

Meeting of the Board of Trustees of the Troy Public Library: April 9, 2019

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

Also attending: P. Hicok, J. Charde, L. Burns

Approval of the minutes of the meeting held March 12, 2019: Minutes approved on a motion made by M. Gavazzi and seconded by M. Miller.

No public comment.

Treasurer's report: The Financial Committee recommends we pay the bills. M. Gavazzi seconded the motion. Approved.

Building Committee: M. Miller said that we are moving forward to find funding to get a preservation architect for a historic structure report.

Administration Committee: A. Nock said that she sent out the final evaluation. We still need to actually do the evaluation.

Fundraising Committee: C. Kennedy will send out a Doodle poll to determine what date works best for the next meeting. She would like to see what was raised in 2017 and 2018. The director will be out of town for some of the dates.

UHLS: E. Katz Greenstein said that the total amount for State Library Aid in the NYS budget is \$96.6 million dollars. Fourteen million dollars is allocated for the construction grants. Twenty million dollars for the 2020 Census goes to a community partner, the Regional Economic Development Council. Fifteen million dollars is allotted to targeted aid shared between school districts, public libraries and NFPs.

New York Library Association requests we all contact our national officials.

For our Expedition program we had 375 "36ers". They ranged in age from 0-83 years. The program helped increase library use. Amy Relyea, from our Young Peoples Services helped put it together. Troy is a recipient of new routers thanks to a Spectrum/ NYLA Technology grant. The 58 UHLS Annual Celebration will be held June 12 at 4:30 at Holiday Inn in Latham. UHLS is taking part in the Capital PRIDE parade on June 9, to show inclusion.

Collection Management Department. Laurie Burns described her position as acquiring material and processing it. She processes about 600 items per month. She orders most of the non-fiction. Most of the original cataloging is for the Troy room. She has worked here since 2002, 2007-2013 was in Reference and Adult Services. Almost of our kids' and music CDs/ DVDs have been donated. For donations, there is a "within a 15 year general rule of thumb." Laurie also manages the Troy Room books, which is an ongoing project. There is a new humidifier in there, which helps. She works part time, 4 days a week. When asked what she would most like to see, she said "State Retirement". She also noted that the building temperature control isn't great.

My Card: We started it here about a year ago. Albany Public Library did it first. It is only for a child 17 or under. Only three items at a time can be checked out. Currently it can only be used in the issuing library. At TPL children under 18 have to have parental approval for internet use. This applies to all the My Cards that TPL issues. The UHLS Director's Association is working out an agreement that My Cards could be used throughout UHLS. The rules from the issuing library apply.

Including all policies on the website: M. Gavazzi points out that the Trustee Handbook recommends putting all policies on the library's website. E. Katz Greenstein made the motion, seconded by L. Segreto that we "Place all library policies on the library website." Approved. E. Katz Greenstein suggested either putting all the minutes in one place or having pointers for the older minutes.

Martin Luther King Day: This was an approved policy revision. The library will be closed. Staff had input on the policy manual. Some of the Board feels the decision was rushed. The Board will endeavor to make sure we understand all the implications of policy changes from here on out .

Selection of an auditing firm: Although our current policy states "It shall be the practice of the Library to have such audit performed by the same auditing firm or individual for no more than three consecutive years", we like the fact that V. Churchill's firm has done governmental audits. N. Burgin made the motion that The Policy of the Troy Public Library/Audit subsection 2 be changed to read "... for no more than five consecutive years." Seconded by E. Katz Greenstein. Approved.

President's report: The Friends of TPL have their focus group tomorrow. April 25 at 1PM will be the focus group for the young people. May 21 at 8:30 AM will be the business focus group. The staff focus group will meet at 9:30 on that day and the patron's focus group will be at 10:30. The Board has their focus group this Friday at 1. M. Gavazzi went with the director to a UHLS session to improve streamlining board meeting. She would like us to submit reports ahead of time. A. Nock asked, "What about the public?" Congratulations to Stephanie Dudek who got a grant through the Art Center from NY Council of the Arts. Her projects will be: programming for the Summer Reading Program and Art in Response to Literature.

Director's report: P. Hicok told us that he was applying for a grant to "Close the Divide" which would offer hot spots to patrons. Thirty percent of Troy's population does not have internet. This would help that population with the 2020 Census. The lending time would be 2 weeks. Laptop PC s would also be available, but limited to in house use. Working with "Tech Soup" the annual cost would be \$120 for service and equipment. We could pay a little extra and get a management program that can turn off the service. Bethlehem Library is already loaning out hot spots. Kate Seidlinger, adult services librarian, has given her notice. Pay and retirement were mentioned as factors. Library Workers' Day will be celebrated Tuesday at Main and Wednesday at Lansingburgh. J. Charde has completed the state report. The director attended the Core training. Further details are in the Director's Report April 9, 2019.

Observations and Community Feedback: Limitations on the children's area were noted. Those who attended the Underground Railroad presentation were impressed. Another library's member donated an art magazine subscription to our library.

Old business/New business: Has everyone set up their UHLS email? Help is available for those who need it. We don't have to approve Margaret (at Lansingburgh) yet, since she's provisional. Looking ahead, Rosh Hashanah falls on Oct 1 and would be in conflict with our Building Committee meeting that day. We will move the meeting.

Our next meeting will be May 14, 2019. 5:15 for the Finance Committee, and the regular board meeting at 5:30.