

Meeting of the Board of Trustees of the Troy Public Library - February 19, 2019

Attendees: N. Burgin, M. Gavazzi(presiding), E. Katz Greenstein, C. Kennedy, M. Miller, L. Segreto
Also attending: P. Hicok, J. Charde

Minutes: The one correction should read "Albany Public has done away with all their fines." Minutes approved on a motion from M. Miller and seconded by L. Segreto.

Public comment: None.

Treasurer's report and approval of expenditures: The Finance Committee recommends paying the bills. M. Gavazzi seconded the motion. The motion was approved.

Building Committee Report: The committee met. M. Miller forwarded the notes. Our next meeting is Tuesday, March 5 at 5:30.

Administration Committee Report: Still working on the final draft of the evaluation.

Fundraising Committee: C. Kennedy said that the committee had their first meeting discussing how much a district library can and should do. Ten per cent is reasonable. She will put out notes on the meeting. Tom Nardacci will meet with us. We need to create a reasonable one year plan. She will send out a doodle poll. We might want to recognize bequests differently. We need a whole new brochure. We will come up with 3-5 things to do this year and expand for next year.

Young People's Department- Carol Roberts: She oversees the Young People's Services, maintains the collection, does outreach and tries to draw people to the library. The department reaches young people from 0-18 years old. Some of the programs are: story time, teen art, reading initiatives, and 1,000 Books before Kindergarten. "Read it Forward" is a program where teens are given a free book, and only asked to read it and give their opinion of it. The response has been positive. "It allows the teens to see the library in a whole new way." Another popular program is "Girls who Code". It has space for 3-8 girls and is grant funded. It runs now through May 11. The girls are learning to design and create apps, web pages and video games. It is a drop in program with about 6 girls participating so far. We have 4 of our own computers and 2 that we have borrowed from Upper Hudson. Some other programs are: Candy Hearts, working with STEM; Titanic, dealing with weight and floatation; Blubber in a Bag, oil and temperature; Silly Science Night: building leprechaun traps; Paint and Sip, and Bubble Magnets. The programs are usually held in the upstairs Art Gallery or the Flag Room. When asked what YPS would like, Carol responded that, we could use a big, open space with a bathroom nearby, that is not near the front door, and maybe with a kitchen for classes. Better lighting also made the list.

Personnel Manual: Some issues raised were: The Board and Director responsibilities should be expanded. Under "Sexual Harassment" should it read "Board and library"? The Director said "We spell out expectations pretty exactly, since we are Civil Service. All are entitled to a hearing. We have added MLK Day as a holiday. Employees sign off on having read the personnel manual." The wording should be "all applicable employees" for paid family leave. "It is the position of the Board of Trustees", and "and also responsible for" should also be the new wording. C. Kennedy pointed out that we might want to put the ADA law in the manual. The motions was made that the revised Personnel Manual be accepted with recommended changes. Motion made by M. Gavazzi and seconded by E. K. Greenstein. Approved.

Email: UHLS has assigned everyone on the Board an email. Each member needs to change their password.

President's report: As a result of the Annual Appeal one business donated money. Another asked "Can we talk?" All committees need to be publicized. Let Paul or Joy know 3-5 days ahead. Ideally the announcements should appear on our calendar, our website and in the media. The TPL Board has a mail box by the staff mail boxes. A BID speaker on sexual harassment suggested board members should undergo training. We need to get the Strategic Plan done before the election in September. Each focus group would contain 6-8 people and last 2-4 hours. One group selection was Staff Leadership, Friends, and patrons, who have been selected by the staff. Members of the business community and the political leaders could make up another set. So could a set of young people. We will set a meeting to finalize the questions to be asked.

Director's report: The Board approved the resolution, made by M. Gavazzi and seconded by M. Miller which reads as follows:

" Resolved:

"The Board of Trustees of the Troy Public Library does hereby authorize the Director, Paul Hicok and/or the President of the Board of Trustees, Marie Gavazzi to sign the Grant Disbursement Agreement for the approved State and Municipal Facilities Grant of \$125,000(Project ID#10628) between the Troy Public Library and the Dormitory Authority State of New York (DASNY) as well as other documents related to the above mentioned grant. Approved by the Troy Public Library Board of Trustees at their regularly scheduled meeting on February 19, 2019."

The annual report has been submitted to New York State. Our circulation was up in 2018, driven by book circulation. Borrowing of audio/visual material was down. Borrowing of EBooks was way up and program attendance was also up.

Observations and Community Feedback: M. Gavazzi heard from a patron that the program on novels with a Siena professor were wonderful. She has also heard good things about YPS and about the new lighting. She wants us to report comments, both positive and negative, back to the board.

UHLS: Advocacy Day, February 27, is a 200 million dollar ask , with 75 million being asked for library infrastructure. Funding =Education. The Library Count for Census is asking for \$40 million. Cyber security could affect the census work. Construction grant update: change is in the works. UHLS may be going to be able to offer discounted tickets to cultural events at SPAC this year. Tim Wiles has to be thanked. CORE training will be March 21, and April 17. Trustee training will be held July 11, and October 15. They are gathering statistics on how Albany's fine free approach is going.

No old/new business.

No public comment.

The next meeting will be March 12, 2019. Finance meets at 5:15, and the regular Board meets at 5:30