

# **Castleton Public Library, Board of Trustees**

## **January 14, 2013 Board Meeting Minutes**

### **Final**

**Monday, January 19, 2013**

**Meeting was called to order at 7:04 p.m. EST by Vice President Kehrer.**

**Trustees present:**

Marge Kehrer, Don McKnight, Stacey Rattner, Faith Schottenfeld, Phyllis Tolbert, Doreen Truesdell

**Trustees absent:**

Mike Allard, Janet Hiser

**Pledge of Allegiance**

**Adoption of Agenda**

Under New Business it was added to discuss interest from Olivia T. Karis-Nix to be a new trustee . Vice President Kehrer motioned to adopt the agenda. Treasurer McKnight seconded, passed 6-0.

**Public Comment Period I:**

None

**Secretary's Report - Action Taken**

The minutes from the December meeting were reviewed. Trustee Schottenfeld motioned to approve the minutes. Trustee Truesdell seconded, passed 6-0. Truesdell seconded

**Treasurer's Report**

Treasurer McKnight apologized that he was unable to do a complete reconciliation of the accounts this month.

Bill Adams completed the financial review. All trustees received copies of his review. According to his review, things appear to be in order. He recommended the Library modify its system of depositing cash from doing it weekly instead of biweekly. He also recommended getting a credit card for purchases rather than continuing to use the debit card. His review will get filed for our own records. The total cost for his service was \$550. He will be available for questions and other clarifications. Since Quick Books is the accounting system used already by the Village, it will make things easier for Village,

State and library to coordinate records now that the Library has switched over to Quick Books for its accounting program, after a recommendation from Mr. Adams.

Treasurer McKnight also shared that the Village is currently managing three accounts for the library and that Pam Smith approached Director Peker about closing three of the six accounts held by the Village. In the past, the Village held onto all of the accounts. The library has its own account at Citizen's Bank. If accounts from the Village were closed, a decision will need to be made as to where the money should be transferred to. The two trust fund accounts total \$9683.26, with possibly an additional \$1500 . Treasurer McKnight made a motion that the Village close the two accounts and deposit it into the money market account at Citizen's Bank. Motion was seconded by Trustee Tolbert, passed 6-0.

Director Peker shared that the Library's fund balance was \$158,639.02.

Vice President Kehrer maded a motion to approve treasurer's report. Seconded by Trustee Truesdell, passed 6-0.

### **Library Director's Report**

See attached.

The following was discussed:

\*Trustee Tolbert asked for clarification on the "Library Services and Usage: 2011 and 2012" handout. The current graph gives a snapshot from this year to last year. Director Peker hopes to be able to compare trends from last year to years before 2011. Circulation of materials is declining however patron visits are increasing. Trustees offered suggestions on how to share the information differently for the February meeting.

\*The Director of the East Greenbush Library would like to have a meeting with the new president and Peker to discuss how to secure money together with Nassau, East Greenbush and Castleton from the Town of Schodack.

\*The Annual report will need to be submitted and approved before the next meeting. Director Peker will share it with the Board before then.

\*The Director's report shared a brief synopsis of all the workshops Director Peker attended at the New York Library Association's annual meeting in November in Saratoga.

### **Friends Report**

Barbara Kelp represented the Friends.

\*Ms. Kelp thanked everyone who helped out at the Barnes and Noble book fair in November.

\*On Friday, January 25 the Friends is sponsoring a movie night, "Ice Age."

\*The Applebees pancake breakfast is Saturday, February 9 from 8:00 - 10:00 a.m. Tickets are \$6. This is one of the biggest Friends fundraisers of the year.

### **Committee Reports**

**Personnel**--Trustee Schottenfeld thanked everyone for completing the Director's evaluation. A summary document was prepared and shared with the Trustees. The summary will now be shared with the Director and the in-person session to go over the evaluation with the Director (and the President and committee members) will be scheduled. Director Peker had approached the Personnel Committee about reviewing civil service titles for staff. Trustee Schottenfeld will address this with Director Peker and the Personnel Committee.

**Policy**--Trustee Truesdell summarized what the Policy Committee did at their meeting last week. Most of that time was spent discussing the Internet Policy. Director Peker informed the Board as to why it would be a good idea to modify the Policy. Included in the new policy is that in order to use the library computers, adults will need to have a library card in good standing and children will need a signed permission slip from their parents. Director Peker will email the new policy to the entire board and it will be voted on at the February meeting. The new policy is similar to other policies from libraries of comparable size in the Upper Hudson Library System i.e., Altamont Library.

