

Meeting of the Board of Trustees of the Troy Library September 11, 2018

In attendance – Arlene Nock, Evelyn Katz Greenstein, Mike Oliver, Marie Gavazzi, Linda Segreto, Nancy Burgin

Also attending: Paul Hicok. Joy Charde

- No changes to the minutes
- Minutes accepted
- Candidate Bruce King in attendance
- All approved paying the bills
- Building committee report – Mark sent out Doodle Poll. When Mark comes back, he'll send out another in October
- Admin Committee – Arlene – No updates as on 9/11/18 - second meeting – 9/17 at 5:30.
- Nominating Committee – need to meet per bylaws and come up with slate of officers by 10/9/18. Evelyn – may have to do Doodle Poll. Who wants to be on the committee? Possibly meet 10/1/18 at main branch to discuss.

Issues with heat and lack of air conditioning at Main: There are very few public buildings without air conditioning, which controls both the air temperature and the humidity. The humidity here at Main is not controlled for four to five months out of the year. This can lead to mold. This issue needs to be moved to the front of our concerns. The Director talked to air conditioning contractors to get an idea of what is involved. It is estimated that Central air would cost \$200,00-\$300,000, plus there would be the extra weight on the roof. We'd need a structural engineer for that part. A mechanical engineer would be needed since there is no ductwork, only radiators. The director asked Butler, Rowland and Mays for a proposal to design a system. Once we know the cost, we might look for local funding. A proposal has been drawn up that says the library will close when the heat index (heat+ humidity) reaches 88 degrees or 85 degrees on the first floor. B. King (public comment) said that he used two units in his old house. He suggested tapping into RPI grad students, as well as using the ground water to create a heat sink. The Board needs to approve the policy statement, adding heat to the existing policy, with the intention of guiding the director. The decision was made to change "Will" to "May" close when either the heat index or heat hits those limits. The director said that the building heats up around 3 PM; he would anticipate closing for the rest of the day. We did look at OSHA's guidelines. Very few libraries operate without air conditioning. Guilderland, for example, closed when the air conditioning was not working. A. Nock made the motion to accept the policy with the one word change. M. Oliver seconded the motion. There were six members in favor and one abstention. (J. Charde, when asked, as a staff person, said she preferred the word "will".)

Community Foundation grant: The president emailed Nancy Preston. Ms. Preston would like us to decide what groups should make up our focus groups. She would like us to come up with questions for each. She would like the focus groups completed before we work on our strategic plan. Some ideas for the focus groups are: patrons, non-patrons, community, staff leaders, Friends, Foundation, board members, community leaders. E. Katz Greenstein has asked the staff at both Lansingburgh and Main to identify the most aware patrons, who are Troy residents. M. Gavazzi suggested self-selecting patrons. What age? Should they be patrons with children? J. Charde feels that the staff can do a good job selecting a range of patrons. RPI did a class study on who uses the library. The boards first selection of focus groups, which may be added to later are: A)Staff Leadership, B)Patrons, 1)Foundation, 2) Friends. The board should email questions for each focus group to N. Preston. The board asked N. Preston to send some example questions.

Upcoming library election: We have four candidates for 2 positions. Public Informational Meetings are this Thursday at Lansingburgh and Monday here at Main. Both meetings are at 7 PM. We will introduce the Board members, the candidates and the budget. The information is on the website. The budget narrative will be going up soon. The budget is already on the website. The newsletter is going out very soon. We would like to thank Mike Oliver for his time on the Board. We will miss him.

President's report: Upper Hudson has a meeting tomorrow. Bethlehem received a warrant for their circulation records. Upper Hudson owns SIERRA so they are involved. The Construction Grant: Upper Hudson voted on recommendations' from the Service Committee on Aug 8. September 5 the Service Committee met. The recommendations are due to the State October 3. Upper Hudson received half a million dollars more of requests than they had grant money for. There is a movie out about libraries. It is called "The Public" and UH encourages everyone to watch it. A new Trustee handbook is coming out. The Expedition program has had its kick off. TPL has had some explorers. Upper Hudson website has stuff on it. There are fabulous prizes.

Director's report: Lansingburgh lighting project to convert to LED bulbs has been completed. The Friends of TPL are underwriting that improvement and we thank them. The window project is continuing. The abatement work has moved to the back of the building. The concrete work is not done yet. The Bilco doors are in. We have the new microfilm readers at the main library. They are better quality, and great to have. Cameras have been installed. They can be displayed on any PC. Details can be found in The Director's Report Sept. 11, 2018.

Old business/new business: Sept 22 is the Collar City Ramble. The library will be part of the tour. TPL will have a booth at the Farmers' Market on September 15.

Public comment: B. King pointed out that a survey defines the problem of what you want to know. Regarding giving, "If you don't ask, you don't give."

Our next meeting will be October 9, 2018, 5:15 PM for Finance and 5:30 PM for the regular board meeting.