

Castleton Public Library, Board of Trustees  
July Board Meeting Minutes

Monday, July 15, 2013

Meeting was called to order at 7:49 p.m. EST by President Schottenfeld

**Trustees present:**

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

**Absent:**

Marge Kehrer

Prior to the meeting, Tim Burke from Upper Hudson Library System, presented a long range planning workshop to the Board.

**Adoption of Agenda**

Treasurer Hiser added draft budget for submission will be shared during the Director's report. Vice President McKnight suggested we add a discussion about the long range plan as part of "New Business." It was also suggested that the topic of the president's reappointment, specifically President Schottenfeld's term, be an addition to the agenda. Treasurer Hiser motioned to adopt the agenda; Trustee Truesdell seconded. Approved 6-0.

**Public Comment**

None

**President's Report**

None

**Secretary's Report**

Treasurer Hiser moved to accept the June 2013 minutes; Trustee Truesdell seconded. Approved 6-0.

**Director's Report**

See attached. Additional highlights include: Saville

- ★Summer Reading program--The summer reading program is very successful this year. The enrollment is at a record for all age groups, including adults.
- ★The public access computers have arrived.
- ★The library received \$1600 in Bullet Aid from Senator Marchione.
- ★Draft Budget Request--The three libraries (East Greenbush, Nassau and Castleton) have come together to prepare a proposed budget request for 2014 for the Town of Schodack. They shared it with Dennis Dowds, Town Supervisor. Treasurer Hiser and

Director Pekar met and went through the budget line by line. Treasurer Hiser believes that each item that requests a budget increase is warranted. The only line she sees that might need some tweaking would be the "Grants, Gifts and Donations" line. As noted in the 2012 actual budget, it is reflected that \$6000 was received, which was a donation from Senator Roy McDonald. When the budget is handed in, many items should be highlighted in the cover letter such as the restricted grants line item and personnel increases.

### **Friends Report**

Barb Kelp reported.

- ★Next week on Wednesday, Chris Peter will be at the Firehouse presenting
- ★Music on the Lawn--August 8, 15, and 22 beginning at 6pm. They are expecting a big crowd on August 8 partly because of the band that will be playing.
- ★They will be beginning a new flower bulb fundraiser through "Flower Power."
- ★November will be the Barnes and Noble fundraiser.

### **Committee Reports**

Administrative Committee- Nothing to report.

Finance Committee/Treasurer's Report--Treasurer Hiser reviewed the treasurer's report. \$21000 was moved into the First Niagara Money Market account for payroll. One of the biggest expenses was to SOFTGUARD for the software.

Operations/Capital Projects--The Committee has been discussing the infrastructure of the building. Director Pekar requested information from the Village Building inspector regarding maximum occupancy and information on when the building was last inspected. It was suggested that Richie Salvo from the Village be contacted to see if he is aware of this information and if not, to direct Director Pekar on where to go next for the information. This information is necessary before they move further on developing the floor plan. Therefore, the next step is for Director Pekar to contact Richie Salvo and Mayor Joe Keegan to request to put this item on the agenda for the next Village Board meeting.

The committee is also going to begin looking at furniture choices for the library renovation.

### **Old Business**

None

### **New Business**

Reappointment--President Schottenfeld's term, which was assumed from the former Trustee Mary Lou Kulpa, ends at the end of July. Vice President McKnight motioned to reappoint her through July 2015; Trustee Truesdell seconded. Approved 6-0.

Long Range Plan--Following our workshop with Tim Burke this evening, Vice President McKnight voiced that we should begin this process. It was discussed on how we should proceed from here. Vice President McKnight agreed to be the leader of this process. It was agreed that we will discuss Long Range Planning at Board meetings. Since there is no regular Trustee meeting scheduled for August, we will begin the discussion on Tuesday, August 13 at 6:30. If you cannot make this date, send an email to Vice President McKnight.

**Public Comment**

None

**Executive Session**

None

Meeting adjourned at 8:46 p.m.

The Long Range Planning meeting is scheduled for Tuesday, August 13 at 6:30.

The next Board of Trustees meeting is scheduled for Monday, September 16 at 7:00 p.m. EST.