**Operations/Capital Projects**--Trustee Truesdell handed out an overview of the Operations and Capital Projects Committee with suggestions for improving the library with new mobile shelving, carpeting, computer work stations, furniture, electrical re-wiring and a new ceiling. Trustee Truesdell and Director Peker lead a discussion about financing this project for approximately \$50,000. Treasurer McKnight shared that the Library holds a fund balance that might be able to finance the project. The Committee will provide a detailed budget that will not include any other outside in-kind services or funds. The Committee will add more details to the \$50,000 budget for the project. The Committee will bring the more itemized budget to the Board at the next meeting, as well as more information about the project. It was just assumed that the project would have to go through the bid process. However, it was unclear whether this was actually true or not and will be clarified by the next meeting. It will only be after the next meeting that the Committee will go to the Village to share the proposal for support and advice on how to proceed.

### **Old Business**

**Insurance Coverage Review**--Director Peker will get a proposal from Mark Crawford, an insurance agent with Marshall Sterling, and she will share it with the Board at the next meeting. The current policy will be increasing and Mr. Crawford assured Director Peker that he will be able to at least match or decrease what is already being paid. His price will also include additional coverages.

### **New Business**

**Nominating Committee Discussion**--The annual election of officers occurred. Treasurer McKnight motioned Trustee Schottenfeld be president. Trustee Truesdell seconded, passed 6-0. Trustee Truesdell made a motion that Trustee McKnight be Vice President. Trustee Tolbert seconded, passed 6-0. Trustee McKnight motioned that Trustee Hiser be Treasurer. Trustee Tolbert seconded, passed 6-0. Trustee Schottenfeld motioned that Trustee Rattner be Secretary. Trustee Kehrer seconded, passed 6-0.

### **Proposed 2013 Meeting Dates**

February 25

March 18

April 15

May 20

June 17

July 15

September 16

October 21

November 18

December 16

### **New Trustee**

Olivia T. Karis-Nix shared her interest in joining the Board.

### **Announcements**

As indicated in the bylaws, the president will write Mike Allard a letter indicating that he will no longer be on the Board.

### **Public Comment II**

Barbara Kelp is planning to attend the Library Legislative Day on March 5, 2013. She encourages anyone who can to take the time to attend.

### **Executive Session**

None

Motion to adjourn the meeting by Vice President Kehrer, seconded by Trustee Schottenfeld. Passed 6-0. Meeting adjourned at 9:10 p.m.

Next meeting is scheduled for Monday, February 25 at 7:00 p.m. EST.

Respectfully submitted,  
Stacey Rattner  
Secretary



Board of Directors  
Castleton Library  
Castleton, N.Y.

I have reviewed the accounting records and fiscal operations of the Castleton Library. Records maintained were adequate to account for the fiscal operation of the Library.

Findings:

Cash receipts were deposited twice a month based on the cash register reports. Receipts were itemized utilizing the cash register recording system. The director prepares and makes the deposits.

Cash balances: General Checking, Money Market and Spiesky accounts were maintained by the treasurer utilizing the checkbooks. Bank accounts were reconciled to the checkbook balances timely. No general ledger cash accounts were maintained.

Expenditures are made utilizing paying bills with checks which need two signatures and the use of a debit card. Debit card charges are identified based on statements received from individual purchases.

Payrolls are prepared utilizing the Village of Castleton payroll processing. The library transfers lump sum payments to the village to cover the cost of the payrolls. The Village of Castleton reconciles the moneys held.

Monthly Reports to the board consisted of a listing of receipts and expenditures for the period also utilizing an actual to budget comparison. provided by the library director and the cash balances provided by the treasurer.

Recommendations:

1. Cash receipts should be deposited on a weekly basis.
2. General ledger cash accounts should be maintained with the library accounting system.
3. The board should authorize the issuance of a credit card to be used for purchasing rather than the debit card now in use. Would be easier to track purchases.
4. Amounts needed for payrolls should be made for the actual payroll cost rather than utilizing periodic lump sum transfers.

I was informed that the board has purchased an accounting system (Quick Books) to keep track of the fiscal activities for the library. The use of this system will further enhance the accounting and reporting for the Library. I have created a chart of accounts to be utilized when setting up the accounting system. The accounts follows closely the nomenclature utilized in the current records. Additionally the chart of accounts will assist in the preparation of the annual report needed for the State Comptroller.

If there are any questions concerning the recommendations I will be available to answer them.

