X   | -220.48          | -220.48         |
| Bill Pmt -Check                       | 5/30/2013 | 1415  | UHLS                  | X   | -120.00          | -340.48         |
| Bill Pmt -Check                       | 5/30/2013 | 1413  | OverDrive             | X   | -117.36          | -457.84         |
| Bill Pmt -Check                       | 5/30/2013 | 1411  | Verizon               | X   | -76.92           | -534.76         |
| Bill Pmt -Check                       | 5/30/2013 | 1416  | Staples               | X   | -62.54           | -597.30         |
| Bill Pmt -Check                       | 5/30/2013 | 1412  | Eastern Copy Pro...   | X   | -36.22           | -633.52         |
| Bill Pmt -Check                       | 6/3/2013  | DEBIT | Amazon LLC            | X   | -14.86           | -648.38         |
| Bill Pmt -Check                       | 6/10/2013 | DEBIT | Amazon LLC            | X   | -17.99           | -666.37         |
| Bill Pmt -Check                       | 6/14/2013 | DEBIT | Amazon LLC            | X   | -57.91           | -724.28         |
| Bill Pmt -Check                       | 6/14/2013 | DEBIT | Amazon LLC            | X   | -17.99           | -742.27         |
| Bill Pmt -Check                       | 6/14/2013 | DEBIT | Amazon LLC            | X   | -14.99           | -757.26         |
| Bill Pmt -Check                       | 6/18/2013 | 1417  | Brodart               | X   | -207.97          | -965.23         |
| Bill Pmt -Check                       | 6/18/2013 | 1418  | U.S. Bank             | X   | -66.64           | -1,031.87       |
| Bill Pmt -Check                       | 6/19/2013 | DEBIT | SOFTGUARD             | X   | -3,776.00        | -4,807.87       |
| Bill Pmt -Check                       | 6/26/2013 | DEBIT | Amazon LLC            | X   | -29.99           | -4,837.86       |
| Total Checks and Payments             |           |       |                       |     | -4,837.86        | -4,837.86       |
| <b>Deposits and Credits - 1 item</b>  |           |       |                       |     |                  |                 |
| Transfer                              | 6/27/2013 |       |                       | X   | 25,000.00        | 25,000.00       |
| Total Deposits and Credits            |           |       |                       |     | 25,000.00        | 25,000.00       |
| Total Cleared Transactions            |           |       |                       |     | 20,162.14        | 20,162.14       |
| Cleared Balance                       |           |       |                       |     | 20,162.14        | 29,043.38       |
| <b>Uncleared Transactions</b>         |           |       |                       |     |                  |                 |
| <b>Checks and Payments - 9 items</b>  |           |       |                       |     |                  |                 |
| Check                                 | 6/27/2013 | 1426  | Village of Castleton  |     | -21,000.00       | -21,000.00      |
| Bill Pmt -Check                       | 6/27/2013 | 1425  | Brodart               |     | -243.02          | -21,243.02      |
| Bill Pmt -Check                       | 6/27/2013 | 1419  | Reimbursement -...    |     | -145.79          | -21,388.81      |
| Bill Pmt -Check                       | 6/27/2013 | 1422  | Capital District C... |     | -100.00          | -21,488.81      |
| Bill Pmt -Check                       | 6/27/2013 | 1421  | Verizon               |     | -78.25           | -21,567.06      |
| Bill Pmt -Check                       | 6/27/2013 | 1423  | Center Point          |     | -54.04           | -21,621.10      |
| Bill Pmt -Check                       | 6/27/2013 | 1420  | TechSoup              |     | -52.00           | -21,673.10      |
| Bill Pmt -Check                       | 6/27/2013 | 1424  | Recorded Books,...    |     | -35.99           | -21,709.09      |
| Bill Pmt -Check                       | 6/28/2013 | DEBIT | Amazon LLC            |     | -39.94           | -21,749.03      |
| Total Checks and Payments             |           |       |                       |     | -21,749.03       | -21,749.03      |
| Total Uncleared Transactions          |           |       |                       |     | -21,749.03       | -21,749.03      |
| Register Balance as of 06/30/2013     |           |       |                       |     | -1,586.89        | 7,294.35        |
| <b>Ending Balance</b>                 |           |       |                       |     | <b>-1,586.89</b> | <b>7,294.35</b> |

