

Castleton Public Library, Board of Trustees
September Board Meeting Minutes

Monday, September 16, 2013

Meeting was called to order at 7:03 p.m. EST by President Schottenfeld

Trustees present:

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

Absent:

Marge Kehrer

Adoption of Agenda

President Schottenfeld proposes to adopt the agenda. Trustee Karis-Nix seconds. Approved 6-0.

Public Comment

None

President's Report

The next "Nassau Castleton East Greenbush Community Library" Task Force meeting is Monday, September 23.

Secretary's Report

Treasurer Hiser moved to accept the July 2013 minutes; Vice President McKnight seconded. Approved 6-0.

Director's Report

See attached. Additional highlights include:

- ★The Public Access computers were set up today. Patrons and staff already shared many positive comments.
- ★The draft of the Social Media Policy was shared. It will be reviewed by the Board with the intent to adopt at the next meeting.
- ★President Schottenfeld and Director Pekar met in July and discussed many issues including collection development, the strategic plan and website updates.
- ★Director Pekar shared the Personnel Memorandum which included hiring Natalie Schipano provisionally, as a Librarian Trainee, until she receives her MSIS in December. At that point, she will be promoted to the part-time Youth Services Librarian. Faith moved to hire Natalie Schipano. Trustee Karis-Nix seconded. Approved 6-0.

Friends Report

Barb Kelp reported.

★Village Wide Garage Sale this Saturday, September 21. There will be a book and bake sale to benefit the library at Nina Martino's house. Bakers and volunteers are needed.

★The Schodack Island Fall Festival is October 5. The Friends will have a booth from 12 pm - 5 pm.

★The Barnes and Noble event is Saturday, November 23. Volunteers are needed from 9:00 am - 10:00 pm. Any donations for the raffles and baskets are appreciated.

Committee Reports

Administrative Committee- Social Media policy was shared during the Director's report.

Finance Committee/Treasurer's Report--Treasurer Hiser reviewed the treasurer's report. Our accounts still have funds available for the capital improvements. The State Comptroller's Office had questions regarding our AUD submission. There is a deadline of September 23 to get back to the State with answers to their questions. Director Pekar is working with Pam Smith and looking at Quickbooks for the answers.

Treasurer Hiser suggested that additional help might be needed on occasion to assist with the bookkeeping. Although Quickbooks solved many of the issues, the bookkeeping is still taking up a lot of Director Pekar's time. President Schottenfeld suggested that Treasurer Hiser and Director Pekar put together a proposal for regarding the need for hiring additional help to be voted on at the next meeting.

Operations/Capital Projects--Trustee Truesdell shared that the Village needs to receive at least three bids from Engineering firms for the building inspection. Village Board Trustee Jennifer Pratico shared that the Village will pay for part of the inspection and will help if there are any structural fixes that need to be done.

Trustee Karis-Nix shared that the Committee is meeting later this evening to further discuss the changes and how they might be able to lower the cost of the project. They will share the final budget with the Board at the next meeting.

Old Business

Strategic Planning--Vice President McKnight shared a draft of a library survey that he worked with Secretary Rattner and Director Pekar. Changes were made on the draft survey. How the survey will be distributed was discussed (Survey Monkey, email, *Our Town*, *The Advertiser*, *The Castletonian* and the schools). President Schottenfeld made a motion to have the Board approve to pay up to \$600 to cover the cost of a Kindle as an incentive, the membership fee for Survey Monkey and other advertising expenses Vice President McKnight seconded. Approved 5-0.

New Business

None

Public Comment

None

Executive Session

President Schottenfeld made a motion to go into Executive Session. Vice President McKnight seconded. Approved 5-0.

Meeting adjourned at 9:28 p.m.

The next Board of Trustees meeting is scheduled for Monday, October 21 at 7:00 p.m. EST.