William C. Adams

Consultant

## Expenditures - December

Staff Development/edu	Check #	Invoice Date	Amount	Notes
<b>TOTAL</b>				<b>\$0.00</b>
<b>Library Materials</b>	<b>Check #</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Notes</b>
Junior Library Guild	1339	1-Dec	\$342.00	
Recorded Books	1338	14-Nov	\$35.09	
Center Point	1340	28-Nov	\$54.04	
Brodart	1344	26-Nov	\$8.10	
Brodart	1346	19-Dec	\$91.84	
Amazon	Card	28-Nov	\$63.96	
Amazon	Card	26-Nov	\$65.79	
Recorded Books	1347	18-Dec	\$26.99	
Amazon	Card	20-Dec	\$11.99	
<b>TOTAL</b>				<b>\$699.80</b>
<b>Equipment/Technology</b>	<b>Check #</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Notes</b>
Usbank	1341	22-Dec	\$81.64	
Eastern	1343	27-Nov	\$56.58	
<b>TOTAL</b>				<b>\$138.22</b>
<b>Programs</b>	<b>Check #</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Notes</b>
<b>TOTAL</b>				<b>\$0.00</b>
<b>Automated Services</b>	<b>Check #</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Notes</b>
<b>TOTAL</b>				<b>\$0.00</b>
<b>Supplies - Postage</b>	<b>Check #</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Notes</b>
<b>TOTAL</b>				<b>\$0.00</b>
<b>Supplies - Telephone/Data Links</b>	<b>Check #</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Notes</b>
Verizon	1342	19-Nov	\$77.24	
<b>TOTAL</b>				<b>\$77.24</b>
<b>Supplies - Insurance: Liability</b>	<b>Check #</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Notes</b>
<b>TOTAL</b>				<b>\$0.00</b>
<b>Supplies - Office Supplies</b>	<b>Check #</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Notes</b>
Staples	1349	12/9/2012	\$57.27	
<b>TOTAL</b>				<b>\$57.27</b>

## Revenue - December

Library Fines and Fees	Deposit	Amount
Library Fines and Fees	19-Dec	\$250.20
Library Fines and Fees	8-Jan	\$44.25
<b>TOTAL</b>		<b>\$294.45</b>
Upper Hudson Library System	Deposit	Amount
2012 LLSA Payment (Final 10%)	19-Dec	\$120.00
LSTA Travel Reimbursement	1/8/2013	\$40.00
<b>TOTAL</b>		<b>\$120.00</b>
Gifts and Donations	Deposit	Amount
Donations	19-Dec	\$1.90
Donations	1/8/2013	\$4.45
<b>TOTAL</b>		<b>\$6.35</b>
Interest and Earnings	Deposit	Amount
<b>TOTAL</b>		<b>\$0.00</b>

## Grants - Expenditures

SCCP Grant	Check #	Date	Amount	Notes
<b>TOTAL</b>				<b>\$0.00</b>

## Director's Report: January 14, 2013

### Upcoming programs

- Family Movie Nights: The Friends of the Castleton Public Library will host three Family Movie Nights.
  - Friday, January 25 at 6 PM: "Ice Age: Continental Drift"
  - Friday, February 15 at 6 PM: "Hotel Transylvania"
  - Friday, March 15 at 6 PM: "Wreck it Ralph"
- Castleton-on-Healthy will host a Mindful Mediation Workshop - Learn basic meditation, meditation practice, walking meditation and learn about resources to continue

**January 17<sup>th</sup> at 6:00 PM**

- E-readers, Tablets and the library: Learn how to use your new e-reader, tablet or smartphone to borrow library materials from your public library! This program is being provided in collaboration with the Maple Hill High School Librarian to educate the community and local high school students about borrowing e-content from the libraries.

**Thursday, January 24<sup>th</sup> at 6:30 PM**

### Meetings and workshops

- November 16: Met with Trustee Kehrer to go over library procedures during my absence.
- November 20 and 28: met with the storyhour volunteers to organize and plan storyhours.
- November 14 and December 17: E-content Advisory Council (UHLS). We reviewed the e-content purchases of member libraries with regard to how well the recommended contributions were met. The Council's purchase recommendation to the Director's Association for the 2013 will be based on usage. A one day mini conference, "eBook Mini-Conference: Managing the eBook Explosion," is scheduled for February 7, 2013.
- December 18 and 20: Met with Bill Adams, to begin the financial review process. He completed the review and will follow up with a written report.
- December 26: Met with Mark Crawford, Account Executive at Marshall and Sterling Insurance to discuss the library's insurance needs. He will follow up with a proposal.

