

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

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

Also attending: J. Charde, P. Hicok

Minutes: In the line that says "The plan to plan"...the word "be" needs to be deleted. Approved with that correction on a motion made by L. Segreto, and seconded by M. Miller.

No public comment.

Treasurer's report: M. Oliver made the motion to "pay the bills". M. Miller seconded the motion. Approved.

Building Committee: A poll was sent, still need to tally it.

Administration Committee: There will be a meeting on Monday, July 30, at 5:30 at the Main library.

Approval of Public Library Construction Application: This does not include the East wall, which may be covered by the SAM grant. We are requesting \$320,500. There is no limit set on the grant. Cash on hand should strengthen the grant, M. Miller stated. A. Nock made the motion to approve, which was seconded by N. Burgin. Approved.

Public Meeting Room Policy: E Katz Greenstein commented on #7 ; "We've always helped set up the meetings." P. Hicok pointed out that those are usually for library programs. "Library programs we will set up and take down. A "reserve online" option could be an option, M. Miller said. We wouldn't be able to check and see conflicts, A. Nock said. E. Katz Greenstein pointed out that #11 goes with #14. Permission can be granted. M. Gavazzi said she is worried about a cancellation policy. P. Hicok said the library usually moves meetings that are in conflict. "In the unlikely event of a conflict with a library sponsored program" was the suggestion of A. Nock.

Study Meeting Room Policy: The question was raised, what if it is only one person studying? Is it still a two hour limit? The Small Meeting Room is locked. One makes a reservation to get the key. A staff member opens it. Groups are given preference, said A. Nock who then asked "Can we come back to the subject?" If it becomes a problem, we can amend it, E. Katz Greenstein said. A motion was made to insert the word "Unlikely" was made by M. Oliver and seconded by L. Segreto. It was approved by a majority, with one negative vote.

Update of Community Foundation grant: Nancy Preston is working with the development audit, which covers eight year worth of giving analysis. After Labor Day she will be having focus groups with the community staff. After the election, we will have a strategic planning meeting with new or current board members in October.

2019 Budget: P. Hicok said the tax levy would increase by 3.99% in the 2019 budget. LLSA increase is based on the experience of the last two years. This is the last year for e-rate reimbursement. Photocopies, fines and fees were increased by \$1,000 each. Sales have been increased. The auditors suggest that we change sales activity to fundraising activity. "Special Services" is the CDTA pass cards and fax cards. Maybe (CDTA) should be included on that line, to make it clearer. The word "fud" needs to be "fund". The support from The Friends reflects more accurately recent experience. "Material" - most lines are up 5%. Periodicals are used more online than in hard copy. E-book use is up 30-36%. We recognize we need to add more e-books. Utilities reflect what we are actually paying. The same goes for building maintenance. Supplies are reduced to what it ends up being. "Library and building supplies" covers things like toilet paper and light bulbs. On the line "Trash Pick Up" it should say "City" Trash Pick Up" M. Gavazzi suggested, so the public will know we are being charged for it just like they are. "Cleaning supplies" are for actual cleaning. "Lansingburgh Maintenance" includes tree trimming, and snow removal. Salaries and benefits reflect the revised salary schedule discussed in May. The increase would be 5.18% overall. That is an actual figure for existing employees and openings. Health insurance is up 5.1% based on those who actually use it, plus one. Retirement will have a slight increase, but the director budgeted for it. Automation is the Upper Hudson annual charge for automated library services. "Memberships" are the museum passes, which are covered by the Friends reflected in the revenue portion of the budget. "Telecommunications" are up, based on the new phones. The income from photo copies off sets the cost of supplies. The new salary schedule is in compliance with NYS minimum wage requirements for the first 3 steps. M. Gavazzi made a motion to accept the budget as presented. M. Miller asked "Is there a path to take care of maintenance of the buildings? L. Segreto seconded the motion and it was passed.

President's report: Friends are not meeting in August. Friends paid for the outdoor chairs for the courtyard and we thank them. Outreach will be at the Farmers' Market on July 21, from 9-2. Upper Hudson is in negotiations with SPAC. If it goes through, it would be like our museum passes. It would be for SPAC performances only, not Live Nations. Upper Hudson had 170 attendees at their annual dinner. The UH slate of officers passed. E. Katz Greenstein will be sworn in tomorrow. She is planning on attending a workshop on library space at Paul Smith College. NYLA is trying to make the 75-25% match for public library construction grants into a 90-10% match through 2025. NYLA also supports Net Neutrality. It has supported a No Smoking within 100 feet of a library law and gotten it passed.

Director's report: We have received a \$15,000 grant from the McCarthy Charities to replace our current Microfilm reader/printers. We thank them for their donation. We will be able to digitize a roll of film. A user will be able to digitize whatever they want. Lansingburgh door is 94% complete. The contractor started work on the cellar door today. For further details please see Director's Report July 10, 2018. M. Miller said that the board should thank the McCarthy Foundation. We will send a letter at the next meeting.

Old/New business: none.

Next meeting will be Aug 14, at Lansingburgh. 5:15 for finance; 5:30 for regular board meeting.