



Minutes of the Regular Meeting of the Board of Trustees
June 8, 2015, 7 p.m.

Present: Board of Trustees Christine Carpenter, Megan Connolly, Linda Cure, Sally Dague, Ruth Dickinson, Ron Ginsburg, Bob Haggerty, Eric Kuck, Christine Lennard, Michelle Stevens, Yvette Terplak and Library Director Joseph Burke.

Absent: Lori McCutcheon, Tracy Russell

The meeting was called to order at 7:03 p.m. by Board President Yvette Terplak

New Board member Eric Kuck was welcomed to the board and sworn in by Board President Yvette Terplek.

Review and acceptance of Minutes of May 11, 2015, pending correction of spelling of Michelle Stevens' name in the Treasurer's Report. A motion to accept the minutes of the May 11 meeting was made by Linda Cure, seconded by Ron Ginsburg and passed unanimously by the board.

Director's Report, May 2015, was presented by Joe Burke. He addressed the request for a year-to-year comparison of library statistics. At this point, the new Sierra system only holds information related to items circulated out of the Altamont Free Library, and does not consider items on hold, or those borrowed or requested from other libraries as part of the tally (all of which the former system considered). For this reason, a year-to-year comparison is not possible. Joe mentioned that, to date, \$1750 to the library have been made in memory of community member Richard Spadaro. Spadaro's family has requested that the library use the donations to reduce its debt. In this vein, the board suggested that the pool of donations be earmarked for a specific project. The board will consider both of these possibilities and will update the Spadaro family about how the monies will be spent. It was also suggested that a plaque be placed in a section of the library commemorating Mr. Spadaro. The board will consider taking action on this request at a later date.

In response to Joe's request for help, Christine Carpenter, Megan Connelly, Michelle Stevens and Yvette Terplak said that they would be trained in the new Sierra system. This will allow them to be called upon to provide desk coverage, as needed, at the library.

Joe reported that the summer reading program is coming together. He will be asking, via email to the board, for donations of craft materials and volunteers for various programs and tasks related to the summer series. Additionally, Joe is looking for someone to lead a tool safety discussion and demonstration at the start of the summer garden project (Wednesdays, 7/15-8/12, 4-6 p.m.) Eric Kuck will be reaching out to Home Depot to determine if they have a staff person who would be available to lead this presentation.

Finally, Joe and a number of members of the Altamont Board of Trustees will attend the annual UHLS dinner and meeting on **Wednesday, June 10**.

Treasurer's Report — At the suggestion of Linda Cure, Yvette Terplak and Michelle Stevens provided a brief summary of the treasurer's report for the benefit of new board member Eric Kuck.

Treasurer Michelle Stevens highlighted the following information from the year-to-date profits and loss report:

- Under fundraising, \$2443.30 is profit from the book/garage sale
- \$1,100 had been donated in memory of Richard Spadaro
- In the category of building expenses, \$4000 was paid for insulation of the library's attic

Stevens reported that the library expects to receive the Town of Guilderland's portion of the library's operation revenue during July.

Christine Lennard made a motion to accept the May 2015 Treasurer's Report. This was seconded by Sally Dague and passed unanimously by the board.

Committee Reports:

- Personnel—Yvette Terplak, Sally Dague and Michelle Stevens met formally after last meeting, but were unable to meet again on June 2. Joe Burke is scheduled to receive an interim/six month evaluation at end of June. Christine Lennard made a motion to allow Yvette Terplak to email the form she creates and proposes using as an evaluation tool to the board for its approval. This was seconded by Michelle Stevens and approved unanimously by the board. Presuming this is approved by the board, this form will be used to complete Joe Burke's review before the end of June.
- Program — met on Thursday, June 4. Joe Burke reported that the committee finalized many details related to the summer reading program. Joe will be making AES school visits on Thursday and Friday, June 11 and 12. The committee also spoke about the summer garden project and helped Joe determine what needs still exist in relation to this (*see Director's Report, above*).