### Continuing education

- **Tweens, Teens and Libraries: Becoming BFF!"** - Attended by Jeff Knaack, Library Aide On December 11, 2012, I attended the "Tweens, Teens and Libraries: Becoming BFF!" continuing education program sponsored jointly by the Mohawk and Upper Hudson library systems. The program featured a keynote presentation from Michelle Poris, an educational consultant for Smarty Pants, that focused on the habits of teens and tweens (those who aren't quite kids and aren't yet teens). Included in the presentation were useful statistics about teens and tweens preferences when it comes to reading, gaming, outdoor activity, and consumption/utilization of electronic media. Particularly useful for libraries and librarians, these statistics demonstrate a decline in traditional "reading," but an increase in consumption of digital products, mostly gaming related, but also in popular e-readers. When tweens read they still prefer hardcopies to e-books, but the gap is shrinking. Teens and tweens are still motivated by sports and outdoor activities, and they keep up with the latest popular YA and junior titles (of which Castleton has a good selection, and/or can order from libraries with

## Director's Report: January 14, 2013

larger collections). The workshop also included presentations on creating effective teen/tween collections and “grab-and-go” displays as well as an opportunity for discussion and collaboration between staff members from regional libraries.

- **NYLA Annual Conference in Saratoga, NY 2012:** This conference offers opportunities to network with library professionals throughout the state and discover new products, services, equipment and technology. It provides a collaborative environment where library professionals work toward effectively addressing the changing needs of communities.

### **Wednesday, November 7**

- Directors, Board Leadership Begins with You!: This workshop was attended by library directors throughout New York State. It provided insight and best practices for problem solving, strategic planning, and working with trustees in a positive environment. The session also included a personality test to help directors see issues from both sides of the boardroom table.