Respectfully submitted,
Stacey Rattner
Secretary

3:42 PM
08/07/13

The Castleton Public Library Reconciliation Detail

A200.1 - Citizens Money Market, Period Ending 07/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						188,131.00
Cleared Transactions						
Deposits and Credits - 4 items						
Deposit	7/1/2013			X	95.51	95.51
Deposit	7/12/2013			X	10,101.85	10,197.36
Deposit	7/17/2013			X	50.65	10,248.01
Deposit	7/31/2013			X	8.23	10,256.24
Total Deposits and Credits					10,256.24	10,256.24
Total Cleared Transactions					10,256.24	10,256.24
Cleared Balance					10,256.24	198,387.24
Register Balance as of 07/31/2013					10,256.24	198,387.24
New Transactions						
Deposits and Credits - 1 item						
Deposit	8/5/2013				131.04	131.04
Total Deposits and Credits					131.04	131.04
Total New Transactions					131.04	131.04
Ending Balance					10,387.28	198,518.28

3:40 PM
08/07/13

The Castleton Public Library
Reconciliation Detail

A200.2 - Citizens Checking Account, Period Ending 07/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						29,043.38
Cleared Transactions						
Checks and Payments - 25 items						
Check	6/27/2013	1426	Village of Castleton	X	-21,000.00	-21,000.00
Bill Pmt -Check	6/27/2013	1425	Brodart	X	-243.02	-21,243.02
Bill Pmt -Check	6/27/2013	1419	Reimbursement -...	X	-145.79	-21,388.81
Bill Pmt -Check	6/27/2013	1422	Capital District C...	X	-100.00	-21,488.81
Bill Pmt -Check	6/27/2013	1421	Verizon	X	-78.25	-21,567.06
Bill Pmt -Check	6/27/2013	1423	Center Point	X	-54.04	-21,621.10
Bill Pmt -Check	6/27/2013	1424	Recorded Books,...	X	-35.99	-21,657.09
Bill Pmt -Check	6/28/2013	1427	UHLS	X	-793.21	-22,450.30
Bill Pmt -Check	6/28/2013	1428	Great American	X	-700.00	-23,150.30
Bill Pmt -Check	6/28/2013	1432	Eastern Managed...	X	-78.01	-23,228.31
Bill Pmt -Check	6/28/2013	1429	Demco	X	-56.81	-23,285.12
Bill Pmt -Check	6/28/2013	DEBIT	Amazon LLC	X	-39.94	-23,325.06
Bill Pmt -Check	6/28/2013	1431	Brodart	X	-14.76	-23,339.82
Bill Pmt -Check	7/15/2013	1433	Staples	X	-157.81	-23,497.63
Bill Pmt -Check	7/15/2013	1435	Brodart	X	-135.32	-23,632.95
Bill Pmt -Check	7/17/2013	DEBIT	Amazon LLC	X	-79.29	-23,712.24
Bill Pmt -Check	7/17/2013	DEBIT	Amazon LLC	X	-67.80	-23,780.04
Bill Pmt -Check	7/17/2013	1434	U.S. Bank	X	-66.64	-23,846.68
Bill Pmt -Check	7/18/2013	DEBIT	Amazon LLC	X	-23.69	-23,870.37
Bill Pmt -Check	7/24/2013	DEBIT	Amazon LLC	X	-15.97	-23,886.34
Bill Pmt -Check	7/25/2013	1438	Brodart	X	-45.20	-23,931.54
Bill Pmt -Check	7/25/2013	1442	Recorded Books,...	X	-35.09	-23,966.63
Bill Pmt -Check	7/25/2013	1439	OverDrive	X	-12.15	-23,978.78
Bill Pmt -Check	7/26/2013	DEBIT	Amazon LLC	X	-43.81	-24,022.59
Bill Pmt -Check	7/31/2013	DEBIT	Amazon LLC	X	-14.99	-24,037.58
Total Checks and Payments					-24,037.58	-24,037.58
Total Cleared Transactions					-24,037.58	-24,037.58
Cleared Balance					-24,037.58	5,005.80
Uncleared Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	6/27/2013	1420	TechSoup		-52.00	-52.00
Bill Pmt -Check	6/28/2013	1430	East Greenbush ...		-100.00	-152.00
Bill Pmt -Check	7/25/2013	1437	UHLS		-123.00	-275.00
Bill Pmt -Check	7/25/2013	1436	Rachel Toolan		-50.00	-325.00
Bill Pmt -Check	7/25/2013	1441	Reimbursement -...		-7.00	-332.00
Bill Pmt -Check	7/25/2013	1440	REimbursement -...		-5.38	-337.38
Total Checks and Payments					-337.38	-337.38
Total Uncleared Transactions					-337.38	-337.38
Register Balance as of 07/31/2013					-24,374.96	4,668.42
New Transactions						

