

Meeting of the Board of Trustees of the Troy Library April 10, 2018

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

Also attending: P. Hicok, J. Chard, V. Churchill

Minutes: March 2018 minutes approve on a motion from M. Oliver and seconded by M. Miller.

Public comment: None

Treasurer's report: M. Oliver made the motion to "pay the bills." The motion was seconded by M. Gavazzi and approved.

2016 audit: We passed the audit. It is an unmodified report using government standards of reporting. There were no disagreements with management. The only slight issue arose with "compensated absences". The staff may be in a "use it or lose it" situation with their time off. The approved audit becomes public. The letter to the board members is what is restricted. There is a small CD at Pioneer Bank, but last year the auditors couldn't get documentation of it and the bank would not confirm it. This year the bank confirmed that there is a CD for \$500. Last year there were checks older than six months. Managerial is model driven. The categories are government categories. There is depreciation on the building improvements. Page 3 is entity wide; page 5 is just the general fund. Depreciation is on page 20. The budget is part of stewardship. At least 25% of the budget is needed to get through 90 days of the next year. If we have more in reserve, it is a good idea to state the rational for it.

Building Committee report: The meeting has been postponed twice. We complied 100% with the Open Meeting Law. The chairs of each committee should contact the director to have him send out the announcements. Each chair should also create an agenda. The staff is invited to the Building Committee meetings.

Administration Committee report: A Doodle poll will go out to set up a meeting time, after the poll for the Building Committee goes out. Does the Open Meeting Law apply?

Board seat on UHLS : Upper Hudson Library System has a board seat opening. Five libraries have a wholly owned, designated seat of the board. Troy Public Library is one of the five. The TPL seat is up this June. Our board nominates someone, then the name goes to UHLS where the entire UHLS board votes on it. The term is for five years. The commitment involves a meeting once a month, plus committee meetings. The TPL board selected E. Katz Greenstein as our liaison to UHLS.

Community Foundation Grant: Nancy Preston's scope of work is a work in progress. The close of the grant is May 22, 2018. What do we have to do by May 22? M. Miller will ask the Community Foundation. Community Gardens used Nancy Preston. M. Miller said that Troy Public should match the grant and not keep it separate. It should be a two step process, in order to let the information sink in. We should not abandon the goal of a Capital Campaign, even if

we are not currently ready. First we need a vision, also known as a strategic plan. Second, we need to improve practices and communication. Third, we need to identify what we need for a capital campaign. A. Nock pointed out that we need Nancy Preston to educate us. All comments should be sent to E. Katz Greenstein who will forward them all to Nancy Preston.

2018 Election Day: We do want to keep it on a Tuesday. Since all the Tuesdays in September are Jewish Holy Days, we will avoid the highest Holy Days and have it on September 25. Absentee ballots will be available. Our regular meeting that month will still be on a Tuesday, the 11th, but the "Meet the Candidates" nights will be Wednesday September 12 at Main and Thursday September 13 at Lansingburgh.

President's report: This Thursday night will be Trivia Night, benefiting the Library. It will be held at Revolution Pub, on River Street. Tim Burke, of UHLS, said that the UHLS public library construction grant money is up to 1.08 million dollars. P. Hicok will reapply for the grant we did not receive last year. The annual Upper Hudson annual meeting is June 19, at the Hilton on Hoosick Street. Friends of TPL will be hosting a "Meet and Greet" this Sunday, April 15 from 3-5 at the Main library. An application has been put in to have a table at the Troy Summer Farmer's Market. We would host the table on the third Saturday of every month. This will start in May. A Doodle poll will be email to everyone to schedule a time for the meeting on salary structure.

Director's report: The bids are in for the Lansingburgh repairs .P. Hicok will check out the disparity between the two contractors. The door replacements will start April 23. The new phones are being installed today and will be turned on tomorrow. The Staff Appreciation lunch went well today at Main. Tomorrow is the one at Lansingburgh. Additional information can be found in the Director's Report hand out dated April 10, 2018.

Old business/new business: None.

Public comment: None.

Date and time of next meeting: May 8th at the Main Library. 5:15 for Finance; regular Board meeting at 5:30.