### **Thursday, November 8**

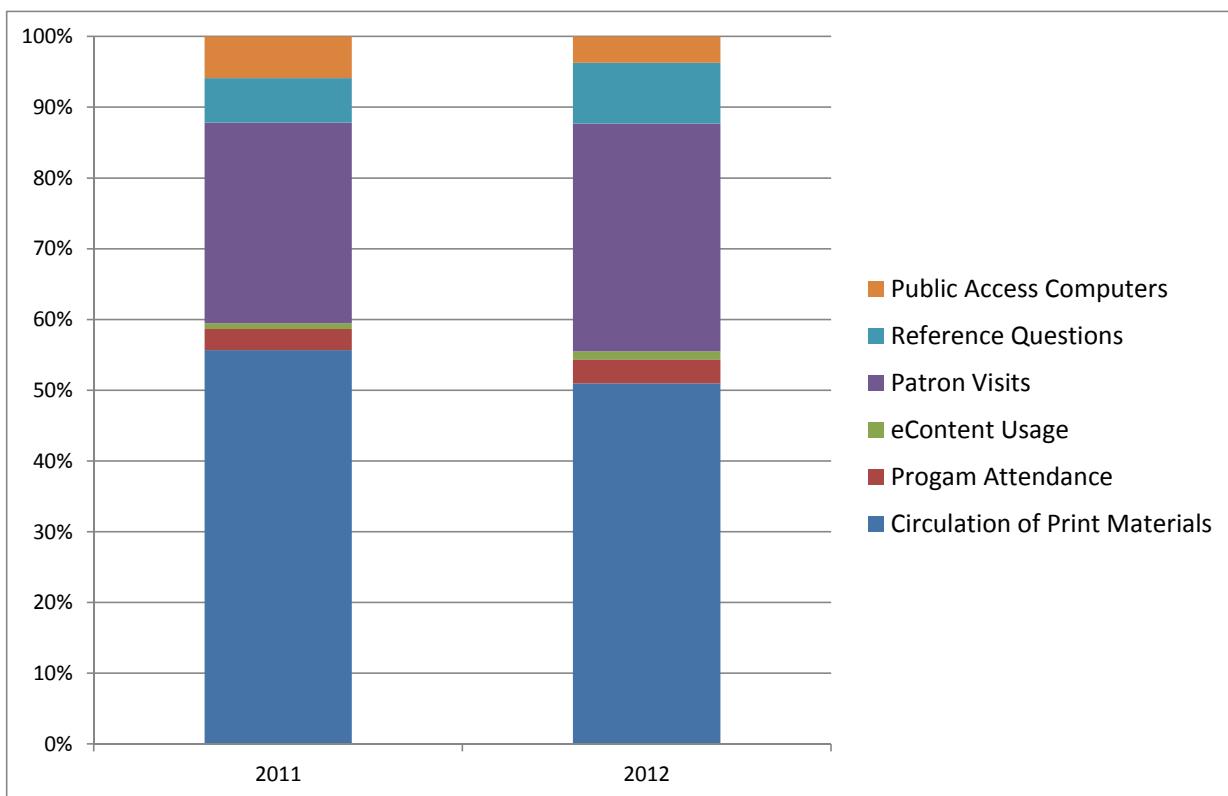
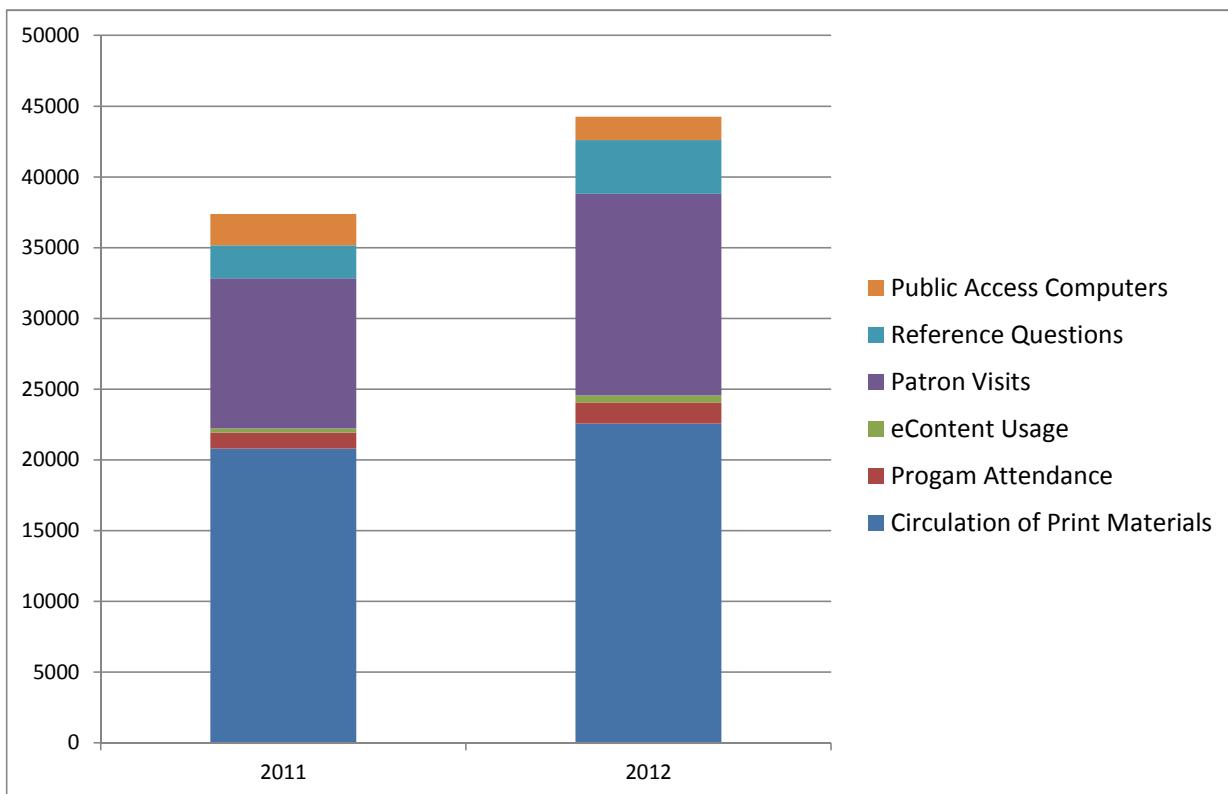
- Librarians as Community Leaders: Three library professionals discussed their collaboration with community leaders in an effort to engage their local community. Presenters were often approached by local community organizations to begin collaboration or reached out to organizations such as the Kiwanis, local schools, businesses, etc. One way to engage other community leaders is to determine how the library can help their organization.
- Science Fiction and Fantasy Authors Panel: A panel of authors discussed titles, trends and social implications of Science Fiction and Fantasy authors.
- Empire State Center for the Book Luncheon: Authors and narrators spoke to the group.

