

## **Meeting of the Board of Trustees of the Troy Public Library February 14, 2017**

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

Excused: L. Segreto

Also Attending: P. Hicok

**Minutes:** Approved, with the following corrections: "review" is the correct spelling. In the President's report it should read "that location would have to be announced"... Also it should be "Advocacy Day", not Advocacy "Say". Further it should read: "Capital District Library Council addressing the state budget process." In the second to the last paragraph it should read "engage the donor". Motion made by M. Oliver, seconded by M. Miller.

**Public comment:** The patron looked at the budget and said it would help to have a yearly comparison by month of what was spent. More programs! Do we have statistics on how many people use the library?

**Treasure's report:** M. Oliver made the motion that we should pay the bills. This was seconded by M. Miller.

Tim Burke is sick. He will be here next month to discuss legal issues.

By-Laws: Evelyn shared samples of other library by-laws. North Greenbush is a Special Library District. Bethlehem is a School Library District. Section VIII e. and f. seem to be cutting it close, time wise. (State Comptroller finalizes the 2% tax rate.) We might be closer to knowing in August what the library's tax rate will be for the next year. We need to coordinate TPL customary practice with the by-laws. The policy says we need to do that in May. Any change in the tax levy goes to voters. If there is no change, the budget does not go before the voters. If the budget is not passed, we revert back to the budget of the previous year. There is no roll call. The order of business needs to be revised. We need a special time for by-laws review. There will be a Doodle poll coming out to see what day and time are best for everyone. Attendance at meetings question is answered in the blue book: Handbook for Library Trustees of New York State. Library terms should be staggered. A point of order was raised. It is a discussion for later.

**President's report:** E. Katz Greenstein thanked M. Miller for the message. In an effort to show transparency, email may be used for information, but not discussion. The trustees' TPL individual email needs to go through Upper Hudson Library System. Advocacy Day is March 1, 2017. New York Library Association did a training for this at UHLS. Friends of TPL will also send representatives. UHLS annual meeting will be June 14 this year at Albany Country Club. It will cost around \$40. 2018 will be in Troy, at the Hilton.

Director's report: The director talked to Assemblyman McDonald who agreed to sponsor State and Municipal Facility Program grant for \$125,000. The grant would be used on the roof, parapet walls and north and east side of building. The grant has been filled and passed on to the Dormitory Authority. Membership in the Business Improvement District will allow "a lot of not for profits" to participate in the BID. This would include listings in Troy Night Out announcements, inclusion in the walking guide and website and directional signage. It would

cost \$450 for full service. P. Hicok recommends joining the BID. E. Katz Greenstein asked M. Gavazzi, who also serves on the board of the BID, if that she thought it was a fair price. P. Hicok thinks it is. M. Gavazzi pointed out it could be reassessed after one year. The motion was made by N. Burgin and seconded by M. Miller that TPL join the BID. The motion was approved. N. Burgin made the motion to close the Pioneer operating and investment accounts since our accounts are now with Key Bank. M. Oliver seconded the motion. It was approved. Building issues: P. Hicok is waiting for bids for roof drain repairs. He recommends replacing the RPDM roof and tears in the fabric near the four roof drains over the meeting roof. If we do four drains now, we can check again for water coming through. The Skyway bid is \$3,800. Putting in sleeves may solve the problem. The City of Troy has almost paid in full, basically made us whole. P. Hicok assumes it is due to an accumulation of delinquent taxes from past years. It can be used toward upkeep. We could move \$50,000 into the construction account. It is not restricted. Grant money is restricted. M. Miller made the motion to have the director move \$50,000 into the construction account. N. Burgin seconded the motion. It was approved. M. Gavazzi asked if it will appear on the financial statement. P. Hicok said it will show up in the accounts. We accepted the unaudited final income statement for December. M. Miller made the motion to authorize P. Hicok to proceed with the repair of the four drains above the reading room. M. Gavazzi seconded the motion, which passed. Lighting project: The new lights should last twenty years. P. Hicok is asking for bids from painters. The areas would be the lobby area where the former lights were, the children's room and the room off the reading room. We do not need to paint the reading room. It was painted 4-5 years ago. The director has a list of painters. Staffing is a problem. We have offered the librarian I position in the Young People's Room to two people; both turned us down. We need to have three names on the civil service list. There are not that many left, so we will have to hire provisionally. We have advertised for the security guard position. Interviews start next week. The position is 20 hours per week. The annual report is pretty much done. It is due on Thursday. The big figure is that annual circulation decreased. P. Hicok pointed out that some of the reasons for this is our book budget is lower than it should be. Also library circulation tends to decrease during good better economic times. E books circulation is up 15%. Upper Hudson has the best system for sharing e books in the state. The board acknowledges the report the director has done and will see it before it is submitted. We suspect there has been an increase in drug activity in the neighborhood surrounding the main library. Personal alarms have been given to all staff members. A BID meeting with the community and police will be held at the Main Library on March 2. One staff member has had training from Rensselaer County on overdoses. "Active shooter" training would be a good idea. Guilderland library had "Coffee with a Cop". That might work here. M. Gavazzi mentioned that the library and BID are working on workforce development. For further information, please see "Director's report /February 14, 2017".

Old business/new business: For the Community Foundation Building Capacity Grant application we need a partner with 501.c3 status. The Library Foundation has 501c3 status; the Friends of the Library does not. On the topic of a capital campaign, a consultant could show us the capacity of the community. We currently do not have enough staff to do a capital campaign, P. Hicok said. There are three ways to fund our building needs: a capital campaign, grant support or bonding.

M. Miller will write the draft for the Community Foundation grant. E. Katz Greenstein will ask Kevin O' Bryan if the Library Foundation would sign it. The project has a \$5,000 limit. P. Hicok wants to include bonding future discussions. The bike fix it station is awaiting city approval. M. Gavazzi asked if we have purchased bike manuals yet. We have not. We need to fill the vacancy and the position of Vice President left open by B. Urban's resignation. A motion was made by E. Katz Greenstein and seconded by M. Oliver stating, "In order to fill the vacancy we seek a candidate from those who ran in September 2016." This person would serve until September 2017. The vote was approved 3-2. The Vice President will be chosen from the full board.

**Public Comment:** What is the Foundation? The patron likes the idea of \$50,000 for the building.

**Next meeting:** March 14, 2017. Finance meets at 5:15; the regular board at 5:30. Should the April meeting be changed to accommodate those celebrating the second night of Seder?