Respectfully submitted,  
Stacey Rattner  
Secretary

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                     |

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> |

**Summer Reading Program**

- The Library's kickoff was on Friday, June 21. Children and Teens were invited to the Library to sign-up for the Summer Reading Club and enjoy free ice cream! 68 people attended the event, 50 children and teens registered for the Summer Reading Club at the event.
- Upcoming programs include:
  - **Sleep Apnea Presentation with Dr. Starkman:** Dr. Starkman returns to the Library for a short talk on sleep apnea and treatment options on July 11 at 6:00 PM. Registration begins on Thursday, July 4.
  - **Yoga for EveryBODY:** Rachel, a certified yoga teacher, will lead the class through a Vinyasa Flow style of Yoga. Participants will need to bring their own mats. Two sessions: Thursday, July 18 at 6:00 PM and July 25 at 6:00 PM. Participants are required to register to participate in either session. Registration will begin one week prior to each session.
  - **Lasting Impressions:** Children examine fossils as clues to our region's surprising past. Tuesday, July 16 at 6:00 PM. Registration begins on Tuesday, July 9.
  - **Mr. Magicman:** Enjoy a fun-filled magic show at the East Greenbush Community Library! Monday, July 22 at 4:00 PM or 7:00 PM. Registration begins on Monday, July 15.  
*\*This program is co-sponsored by the Castleton Public Library, East Greenbush Community Library and Nassau Free Library.*

**Usage – June**

- Circulation of print materials: 1,629
- Circulation of eContent: 69
- Public Access Computers: 158 sessions
- 145 individuals attended the 11 programs for families and adults offered at the Library.

**Public Access Computers**

- The hardware arrived at the Library in the beginning of July. The server was brought to UHLS on July 5 and Rawdon is installing the software and completing the initial setup process.

**Meetings (June 10 - July 7)**

- June 10: Met with Emily from Citizens Bank to discuss partnering for future events to promote financial education in the community.
- June 10: Attended a meeting with Library Directors, Library Board Trustees and Town Supervisor, Dennis Dowds to discuss our budget requests to the Town of Schodack for FY 2014.
- June 10: Attended the Village Board meeting to request the Village act as a financial reporter for the Library in order to submit the AUD. The Village Board approved this to allow me to pursue more information with the NYS Comptroller.
- June 12-14: I attended three courses that are part of the Leadership and Management Academy.



## Director's Report: July 15, 2013

- Leadership: This was a half day workshop that provided information about leadership styles and roles, management, team building and stakeholder analysis.
  - Legal Issues: This course focused on laws, rules and regulations that govern libraries at the local, state and federal levels. Topics included: the legal structure of public libraries, duties and responsibilities of trustees, the laws and regulations, Librarians and professional liability, essentials of library policies and civil service.
  - Strategic Planning: Introduction to planning concepts such as community vision statements, library service responses, resource allocation formulas and evaluation strategies.
- June 12: 2013 UHLS Annual Dinner.
  - June 17: Met with Lois Papp, Adult Services Librarian at East Greenbush Community Library, to discuss the Adult Summer Reading Club.
  - June 18: ILS demonstration at UHLS.
  - June 19: Friends of the Library monthly meeting.
  - June 20: ILS demonstration at UHLS.
  - June 25: ILS demonstration at UHLS.
  - June 28: Teen Summer Reading Club kickoff at the East Greenbush Community Library.
  - July 2: Met with Rob at UHLS to troubleshoot the best way to create mobile websites for small libraries. Rob is creating a mobile website for Bern Public Library to use as a template for other small libraries. We are looking into javascript, php, and HTML5, to put into the full websites to make sure users are automatically directed to the mobile website once when they visit the website from a mobile device.

### NYLA/UHLS

- ILS Investigation Subcommittee: the committee met with representatives from three vendors at UHLS for in-person demonstrations that allowed committee members to get a more in-depth presentation from the representatives and use the software to get hands-on experience.
- Bullet Aid: Senator Marchione awarded \$1,600.00 in Bullet Aid to 369 libraries including Castleton Public Library. Complete details can be found on the [NYLA website](#).