

Cohoes Public Library
Board Meeting Minutes
Wednesday, January 4, 2017

Present: Beverly Karpiak-Murphy, Julie Basile, Linda Madlin, Barbara Hildreth, President Carol Clingan, Director Matt Graff

Excused: Lansing TenEyck

Absent: none, one seat vacant

- The meeting was called to order by President Clingan at 6:30pm.
- The December 7, 2016 minutes were approved and accepted. (Hildreth/Madlin, unanimous)
- Board President Carol Clingan's expired at the end of December, and she has spoken with Ralph Signoracci about reappointment.
- Financial Report presented by Director Matthew Graff
 - ✓ We had great results on book sales, thanks to the continual efforts of John Madlin.
 - ✓ The Board reviewed the year-end financial reports from the City and noted a surplus of \$30,000, largely due to staff vacancies and lower-than-anticipated utility costs in 2016. Matt anticipates some additional expenditures (bills that have not yet been received) in 2016, and he is working with the Comptroller on the account.
 - ✓ Approval of Financial Statement (Madlin, Karpiak-Murphy, unanimous)
- Approval to pay bills
 - ✓ Bills for January 4th, 2017 were reviewed and signed by Linda Madlin.
 - ✓ Approval of bills #75-83 totaling \$2,342.91. (Basile/Hildreth, unanimous)
 - ✓ Abstract signed by Trustees.
- Director's Report
 - ✓ Ageless Book Club has been discontinued.
 - ✓ Alzheimer's Association: We have scheduled two more sessions on February 6th at 6pm and March 6th at 6pm.
 - ✓ Flipster: new resource for digital magazines as Overdrive is no longer offering magazines. Access this easily from Cohoes Library webpage.
 - ✓ Mango Language Learning software is now being offered.
 - ✓ Ancestry.com is offering free services to library patrons, but it must be used in the library only. We will be putting a link to Ancestry on the website.
 - ✓ Computers: Rawdon has installed 9 virtual machines (Thin Client). There are eight at public stations and one at the express station. It will allow people to upload info faster, too.
 - ✓ Able Doors is working on handicap accessible doors and new locks on the public bathrooms.
 - ✓ The small conference room is being renovated (new paint, patched walls, and window frames).

- ✓ Bathroom Policy: City Hall has requested we alter our bathrooms access policy. When the new locks are changed, both bathrooms will be kept locked. Patrons will need to ask for key from the circulation desk. The custodian will now be asked to log each time the bathroom is cleaned.
- ✓ Overdrive use is doing great. Our statistics show we broke a new record!
- Friends' Report
 - ✓ Cliff Bird, principal of Abram Lansing Elementary, is now a member of the Friends.
 - ✓ The Board is suggesting a combined meeting to share ideas and collaborate. This get-together will potentially be scheduled for Monday, April 3rd.
 - ✓ March 18th, 2017: Cabin Fever Sale
 - ✓ May 25th, 2017: Bake, Book, and Bloom Sale
 - ✓ April 10-16, 2017: National Library Week
- Old Business
 - ✓ Staffing and Board Treasurer guidance and by-law change: Matt has emailed Ralph Signoracci and is waiting for a response.
 - ✓ Saturday Hours: discussion considering how it would be possible to open on Saturdays, maybe 3 seasons a year.
 - ✓ Rule 41 may have a delayed implementation, according to a letter Carol C. received.
 - ✓ Policy Document: Matt has provided a copy of the old policy manual (last revised around 2007). Please review.
- New Business
 - ✓ Long-range plan for 2017: Get through our policy manual and begin reviewing and updating.
- Adjourn at 8:00pm (Madlin/Basile)
- Next Meeting Dates
 - Wednesday, March 15th, 2017
 - Wednesday, April 5th, 2017
- Minutes submitted by Julie Basile

Julie Basile