

Meeting of the Board of Trustees of the Troy Library January 10, 2017

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

Excused: L. Segreto

Also Attending: P. Hicok, C. Roberts, V. Churchill

Audit: Victor Churchill presented the audit. The format is different from what TPL has had in the past. We are a municipal entity, not a not-for-profit. It was a clean audit. Unpaid leave time, which is another way to say compensated absences, needed to be recorded. Fringe benefits are employee benefits. Depreciation, found on page 37 of the audit, can be taken of the building, furniture, equipment and fixtures that last five to fifteen years. Computers usually last for under five years, so no depreciation on them. The "Base Operating Fund" is on pages 16 - 17. Page 18 covers an entity wide basis revue of expenses. There were "no red flags that we saw", V. Churchill said.

Minutes: "Hicok" was misspelled on the first page. The minutes, with that correction, were approved on a motion from M. Miller and seconded by M. Oliver.

Public comment: P. Hicok addressed a question raised by the public. Bills are approved first, then paid. The health insurance is double, because we are counting in the 50% paid by each staff member covered. The cost to the library is actually half of what is listed. Budget comparisons are on our website. Go to "About", then to "Budget".

Treasurer's report: The motion was brought from the finance committee, and seconded by M. Oliver, to pay the bills.

Executive Session was declared to discuss a personnel matter. Upon returning from executive session:

Report from Young People's Services: C. Roberts said the mission of YPS is to promote literacy and the library for people from 0-18 years old. This includes the reading initiative "1,000 books before Kindergarten, Story Time, Summer Reading Program, special programs such as wild life demonstrations and entertainment, outreach through the schools, and the Troy Farmer's Market. C. Roberts commented that "Social media reaches a lot of people." There is a Parent/Teacher section, as well as E-Books. February celebrates "Bring Your Kid to the Library" Day. The Lansingburgh branch has a Lego's club. This summer's reading program is entitled, "Build a Better World". She further notes that, "Staffing is hard, especially on Sundays." The staff get trained through Upper Hudson Library System. Teachers use Young Peoples Services. There is some cross between Main and Lansingburgh, but not much.

Bylaws Review: The president handed out copies of the bylaws. The trustees were instructed to read it and "mark it up". Tim Burke, from UHLS, will help rewrite them at our next meeting.

President's report: Please let the director or the president know if you will miss a meeting. If one of the trustees were to Skype in, that location would have to be announced to the public. It would have to be addressed in advance. UHLS Advocacy Day Training is March 1, 2017. The schedule will come out in the future. The slogan for Advocacy Day is "Libraries Are Education". On February 10, there will be a workshop of Upper Hudson Library Service and Capital District Library Council addressing the budget process. January 17 is a repeat of the Core Training at UHLS. Outreach Committee of the Friends met. Their goals are: 1) To increase the visibility of Troy Public Library and 2) Support Troy Public Library. The Main library is hosting tours on the next three Troy Nights Out. E. Katz Greenstein received a letter informing us that we did not receive the grant to fix the north and east exterior walls. Barbara Urban has resigned. The motion to accept her resignations was made, with regret, by E. Katz Greenstein and seconded by M. Oliver. The Board thanks her for her time on the board.

Director's report: Two building issues have come to the fore. One is the storm drains on the roof of Main. The library doesn't have the \$22,000 it would take to have Skyway repair all four membranes. The director suggests remediation for two of the storm drains. It is approaching 25 years on this roof. Further details are in the Director's Report January 10, 2017. Also, there should be glass in the Lansingburgh front door. The side door will be replaced. We may not need to have panic bars on the doors. Fundraising went well this year. We do get some donations from it into the new year. We are down two part time staff. We are searching for a Librarian 1. January 13, 2017 is the deadline for the civil service list. We are also looking for a security guard. The Board needs to okay new hires. Advocacy Day is coming up.

Old business/new business: M. Miller had observations on the annual appeal. He said the letter should "engage donor". It should be personally signed with a note made of last year's contribution amount included. A reminder could be emailed out on "Giving Tuesday", the Tuesday after Thanksgiving and again on the 15 of December, reminding the donor that there is still time to give in this calendar year. There could be boxes to check for support. He asked for a list of donors. At some time, we will need a Capital Campaign.

Date and time of next meeting: Tuesday, February 14, 2017. Finance 5:15. Business meeting at 5:30.