

Meeting of the Board of Trustees of the Troy Library March 13, 2018

Attendees: N. Burgin, M. Gavazzi, E. Katz Greenstein (presiding), M. Miller, M. Oliver, A. Nock, L. Segreto

Also attending: P. Hicok

Minutes: In the "Director's report" it should read "waiver" not "weaver". Motion made by M. Gavazzi to approve the minutes as corrected. Seconded by L. Sagreto. Approved.

No public comment.

Treasurer's report: The motion was made by M. Gavazzi and seconded by M. Miller to pay the bills. Approved.

Building Committee: The committee will meet March 22 at 5:30 at the Hart (Main) Building.

Administration Committee: A. Nock will be sending out a Doodle poll to determine the best date for a meeting.

Community Foundation Grant: \$2,500 from the Community Foundation will be matched by \$2,500 from the Troy Library. The money needs to be spent by May. M. Miller will reach out to the Community Foundation to make sure strategic planning is covered by the grant. If it is, the consensus of the board is to hire Nancy Preston.

Paid Family Leave: The State Legislature mandates this for businesses. Libraries don't have to comply but our staff wants it. The same insurance carrier who covers disability can also cover Paid Family Leave. A. Nock asked if we would need a temporary person to cover while someone is out. We would. The staff already has 12 weeks of unpaid leave. A. Nock made the motion, seconded by E. Katz Greenstein that the minutes reflect that "We support the decision to provide Paid Family Leave and add this policy to the Policy and Procedure handbook". The director said there will be a 26 week wait before this policy takes effect.

President's report: We were going to talk about our Strategic Plan but we will wait for Nancy Preston. On the topic of salary structures, P. Hicok and E. Katz Greenstein are amassing information. There will be a poll out soon for the meeting. M. Gavazzi asked if we will get the library usage information. March 22 will be the Building Committee meeting. April 10 at Main and April 11 at Lansingburgh there will be a pizza lunch for Library Workers. Board members are invited. Please bring a dessert. RSVP by 4/4. April 12 is Trivia Night at Revolution Hall. It starts at 6PM and can be individuals or teams. The cost is \$25. There will be a cash bar. April 15 is the Friends Meet and Greet in the upstairs art gallery at Main. It runs from 3-5. The auditors need our reports. Outreach opportunity with Committee for Economic Opportunity. Both Main and Lansingburgh libraries have one copy of Troy's comprehensive city plan. Advocacy Day was well attended. There was standing room only in in most offices visited by UHLS libraries. Libraries are looking for money proportional to the education budget. Electronic methods of contacting our representatives works well. Mary Fellows is creating a library exposition

using money from the Family Literacy grant. It will be called "36ers" since there are 36 libraries in the Upper Hudson system. As far as the date of the library vote in September, the president needs to talk to more people concerning the overlap with the Jewish holidays. Our regularly scheduled meeting falls on the second night of Rosh Hashanah.

Director's report: We received a CDLC grant to digitize two bound volumes of the American Spy newspaper. We will have a link on our web site to the NYS Historic Newspapers. For further information, please see the Director's Report March 13, 2018. The director applied to the McCarthy Foundation for a grant to upgrade our microfilm equipment. Most of our newspapers on microfilm are also at the New York State Library, so we don't have the only copies of that information. We are working with First Light on installing the new telephone system. M. Gavazzi asked about the computers moving into the reading room. There will still be room for a large group to meet there. Plus the art gallery and present computer room will be able to seat more people. The director will be out of the country March 28- April 8. The staff has his number, if needed. However our staff is quite capable.

Old/New Business: M. Gavazzi presented her research on how other libraries deal with patrons who wish to check out material but don't have their library card or some form of ID. Here are the answers she received from five libraries.

- 1) Patrons are required to have their library card.
- 2) May be looser with known patrons and are stricter with adults than children. Suggest use of Boopsie or recording the library card in phone contacts. They will accept the recitation of the library card number. It is at the discretion of the clerk.
- 3) If the patron is known to the clerk, they are allowed to borrow books, one time only. The library will ask for a picture ID or a bill, whether paper or on a phone, that shows a name and address. The library still feels strongly it has to have some form of ID in order for a patron to check out materials.
- 4) Circulation people can check out items to people they know, once. An exception is if the patron has items requested from another library. Then, there is an obligation to the other library to be sure those items are checked out to a card.
- 5) Libraries have a lot more competition than used to be the case and need to avoid barriers to patronage. As a result the library tries to give the benefit of the doubt to the patron. For instance they will ask questions of the patron based on the information available on the computer to verify the library card, such as email address or phone number. If a request doesn't fit the rules, they will try to find a way to make it do so. Limiting the number of items borrowed is at the discretion of circulation.

The board thanked M. Gavazzi for her research.

The next board meeting will be April 10, 2018 at 5:30. Finance Committee meets at 5:15