- Building – Joe Burke and Bob Haggerty provided a summary of the library’s grant through the state Office of Library Development for the benefit of new board member Eric Kuck. The State Office of Library Development has given AFL until the end of summer to complete the projects this grant will fund. The list of programs (totaling \$24,050) was submitted to Office of Library Development on May 22. These include:
 - Exterior storm windows. The wood purchased for this project has been recovered from Joe Merli (who is now unable to complete this project) and is being stored at the Terplek’s. (*\$8,063, including cost of wood*)
 - Fencing for front and track side of the library. The zoning application was filed with the Village of Altamont on May 29. The library is awaiting word from the village about the permissibility of the project. (*\$6690*)
 - Interior storm windows for (7) transom windows (*\$11,064*)
 - (2) ceiling fans for the main section of the library, to be placed between hanging lighting. (*\$22,000, fans and labor*)
 - Exterior back door, which will be a reproduction of the existing. New door will be insulated and have a crash bar. (*\$2850, including construction of door and installation*)
 - Attic door (*\$15,000 to replace existing*)

Additionally, Linda Cure met with Mike LaMountain (who did the install of the library’s HVAC system), Steven Terplak and Betty Ketchum to discuss the possibility of using a portion of the grant monies to fund additional library HVAC work. Mike said there is not much more to do with the system, but recommended that regular/annual maintenance of system happen now and into the future.

These projects will now need to be reviewed by State Office for Historic Preservation. This will be a 30-day review. To expedite the process, the board suggested that the diagrams and supporting materials that will be requested by the reviewer from Historic Preservation be readied. There will also need to be a site visit to provide the reviewer with a visual walk-through of the work being proposed. As soon as review is completed, library will move forward quickly on all of the above projects to guarantee they are completed by end of the summer. The agencies overseeing the AFL grant are aware that the work cannot begin until SOHP review is complete.

Bob Haggerty has recommended the board establish a policy that will require them to secure multiple bids building, construction and

maintenance projects that cost more than a certain amount (TBD). The rationale is that this is both a good business practice and will go a long way toward providing greater transparency around the library's practices. This was tabled and will be discussed another meeting.

- The Finance Committee did not meet.
- The Policy Committee did not meet.
- Long Range Planning – Christine Carpenter presented the board with a synopsis of the three goals and related objectives and action steps that are being proposed as the work for the library and its committees over the next three years. Christine Lennard recommended, and the board agreed, that setting concrete timelines/deadlines for the completion of this work, as well as periodic checkpoints to guarantee the work is progressing, would be a sound idea. Once the long-range plan is approved by the board this fall, creation of these timelines will become the responsibility of each of the subcommittees that are tasked with each goal. Linda Cure made a motion that the board accept the goals report and that Christine Carpenter now prepare a formal long-range plan for the board to consider at its September meeting. This was seconded by Christine Lennard and approved unanimously by the board.
- 100th Anniversary – On June 1, Linda Cure, Christine Lennard and Tracy Russell met to begin brainstorming ideas for the 100th Anniversary celebration. The group suggested working with a variety of “100-themed” events and activities that will be a show of support for the library, a way to engage the community and an opportunity for some fundraising.

The year-long celebration will be announced at each of the 2015 summer concerts in the park. The soft-start will be publicized during the Victorian Celebration in December. Letters to the Editor of the Altamont Enterprise will be published throughout the year to build interest and excitement. July 7, 2016 will be the date of the celebration. This event will be held at library and open to the entire AFL community.

Linda Cure, who presented this report, requested that the board mull 100-themed ideas and forward these to Linda and Tracy. Another planning meeting will be set and an invitation will be sent to the entire board via email (date TBD).

Old Business:

- Chicken BBQ – Plans are moving ahead. The board will bake brownies (15 brownies/mix) and a sign-up was re-circulated for volunteers for shifts that still need to be filled.

- Summer Concerts – Yvette Terplak updated the board. Five bands have been signed for five of the summer concert dates. She and Joe are working together to find a band to fill the sixth slot. Christine Carpenter will be handling publicity (update of flyers). Yvette Terplak will be sending letters to the editor of the Altamont Enterprise about these events. Flyers about the concert series will be distributed at the Chicken BBQ.
- Dedicated account creation – Yvette Terplak requesting that a line item for dedicated monies be written into the budget. She suggested that a dedicated account be opened to house monies earmarked for specific purposes. Michelle Stevens will open such an account at SEFCU on behalf of the board.

New Business:

- **Mission Statement**—A sub-committee of Joe Burke, Christine Carpenter, Megan Connolly, Linda Cure and Yvette Terplak has been formed and will meet this summer to review and align the mission statement with the library's new goals.
- **Storage of manuals, documents etc.** Yvette Terplak will establish a space for proper storage within the library of necessary library documents. Michelle Stevens will work to gather all financial records from former library treasurer Betty Ketchum. Sally Dague will continue to house the bulk of the library's records at her home until a proper storage location at AFL has been set.

There was no other business, nor additional comments. The meeting was adjourned at 8:45 p.m. after a motion by Ron Ginsburg, which was seconded by Bob Haggerty and approved by the board.

The next regular meeting of the Altamont Free Library board of trustees will be held on Aug. 10, 2015.