12:48 PM

07/05/13

### The Castleton Public Library Reconciliation Detail

A200.1 - Citizens Money Market, Period Ending 06/30/2013

| Type                                  | Date      | Num | Name | Clr | Amount            | Balance           |
|---------------------------------------|-----------|-----|------|-----|-------------------|-------------------|
| <b>Beginning Balance</b>              |           |     |      |     |                   | 212,912.88        |
| <b>Cleared Transactions</b>           |           |     |      |     |                   |                   |
| <b>Checks and Payments - 1 item</b>   |           |     |      |     |                   |                   |
| Transfer                              | 6/27/2013 |     |      | X   | -25,000.00        | -25,000.00        |
| Total Checks and Payments             |           |     |      |     | -25,000.00        | -25,000.00        |
| <b>Deposits and Credits - 2 items</b> |           |     |      |     |                   |                   |
| Deposit                               | 6/17/2013 |     |      | X   | 209.57            | 209.57            |
| Deposit                               | 6/30/2013 |     |      | X   | 8.55              | 218.12            |
| Total Deposits and Credits            |           |     |      |     | 218.12            | 218.12            |
| Total Cleared Transactions            |           |     |      |     | -24,781.88        | -24,781.88        |
| Cleared Balance                       |           |     |      |     | -24,781.88        | 188,131.00        |
| Register Balance as of 06/30/2013     |           |     |      |     | -24,781.88        | 188,131.00        |
| <b>New Transactions</b>               |           |     |      |     |                   |                   |
| <b>Deposits and Credits - 1 item</b>  |           |     |      |     |                   |                   |
| Deposit                               | 7/1/2013  |     |      |     | 95.51             | 95.51             |
| Total Deposits and Credits            |           |     |      |     | 95.51             | 95.51             |
| Total New Transactions                |           |     |      |     | 95.51             | 95.51             |
| <b>Ending Balance</b>                 |           |     |      |     | <b>-24,686.37</b> | <b>188,226.51</b> |

1:43 PM  
07/11/13

The Castleton Public Library  
Reconciliation Detail

A200.3 - First Niagara Money Market, Period Ending 06/30/2013

| Type                                  | Date      | Num   | Name                 | Clr | Amount           | Balance          |
|---------------------------------------|-----------|-------|----------------------|-----|------------------|------------------|
| <b>Beginning Balance</b>              |           |       |                      |     |                  | 11,274.04        |
| <b>Cleared Transactions</b>           |           |       |                      |     |                  |                  |
| <b>Checks and Payments - 5 items</b>  |           |       |                      |     |                  |                  |
| Check                                 | 5/31/2013 | DEBIT | Village of Castleton | X   | -2,223.38        | -2,223.38        |
| Check                                 | 5/31/2013 | DEBIT | Village of Castleton | X   | -6.50            | -2,229.88        |
| Check                                 | 6/7/2013  | DEBIT | Village of Castleton | X   | -589.25          | -2,819.13        |
| Check                                 | 6/11/2013 | DEBIT | Village of Castleton | X   | -512.35          | -3,331.48        |
| Check                                 | 6/21/2013 | DEBIT | Village of Castleton | X   | -3,037.22        | -6,368.70        |
| Total Checks and Payments             |           |       |                      |     | -6,368.70        | -6,368.70        |
| <b>Deposits and Credits - 2 items</b> |           |       |                      |     |                  |                  |
| Deposit                               | 6/28/2013 |       |                      | X   | 0.09             | 0.09             |
| Transfer                              | 6/28/2013 |       |                      | X   | 21,000.00        | 21,000.09        |
| Total Deposits and Credits            |           |       |                      |     | 21,000.09        | 21,000.09        |
| Total Cleared Transactions            |           |       |                      |     | 14,631.39        | 14,631.39        |
| Cleared Balance                       |           |       |                      |     | 14,631.39        | 25,905.43        |
| Register Balance as of 06/30/2013     |           |       |                      |     | 14,631.39        | 25,905.43        |
| <b>Ending Balance</b>                 |           |       |                      |     | <b>14,631.39</b> | <b>25,905.43</b> |

12:51 PM  
07/15/13  
Cash Basis

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

|                                     | <u>Jan 31, 13</u>        | <u>Feb 28, 13</u>        | <u>Mar 31, 13</u>        | <u>Apr 30, 13</u>        | <u>May 31, 13</u>        | <u>Jun 30, 13</u>        |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>ASSETS</b>                       |                          |                          |                          |                          |                          |                          |
| <b>Current Assets</b>               |                          |                          |                          |                          |                          |                          |
| <b>Checking/Savings</b>             |                          |                          |                          |                          |                          |                          |
| A200.1 - Citizens Money Market      | 135,910.98               | 234,004.80               | 242,170.42               | 212,466.95               | 212,912.88               | 188,131.00               |
| A200.2 - Citizens Checking Acco...  | 5,421.83                 | 3,783.66                 | 2,619.94                 | 9,524.11                 | 8,247.72                 | 29,043.38                |
| A200.3 - First Niagara Money Mar... | 21,834.01                | 14,091.80                | 3,696.93                 | 17,754.25                | 9,044.16                 | 25,905.43                |
| <b>Total Checking/Savings</b>       | <u>163,166.82</u>        | <u>251,880.26</u>        | <u>248,487.29</u>        | <u>239,745.31</u>        | <u>230,204.76</u>        | <u>243,079.81</u>        |
| <b>Total Current Assets</b>         | <u>163,166.82</u>        | <u>251,880.26</u>        | <u>248,487.29</u>        | <u>239,745.31</u>        | <u>230,204.76</u>        | <u>243,079.81</u>        |
| <b>TOTAL ASSETS</b>                 | <u><b>163,166.82</b></u> | <u><b>251,880.26</b></u> | <u><b>248,487.29</b></u> | <u><b>239,745.31</b></u> | <u><b>230,204.76</b></u> | <u><b>243,079.81</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>     | 0.00                     | 0.00                     | 0.00                     | 0.00                     | 0.00                     | 0.00                     |