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08/07/13

The Castleton Public Library
Reconciliation Detail

A200.2 - Citizens Checking Account, Period Ending 07/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Checks and Payments - 1 item						
Bill Pmt -Check	8/1/2013	DEBIT	Amazon LLC		-19.86	-19.86
Total Checks and Payments					-19.86	-19.86
Total New Transactions					-19.86	-19.86
Ending Balance					-24,394.82	4,648.56

5:05 PM
08/20/13

The Castleton Public Library
Reconciliation Detail

A200.3 - First Niagara Money Market, Period Ending 07/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Checks and Payments - 5 items						
Check	7/5/2013	DEBIT	Village of Castleton	X	-3,053.07	-3,053.07
Check	7/9/2013	DEBIT	Village of Castleton	X	-1,132.70	-4,185.77
Check	7/9/2013	DEBIT	Village of Castleton	X	-50.10	-4,235.87
Check	7/19/2013	DEBIT	Village of Castleton	X	-2,800.59	-7,036.46
Check	7/31/2013	DEBIT	Village of Castleton	X	-2,866.16	-9,902.62
Total Checks and Payments					-9,902.62	-9,902.62
Deposits and Credits - 1 item						
Deposit	7/28/2013			X	0.36	0.36
Total Deposits and Credits					0.36	0.36
Total Cleared Transactions					-9,902.26	-9,902.26
Cleared Balance					-9,902.26	-9,902.26
Register Balance as of 07/31/2013					-9,902.26	-9,902.26
Ending Balance					-9,902.26	-9,902.26

3:27 PM
09/11/13
Cash Basis

The Castleton Public Library
Balance Sheet
As of August 31, 2013

	<u>Aug 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
A200.1 - Citizens Money Market	198,669.64
A200.2 - Citizens Checking Account	3,694.01
A200.3 - First Niagara Money Market	9,597.76
Total Checking/Savings	<u>211,961.41</u>
Total Current Assets	<u>211,961.41</u>
TOTAL ASSETS	<u>211,961.41</u>
LIABILITIES & EQUITY	0.00

4:56 PM
09/10/13

The Castleton Public Library
Reconciliation Detail

A200.1 - Citizens Money Market, Period Ending 08/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						198,387.24
Cleared Transactions						
Deposits and Credits - 3 items						
Deposit	8/5/2013			X	131.04	131.04
Deposit	8/21/2013			X	142.93	273.97
Deposit	8/31/2013			X	8.43	282.40
Total Deposits and Credits					282.40	282.40
Total Cleared Transactions					282.40	282.40
Cleared Balance					282.40	198,669.64
Register Balance as of 08/31/2013					282.40	198,669.64
New Transactions						
Deposits and Credits - 2 items						
Deposit	9/3/2013				464.96	464.96
Deposit	9/10/2013				77.84	542.80
Total Deposits and Credits					542.80	542.80
Total New Transactions					542.80	542.80
Ending Balance					825.20	199,212.44

