

Meeting of the Board of Trustees of the Troy Public Library

March 12, 2019

Attendees: N. Burgin, M. Gavazzi(presiding), E. Katz Greenstein, C. Kennedy, M. Miller, A. Nock

Excused: L. Segreto

Also attending: P. Hicok, J. Charde, V. Churchill, V. Wescott

Review of the 2018 Audit: Victor Churchill said, "There were no problems, no misstatements, no disagreements with management." One page shows two years side by side. 80-85% usually comes from property taxes. There is nothing significant that needs to be brought to our attention. TPL follows municipal law. The IRS sees us as tax exempt, a subgroup of our municipality. If we ever have excess funds, we need to have reasons why we have them. A bequest policy is advised.

Circulation Department: Virginia Wescott has been the head of Circulation since 2007, although she has been at TPL 19 years. Circulation is the largest department. It is the usually the first line of contact for patrons and is heavily involved in customer service. In addition to "regular" library needs the staff provide Navigator services and fax cards. Virginia is in charge of staff morale, team building, staff outings like ball games and Staff Appreciation Day. (This year Staff Appreciation Day is the second week in April. Tuesday for Main, Wednesday for Lansingburgh.) She helps push policy changes up to the Board which then helps form policy changes. She thanks us for helping put in the cameras, as it improves staff safety. When asked what is the best thing about working here, she said that the director allows an environment where she is free to innovate. One program that she has started is having pages from Questar. Three are paid; two are volunteers. When asked her departments needs, she said staffing (salaries), environment , (at the desk for the whole shift) the heating/cooling issue, the height of the check out desk, and age of the equipment. The equipment has not had a complete shutdown, but it can be slow. The office is very small for such a large number of staff. Marble floors are painful to work on for any length of time. Her highest priority would be working space.

Minutes: approved, with corrections. Motion made by M. Miller, and seconded by A. Nock. The corrections are as follows: "aps" should be "apps". "Each focus group would contain 6-8 people and last one hour." The phrase "and the political leaders" should be deleted. The correct UHLS dates are as follows: Core Training Wednesday, April 17 6:30pm @ UHLS, Thursday, July 11 6:30pm @ UHLS, Tuesday, October 15 6:30pm @ UHLS. CORE Board Leadership Training – Just one more reminder about the special session of the CORE. The training will be held at UHLS on Thursday, March 21, 2019 from 9:00am – 1:00pm and lunch will be provided.

No public comment.

Treasurer's report: The Finance Committee reviewed the report and recommended paying the bills. Seconded by N. Burgin.

Building Committee: A correction to M. Miller's notes should read the building report of Roland Butler Mayes is " inadequate" as a preservation document. The next meeting is April 2 at 5:30. They are still "tweaking" the heat at Lansingburgh. They finally have control of the heat but the air handler is drawing cold air from the outside, since the vent is broken. They are checking for asbestos.

Administration Report: The final draft is done. Please look at it and email comments to A. Nock.

Fundraising Committee: C. Kennedy has been gathering information since the last meeting. An additional campaign idea might be to find business to help with the census. She thinks the Bequest Policy should be moved to this committee. The director needs a program, more than a policy.

President's report: Should we post our policies on line? Think about it. We received \$25,000 from the Foundation for their 2018 commitment. Our upcoming Strategic Planning meetings are March 15 from 1-3 and April 12 from 1-2 PM with Nancy Preston. M. Gavazzi has been in touch with the Friends of TPL.

Director's report: Samson Jacobson, a film location scout, toured the Main Library along with a number of sites in Troy and he seemed definitely interested in the building's interior space. The film he is scouting for is The Underground Railroad based on a novel by Colson Whitehead first published in 2016. They expect to begin filming in the fall.

According to the comptroller's office, the check from the first tax collection should be processed this Friday, March 16.

All necessary paperwork for our application to DASNY for the State and Municipal Facilities Grant has been submitted. I am hopeful that the next step will be receipt of the check and the beginning of work on the East side of the Main Library building.

The Automation Advisory Committee (AAC) of the UHLS Director's Association was asked to provide recommendations for standardizing MyCard implementation at UHLS member libraries. First, AAC recommended to the Director's Association to limit MyCard use to issuing libraries only to prevent confusion for users and to prevent problems that arose with overriding loan. After soliciting input from all UHLS member libraries, the AAC recommends the implementation of a system-wide MyCard option. Acceptance and issuance of the new card is highly recommended for all member libraries with the goal being to reduce barriers to young people. At this point, most area libraries are on board with this change. So far not all the details have been worked out.

Christine Filippelli, head of adult services, and who is currently on maternity leave, has resigned her position with us. She has accepted a similar position with the Schenectady County Public Library System.

UHLS:E. Katz Greenstein told us that there will be additional money for the construction grant. Troy Public Library didn't have enough email slot to add the Board members. so the Board will have email through UHLS. The 18th Annual Summer Reading Program is gearing up. First Light (voip) upgraded our phone system.

New/Old business: Center for Internet Security might be able to help judge our computer readiness to see if it is secure enough for the 2020 census. We could have a "drop box" for documents that the Board needs to look at. EcoChallenge book club will read and discuss Drawdown. The meetings start on March 26 and end on April 30. They will be held at TPL Main at 6 PM. Registration is required for at least two of those meetings. There will be additional speakers during the month of April. It is sponsored by UHLS. A question came up about one of our policies.

No public comment.

Next Meeting is April 9. Finance Committee meets at 5:15; Board meeting at 5:30.