### **Friday, November 9**

- E-Books and Beyond: What's going to rock your world Next?: George Needham discussed the macro and micro variables that drive libraries: technology, economy, politics, media, and changing communities. He discussed what factors help mold users expectations of libraries and how the services libraries provide are shifting from providing access to collections of books to providing places for communities to share information and ideas.
- Leadership on the Digital Frontier: This was a panel discussion about the best strategies for expanding a library's digital presence, managing budget and staff in this new environment, and bringing communities along for the ride.
- RASS Noted Author Luncheon: Hillary Jordan, author of the international bestseller and book club favorite, “Mudbound,” talked about her best-selling novel “When She Woke.” She discussed her future works, and writing process.
- I Still Don't Want to Talk About it: This is a popular series at NYLA with a panel of professionals providing responses to questions that deal with delicate situations that confound library staff. The session began with a short Leadership and Management Section Annual Meeting.

## Library Services and Usage: 2011 and 2012

### Castleton Public Library



## Castleton Public Library - Operations and Capital Projects - January 14, 2013

	<i>The old</i>	<i>The new</i>
Shelving	Much of the old shelving does not efficiently accommodate library materials and is not safe. Shelves have fallen! Outdated and unsafe shelving contributes to negative library experiences and the library collection being underutilized.	Mobile shelving will allow the shelving units to be moved to accommodate programs. Updated types of shelving will promote materials and accessibility. With mobile shelving, Family Movie Nights can be hosted in the library after-hours on Friday night.
Carpet	Not safe, not conducive to book trucks, worn.	Carpet tiles will provide a flat surface for book trucks and mobile shelving.
Electrical re-wiring	The furniture is currently strategically placed to make sure users cannot trip over electrical outlets that are protruding from the floor. An electrical cord that runs between the circulation desk and the PACs provides power to the PACs. There are too few outlets to accommodate users that bring in laptops. Outlets are also poorly placed and electrical cords become hazardous.	Outlets can be re-positioned in close proximity so users can connect their devices without creating a hazard. Outlets that are not useful but are protruding from the floor can be removed.
<p>"While print books, both fiction and nonfiction, still make up the bulk of most library collections — e-books amount to less than 2 percent of many collections in part because some publishers limit their availability at libraries — building renovation plans rarely include expanding shelf space for print products. Instead, many libraries are culling their collections and adapting floor plans to accommodate technology training programs, as well as mini-conference rooms that offer private, quiet spaces frequently requested by self-employed consultants meeting with clients, as well as teenagers needing space to huddle over group projects." —Libraries See Openings as Bookstores Close, New York Times, December 27, 2012</p>		
Computers	The circulation computers and Public Access Computers are outdated and damaged. They cannot support more current software and lack necessary hardware to provide services that most users need. In order for staff to be able to educate users on these tools, they need access to those same tools.	Technology is leading driver in the future of information and libraries. Staying up-to-date is important to fulfilling the library's mission.
Public computer workstations and circulation workstation	Not stable for computer equipment. Parts of the desks are not safe for users because they come detached easily.	New work stations will protect the technology and provide a more comfortable workspace for users and staff. More space efficient workstations will allow for more PAC and more library materials.
Furniture	The tables and chairs are for children. Teens and adults (especially tutors) have requested more accommodating furniture. If staff are available we provide access to the program room for tutors.	Tables and chairs for adults and children will offer a more comfortable educational environment.
Ceiling	This is a small investment compared to the entire project yet leaving a dingy ceiling in a poorly lit room will be much more noticeable when the rest of the library is welcoming, clean and organized.	

*"Libraries used to be the 'supermarket' – where users went to get background resources to be used elsewhere (at home, in the office, for homework) – now libraries are the 'kitchen' – where computers and other resources are used to create books, collaborate on presentations, and generate new ideas."* -Nora Fitzgerald Hardy, SCRLC

## Why not now?

### Finances

What percent of our operating budget is a healthy fund balance?

### Customer feedback

Users have responded very positively to the little changes in the library but also shared that they want an updated facility.

### A shift in library services to adapt to a shift in community needs

Libraries within UHLS and across the country are creating new spaces and services centered on community, collaboration and creation. Keeping up with library trends means keeping up with community needs.

### Increase accessibility to information and create an environment to facilitate information sharing

The library will fulfill its mission more effectively by investing in space and technology. Information is not just books, it is found through technology and sharing ideas.

## What's the price?

\$35,000.00	Furniture
\$7,000.00	Computers
\$5,000.00	Carpet
\$3,000.00	Ceiling
<b>\$50,000.00</b>	