5:02 PM
09/10/13

The Castleton Public Library
Reconciliation Detail

A200.2 - Citizens Checking Account, Period Ending 08/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,005.80
Cleared Transactions						
Checks and Payments - 22 items						
Bill Pmt -Check	6/27/2013	1420	TechSoup	X	-52.00	-52.00
Bill Pmt -Check	6/28/2013	1430	East Greenbush ...	X	-100.00	-152.00
Bill Pmt -Check	7/25/2013	1437	UHLS	X	-123.00	-275.00
Bill Pmt -Check	7/25/2013	1436	Rachel Toolan	X	-50.00	-325.00
Bill Pmt -Check	7/25/2013	1441	Reimbursement -...	X	-7.00	-332.00
Bill Pmt -Check	8/1/2013	DEBIT	Amazon LLC	X	-19.86	-351.86
Bill Pmt -Check	8/9/2013	1444	Brodart	X	-187.67	-539.53
Bill Pmt -Check	8/9/2013	1447	Verizon	X	-81.37	-620.90
Bill Pmt -Check	8/9/2013	1445	Center Point	X	-54.04	-674.94
Bill Pmt -Check	8/9/2013	DEBIT	Amazon LLC	X	-48.98	-723.92
Bill Pmt -Check	8/9/2013	1446	Eastern Managed...	X	-29.67	-753.59
Bill Pmt -Check	8/9/2013	1443	Recorded Books,...	X	-22.49	-776.08
Bill Pmt -Check	8/9/2013	DEBIT	Amazon LLC	X	-19.97	-796.05
Bill Pmt -Check	8/14/2013	DEBIT	Amazon LLC	X	-29.98	-826.03
Bill Pmt -Check	8/15/2013	DEBIT	Amazon LLC	X	-59.96	-885.99
Bill Pmt -Check	8/15/2013	DEBIT	Amazon LLC	X	-21.87	-907.86
Bill Pmt -Check	8/20/2013	1448	Brodart	X	-192.07	-1,099.93
Bill Pmt -Check	8/20/2013	1451	U.S. Bank	X	-66.64	-1,166.57
Bill Pmt -Check	8/20/2013	1452	Center Point	X	-54.74	-1,221.31
Bill Pmt -Check	8/20/2013	1450	Demco	X	-51.72	-1,273.03
Bill Pmt -Check	8/20/2013	1449	Staples	X	-21.77	-1,294.80
Bill Pmt -Check	8/20/2013	DEBIT	Amazon LLC	X	-16.99	-1,311.79
Total Checks and Payments					-1,311.79	-1,311.79
Total Cleared Transactions					-1,311.79	-1,311.79
Cleared Balance					-1,311.79	3,694.01
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	7/25/2013	1440	REimbursement -...		-5.38	-5.38
Total Checks and Payments					-5.38	-5.38
Total Uncleared Transactions					-5.38	-5.38
Register Balance as of 08/31/2013					-1,317.17	3,688.63
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	9/3/2013	DEBIT	Amazon LLC		-60.43	-60.43
Total Checks and Payments					-60.43	-60.43
Total New Transactions					-60.43	-60.43
Ending Balance					-1,377.60	3,628.20

3:32 PM
09/11/13

The Castleton Public Library
Reconciliation Detail

A200.3 - First Niagara Money Market, Period Ending 08/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						16,003.17
Cleared Transactions						
Checks and Payments - 3 items						
Check	8/16/2013	DEBIT	Village of Castleton	X	-2,878.87	-2,878.87
Check	8/26/2013	DEBIT	Village of Castleton	X	-566.35	-3,445.22
Check	8/30/2013	DEBIT	Village of Castleton	X	-2,960.42	-6,405.64
Total Checks and Payments					-6,405.64	-6,405.64
Deposits and Credits - 1 item						
Deposit	8/28/2013			X	0.23	0.23
Total Deposits and Credits					0.23	0.23
Total Cleared Transactions					-6,405.41	-6,405.41
Cleared Balance					-6,405.41	9,597.76
Uncleared Transactions						
Deposits and Credits - 1 item						
Deposit	8/28/2013				0.23	0.23
Total Deposits and Credits					0.23	0.23
Total Uncleared Transactions					0.23	0.23
Register Balance as of 08/31/2013					-6,405.18	9,597.99
Ending Balance					-6,405.18	9,597.99

Summer Reading Program

- The Library kicked off the 2013 Summer Reading Club for children on Friday, June 21 with an ice cream social. 68 people attended the program; it was the highest number of registrations on the first day of the program! Teens kicked off the 2013 Summer Reading Club at the East Greenbush Community Library for a night of Karaoke, food and games.
- The 74 registered children and teens at CPL for the 2013 read a total of 15,824 minutes!.
- 16 adults registered for the Adult SRC, another record!

Upcoming Programs

- Storytime: Beginning October 3, Thursday morning weekly Storytime will be held at 11:45 AM instead of 11:30 AM to accommodate parents with preschoolers enrolled in the Thursday morning program at Maple Hill Preschool.
- Castleton-on-Healthy met weekly on Thursdays at 6:00 PM but now meets weekly on Friday mornings at 10:00 AM.
- Winterizing Your Garden: CPL will host a program presented by Katie Doyle from Capital District Community Gardens on Thursday, October 3 at 6:30 PM about winterizing gardens.
 - As the warm and sunny days of summer turn to fall, take steps to prepare your garden for the coming winter. This class will cover soil remediation, mulching, protecting your perennials, and late fall/early winter crops. Be better prepared for next year's gardening season and welcome the coming spring with healthy soil and over-wintered crops. Winterizing your garden using the techniques discussed in this class will improve soil fertility and composition, reduce disease and pests, maintain and improve perennial health, and even reduce weeds! Get that extra leg up in your gardening this coming spring by ending the season on the right foot.
- Family Movie Night: The Friends of the CPL will show *The Croods* (PG) on Friday, October 18 at 6:00 PM.

