

**Cohoes Public Library**

Board Meeting Minutes

Wednesday, May 17, 2017

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

**Absent:** Christine VanUllen, one seat vacant

- The meeting was called to order by President Clingan at 6:33pm.
- The March 29, 2017 and April 3, 2017 minutes were approved and accepted. (TenEyck/Karpiak-Murphy, unanimous)
- Election of Officers (Karpiak-Murphy/TenEyck, unanimous)
  - ✓ Carol Clingan, President
  - ✓ Barbara Hildreth, Vice-President
  - ✓ Linda Madlin, Treasurer
  - ✓ Julie Basile, Secretary
- Financial Report presented by Director Matthew Graff
  - ✓ Matt has a large order of books (including summer books for kids) that just came in.
  - ✓ Approval of Financial Report (TenEyck/Basile, unanimous)
- Approval to pay bills
  - ✓ Bills for May 17, 2017 were reviewed and signed by Linda Madlin.
  - ✓ Approval of bills #102-120 totaling \$7,549.58. (TenEyck/Basile, unanimous)
  - ✓ Abstract signed by Trustees.
- Director's Report
  - ✓ Photography Club is now meeting on the second Monday of the month. Please come if you are interested!
  - ✓ eFile tax program was appreciated and used by many people.
  - ✓ Summer Read and Story time is scheduled, and a schedule will be distributed to schools.
  - ✓ Kayleigh Colvin will be leaving the library for full-time employment at the end of August. Kayleigh has done an excellent job for the library and will be missed.
  - ✓ Matt shared circulation statistics by category.
- Friends' Report
  - ✓ Book, Bake and Bloom Sale is this Saturday, 5/20/17.
  - ✓ National Library Week was a huge success. School administrators came in for activities and read-alouds. Mr. Perry's presentation with his service dog, Rosie, was highly attended with about 30 kids.

- ✓ The annual Fashion Show is scheduled for November 5<sup>th</sup>, 2017, at the Ukrainian Club.
- ✓ Friends will be selling any leftover baked goods from this Saturday's sale at the Bike Rodeo on Sunday, 5/21/17.
- ✓ Thank you to the Friends for all your hard work!

- Old Business

- ✓ 2016 year-end budget status—Matt is still planning to meet with Mike Durocher to discuss the surplus from last year (\$55,400). Specific questions to ask Mr. Durocher should be emailed to Matt by Friday, 5/26.
- ✓ Approval of By-law amendment change to go from 7 board members to 9. (Hildreth/Karpiak-Murphy, unanimous) The change will now read:

**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.***

- ✓ Saturday Hours—working on shaving off four hours from Thursday, adding them to Saturday. This change will potentially begin the weekend after Labor Day on Saturday, 9/9/17.

- New Business

- ✓ Carol proposed a draft of some changes to the by-laws. See "Draft May 17, 2017." City Code dictates what the Library by-laws can and cannot say, so there are some small revisions proposed, mostly pertaining to the role of Library Treasurer/Finance Officer. These are clarifications of the Treasurer/Finance Officer's role, in response to the recent audit.
- ✓ During Library Week, the Mayor mentioned the City's willingness to participate in construction project funding. Matt sees the windows, subfloor, and carpeting as being the main issues that should be addressed. Matt will work on preliminary estimates and paperwork for floors and windows. Floor work would involve carpet removal, replacement of problem flooring areas, then replacement of carpet.

- Adjourn at 7:58pm (TenEyck/Karpiak-Murphy)
- Next Meeting Date: **Wednesday, June 7, 2017**
- Minutes submitted by Julie Basile

*Julie Basile*