

## **Meeting of the Board of Trustees of the Troy Library April 11, 2017**

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

**Also attending:** T. Burke, P. Hicok, V. Westcott

Introduction of "My Card" program: V. Westcott introduced us to "My Card", a program which started out at Albany Public Library. It would be for Troy residents, ages 5-17. Holders of My Card would not be charged a late fine. This allows them to borrow and access material, even if they have overdue items. They would be able to take out three items at a time: juvenile books, audio books and/or music CD. DVDs are not allowed to be taken out on My Card. All the library needs is a date of birth and a contact address. The formal kickoff will happen in conjunction with the Summer Reading Program. Joy Charde, our business manager, designed the card, which will also come with a lanyard.

Public Library laws and regulations: T. Burke presented "Legal Basics for Library Trustees/Responsibilities as Trustee" to the board. He pointed out that laws which cover libraries are under many different departments. The NYS Department of Education is only one of them. General Construction law is another. Special Legislative Library Districts, like Troy Public Library, fall under the Freedom of Information Law (FOIL). We also need to have a Policy and Procedure handbook. Out of area users can be charged a fee for a library card. Each library sets its own rate. What the legal responsibility for a Trustee is: fiduciary, FOIL, and transparency. Albany Public Library has a board approved policy on the homeless hanging out in the library. A library's Code of Conduct needs to be up to date. The Board had questions on the Open Meetings law. "Three Trustees meet in a bar..." is it a meeting or not? T. Burke responded with, "If the board is conducting business, it is a meeting." If the trustees aren't taking any action (i.e. information only is discussed), it might not be considered a meeting. Video conferencing is allowed. Both sites need to be officially listed. Upper Hudson can provide the projector. Both sides must have audio and visual access to each other. If there is only audio (a phone conference call), the trustee can listen, but not vote. The same timeline should be used announcing both places. Material for the meeting should be available for the public. Transparency is never a bad thing. "If you have an agenda set, you might as well put it up." The Board thanked Tim Burke for his presentation.

**Approval of the minutes of February 2017:** Two corrections: "Better" is the preferred word. The word "in" should be inserted. The motion was made to accept the minutes as corrected by M. Gavazzi and seconded by M. Oliver. The motion passed.

**Public Comment:** The question of hiring a security guard was asked. The answer will be covered in the director's report.

**Treasurer's report:** M. Oliver made the motion to accept the treasurer's report and N. Burgin seconded it. It was approved.

**President's report:** There was no meeting in March, due to the snowstorm. There will be more state aid this year. Upper Hudson is working to tweak it. Currently 75% goes to urban libraries; 25% goes to rural ones. Construction grant requests need to be in to UHLS by the end of August. UHLS submits them to the Dormitory Dept in October. The Friends of Troy Public Library will be holding celebrations of "Library Workers' Week", both at Lansingburgh and at Main. June 3rd there will be garage sales at both locations. Barb Urban and her associates will be running those. There will be a Friends "Meet and Greet" over the weekend. The next meeting of the Friends is May 2. May 12 is the 120 anniversary of the main building. Next month's "boot camp" will be extended finance interests. The By-Laws meeting will be a separate meeting. There is a "Board" page on the TPL website [thetroylibrary.org](http://thetroylibrary.org). It is specific to the board, to disseminate information. David Salomon will finish the term, left open by B. Urban's resignation, until September. Recruitment of new board members needs to start in June. E. Katz Greenstein, P. Hicok, M. Gavazzi, and C. Roberts attended 'Library = Education'. The idea is to work on an attitude change among the public.

**Director's report:** The position in Young Peoples' Services is still open. There will be a couple more interviews this week. It will have to be a provisional appointment. None of the security guard applicants were satisfactory. P. Hicok will be meeting with a temporary security service tomorrow. The Lansingburgh branch had a tree removed for \$650. The need to have it taken down was immediate, as it was in such bad shape. One bid has come in so far for the replacement of two doors at Lansingburgh. It is very high. The director asked for separate bids for each door. The side door with handicap access needs immediate attention. TAP is providing a list of contractors. CDTA will have passes for sale at the Main library starting this Thursday. BID voiced concerns for safety for the library and in general for all of Troy. Police will be doing more foot patrols. For further information, see "Director's Report/ March and April 2017".

**Old business/new business:** Brenda Wilson-Hale reiterated that she is willing to work with us.

**Public comment:** None

**Next meeting:** May 9th, 2017. Finance meets at 5:15 PM. The regular Board meeting is at 5:30 PM.