Usage – July

- Circulation of print materials: 1999
- Circulation of eContent: 79
- Public access computer sessions: 192
- 252 individuals attended the 17 programs for families and adults offered at the Library.

Usage – August

- Circulation of print materials: 2051
- Circulation of eContent: 78
- Public access computer sessions: 273
- 234 individuals attended the 16 programs for families and adults offered at the Library.

Public Access Computers

- Rawdon from UHLS has been working with representatives from Softguard to complete the initial setup of the server. On Monday, September 9, he brought the server to CPL to set up

Director's Report: September 16, 2013

the workstations for staff access. Rawdon and I are spending this week to fine-tune user settings and plan to have the computers available for public use on Monday, September 16.

Meetings (July 8 – September 6)

- July 12: ILS Investigation Subcommittee meeting at UHLS.
- July 15: Meeting with Trustee Schottenfeld, Board President.
- July 16: Met with Rob from UHLS to discuss an effective inventory process for CPL.
- July 25: ILS demonstration at UHLS.
- July 29: ILS Investigation Subcommittee meeting at UHLS.
- August 1: Capital Projects Committee meeting with Brad and Nancy from Creative Library Concepts.
- August 2: Directors Association meeting at UHLS.
- August 6: eContent Committee meeting at UHLS.
- August 12: Meeting with Trustee Truesdell and Jen Pratico, Village Trustee, to discuss the renovation plans for the library space. Specifically, there is a need for a building inspection to determine the structural integrity of the building before shelves are moved and/or replaced.
- August 13: CPL Board of Trustees Special Meeting to discuss strategic planning.
- August 19: Provided patron assistance at the East Greenbush Community Library for the return of the Overdrive Digital Bookmobile. This is a system-wide event to promote and educate the community about eBook services at public libraries.
- August 21: Strategic Planning committee meeting.
- August 29: Attended *What New York's Librarians Need to Know About New York's Health Benefit Exchange* (Webinar at UHLS).
- September 3: Capital Projects Committee meeting.
- September 6: Discussed the discrepancies in the 2012 AUD with Trustee Hiser and Pam Smith, Village Treasurer.

NYLA/UHLS

- ILS Investigation Subcommittee: The committee had day long product demonstrations with four vendors. This process helped the committee to eliminate some of the products and move onto the next stage which is to visit with library systems that are using the products that are still being considered.
- Mailchimp Program at UHLS: On October 18, UHLS will host a program on using Mailchimp, a free online e-mail broadcast tool. Judith Wines (Director at Altomant Free Library) and I were asked to discuss our experience using the tool and how other librarians can get started and use it at their library.
- 2013 NYLA Conference – The annual NYLA conference is being held in downtown Niagara Falls from September 25-28.

Personnel Memorandum

September 16, 2013

1. Hire Natalie Schipano, provisionally, as a Librarian Trainee at \$13.50/hour until she receives her MSIS in December of 2013. Once she receives her degree, she will be promoted to the part-time Youth Services Librarian at \$15/hour.

Approved: September 16, 2013

Social Media Policy

The purpose of the social media employed by the Castleton Public Library is to promote and provide information regarding Library programs, services, news, events, and activities to all members of the Castleton Public Library community that complies with the Library's mission statement.

Social media is defined as any web application, site or account that facilitates the sharing of opinions and information about Library related subjects and issues. Formats include blogs, wikis, websites, listservs, social network pages, ratings and reviews of Library materials.

Castleton Public Library encourages the comments, posts, and messages of the community and recognizes and respects differences in opinion. All comments, posts, and messages are subject to review and the Castleton Public Library reserves the right to remove any comment, post, or message that it deems to be abusive, defamatory, in violation of intellectual property rights or otherwise inappropriate. The Library strongly recommends individuals, especially under the age of 18, refrain from posting personal information about themselves (ex. last names, school, age, phone numbers, addresses, etc.). The Castleton Public Library will not be held responsible or liable for any content posted by a subscriber to any Castleton Public Library forum.

The following will be immediately removed from any Castleton Public Library social media forum:

- Obscene, racist, homophobic, sexist, or any other hate-speech
- Personal attacks, insults, or threatening comments
- Posts with personal information about other people
- Potentially libelous statements
- Plagiarized material
- Comments, links, or information not related to the forum
- Commercial promotions, spam, or political activity