

Cohoes Public Library

Board Meeting Minutes

Wednesday, March 29, 2017

Present: Carol Clingan, Julie Basile, Lansing Ten Eyck, Barbara Hildreth, Christine VanUllen, Linda Madlin, Beverly Karpiak-Murphy, Director Matt Graff

Absent: none, one seat vacant

- The meeting was called to order by President Clingan at 6:30pm.
- The January 4, 2017 minutes were approved and accepted. (TenEyck/VanUllen, unanimous)
- Note: Trustee Christine VanUllen has been sworn in again as a Trustee on 3/20/17, and Board President Carol Clingan has also been reappointed. Welcome back and thank you for your service to the community!
- Financial Report presented by Director Matthew Graff
 - ✓ Reviewed "Revenue/Expense Control Report" prepared by Mike Durocher on 3/2/17.
 - ✓ Meeting requested with City Comptroller to discuss budget and surplus from last fiscal year (2016).
 - ✓ Approval of Financial Report (Basile/TenEyck, unanimous)
- Approval to pay bills
 - ✓ Bills for March 13, 2017 were reviewed and signed by Linda Madlin.
 - ✓ Approval of bills #84-101 totaling \$6,851.81. (Karpiak-Murphy/Hildreth, unanimous)
 - ✓ Abstract signed by Trustees.
- Director's Report
 - ✓ National Library Week is April 10-15, 2017. See flyer for more information.
 - ✓ Kid's Week at the Library is planned for April 17-21, which is during the school break. See flyer for more information.
 - ✓ The Library hosted NARCAN training on March 20th. Eight people were in attendance.
 - ✓ The Friends' Cabin Fever Sale made \$450 earlier this month. Thank you!
 - ✓ Time Warner Cable (Spectrum) has installed new Internet and is working on installing basic cable.
 - ✓ Construction and facilities improvements have been ongoing recently. Some of the improvements are: painting of library interior, repair of curbing in parking lot, repair and replacement of toilet in right-hand bathroom, repair crumbling mortar, fix crumbling cement stairs to Library entrance, reattach heater to wall in YA room, and begin preparations for air conditioning start up. Annual carpet cleaning has been scheduled for early April. A suggestion was made to remove the dead tree near the Library steps.
 - ✓ The new bathroom policy (sign-in, get a key from circ. desk) has been implemented.

- ✓ We have a new employee named David Lancier, who just started part-time last Wednesday. Welcome, David!
 - ✓ Distribution of “Cohoes Public Library Annual Report for Public and Association Libraries 2016” –Please review so we can approve and sign it at our next meeting.
 - ✓ Workplace Violence Policy—City Hall has implemented a new policy, urging people to fill out reports and contact City Hall if there are violent or threatening actions in the workplace.
- Friends’ Report
 - ✓ Cabin Fever Book and Bake Sale went well. Leftover baked goods went to a local church for their Saturday night dinner.
 - ✓ A beautiful quilt and box of chocolates were raffled off.
- Old Business
 - ✓ Matt will do some statistics and use people counters to analyze Library usage. We are looking to potentially open on Saturdays for a few hours, maybe taking away some hours from a Tuesday or Thursday morning.
 - ✓ City Code has ordinances that establish the Library. When we wanted to change the number of Trustees, we were supposed to go to City Hall first to change the number with an ordinance. Since we were not aware to do that, we will have to rescind the motion we made in an earlier meeting to go to 7 Trustees. Motion to rescind previous motion: (VanUllen/Madlin, unanimous). At this time, we currently have 8 Trustees and still need one more.
 - ✓ By-law amendment notification to vote on during the next meeting. See the Proposed by-law change below:

Proposed By-Law Change

Current Language:

Article II Management

1. The business and affairs of the Cohoes Public Library shall be managed and conducted by Board of Trustess that shall be **seven (7)** in number appointed by the mayor, and confirmed by the Common Council for a term of five years.

Proposed:

Article II Management

1. ***The business and affairs of the Cohoes Public Library shall be managed and conducted by a Board of Trustees that shall be nine (9) in number appointed by the mayor, and confirmed by the Common Council for a term of five years.***

- New Business

- ✓ Joint meeting with Friends on April 3, 2017 at 6:30 pm.

- Next Meeting Dates (begin at 6:30pm):
 - Monday, April 3, 2017 at 6:15pm, Meet with Friends at 6:30pm
 - Wednesday, May 17, 2017
 - Wednesday, June 7, 2017
 - Wednesday, July 5, 2017
 - Wednesday, September 6, 2017
 - Wednesday, October 4, 2017
 - Wednesday, November 1, 2017
 - Wednesday, December 6, 2017

- Adjourn at 8:06pm (VanUllen/Basile)

- Minutes submitted by Julie Basile

Julie Basile