**Summer Reading Club**

- Registration for the 2013 Summer Reading Club begins Friday, June 21 at the Castleton Public Library or East Greenbush Community Library.
- The Castleton Public Library kick off is scheduled for Friday, June 21 with a FREE Ice Cream Social from 11:30-12:30.
- Teens will kick off the Summer Reading Club at the East Greenbush Community Library for our Teen SRC Karaoke Kick Off on Friday, June 28th from 5:30-9:30pm! Teens are required to sign up for this event in person, along with their parent/guardian in the East Greenbush Children's Room or the Castleton Public Library beginning 6/1. Registration closes at 8pm on 6/27.
- Adults can register for Bingo to earn raffle tickets to win prizes at the Castleton Public Library or East Greenbush Community Library.

**Usage – May**

- Circulation of print materials: 1,616
- Circulation of eContent: 80
- Public Access Computers: 130 sessions
- 110 individuals attended the 14 programs for families and adults offered at the Library.

**Public Access Computers**

- The computers are expected to be installed and fully functional by mid-July. I worked with Rawdon at UHLS to help find time management software for the computers. SoftGuard, the company we are purchasing the hardware from, offered a trial of the time management software they provide.

**Meetings (May 6 – June 9)**

- May 8: Met with Trustee Karis-Nix to discuss the draft floor plans for the new shelving.
- May 9: Meeting at UHLS with staff from member libraries who have helped create functional mobile websites or have explored mobile website options. We shared ideas about how to create mobile websites for small libraries.
- May 13: Meeting with Directors and Library Trustees from Castleton Public Library, East Greenbush Community Library and Nassau Free Library to discuss funding from the Town of Schodack.
- May 17: Members of the ILS Investigation Subcommittee participated in an online demonstration for III Sierra.
- May 20: Members of the ILS Investigation Subcommittee participated in an online demonstration for SirsiDynex.
- May 22: UHLS created a report to show the number of registered Schodack borrowers in UHLS. The numbers from that report are not accurate due to inconsistencies in the registration process for Schodack borrowers. The Directors at East Greenbush Community Library, Nassau Free Library and I developed a procedure for the three libraries to use to help us work toward getting reports that accurately reflect the number of registered Schodack



## **Director's Report: June 17, 2013**

borrowers in UHLS. That procedure will ensure we register Schodack residents to get accurate reports moving forward.

- May 23: Members of the ILS Investigation Subcommittee participated in an online demonstration for Equinox, an open-source ILS.
- May 28: Met with Dustin Howe, the new Eastern Managed Print Network representative.
- May 29: Met with Molly, Youth Services Librarian at East Greenbush Community Library, to coordinate the Summer Reading Program.
- May 30: The ILS Subcommittee met to discuss the three web demonstrations from ILS vendors and determine what the next best step is. It was decided to request in-person demonstrations at UHLS for committee members to get a more hands-on experience.
- May 30: I met with Rob Carle at UHLS to follow-up after a meeting to help create and launch mobile websites for small libraries in UHLS. Rob and I discussed using Weebly, an online tool, to create separate mobile websites that mobile users will be automatically directed to instead of landing on the Library's full site. We also worked through ways to manage and store content on the mobile website and full site to limit the number of places the information must be updated.
- May 31: Members of the ILS Investigation Subcommittee participated in an online demonstration for Polaris.
- June 3: Met with Directors and Library Trustees from Castleton Public Library, East Greenbush Community Library and Nassau Free Library to share the collaborative presentation to the Town to request funding for each of the libraries for FY 2014.
- June 4: Zinio (online resource for periodicals provided by Recorded Books) demonstration at UHLS.
- June 9: Director's Association meeting at UHLS.

### **UHLS**

- ILS Investigation Subcommittee: the committee participated in four online ILS demonstrations with four different vendors. The next step is to invite representatives from each of those vendors to UHLS for a live demonstration that will allow committee members to use the software and get hands-on experience.
- E-content Advisory Council: the committee will make a recommendation to purchase a subscription to Tumblebooks to provide patrons with unlimited access to ebooks for children.
- NYS Annual Reports: DLD notified UHLS that all of the UHLS Library Annual Reports have been accepted and approved for 2012.