



**ALTAMONT FREE LIBRARY**  
Board of Trustees Regular Meeting  
March 9, 2015  
7:00 p.m.

*Draft minutes*

Present: President Yvette Terplak, Vice President Sally Dague, Secretary Tracy Russell, Treasurer Michelle Stevens, Ruth Dickinson, Ron Ginsburg, Bob Haggerty, Christine Capuano, Linda Cure, Megan Connolly, Michael Seinberg, and Director Joseph Burke

Guest: Stephen Terplak, Tony Kossman, Betty Ketchum

Absent: Christine Lennard, Christine Carpenter, Lori McCutcheon - present

The meeting was called to order at 7:03 pm by Yvette Terplak.  
Introductions

**Building Committee Report**

Bob Haggerty reported meeting held on Monday, March 2, 2015

- Issue with the ice on the handicapped ramp
  - Heated tiles for the ramp is cost prohibitive @\$25,000
  - Priced a gutter that included a heating cable, after advice determined this would not work
  - Researched shifting the ramp, estimated ~\$2,000, would still not completely solve the problem
  - Current determination – no action is the best option, was not a huge issue this year during a pretty severe winter
  - Discussion of installing a lift
  - Michael Seinberg suggested texturizing the surface
  - Recommend purchasing signs to alert people to the ice & snow on the roof
- Current grant to complete the work expires the end of June. We still need to spend an additional \$25,000 to complete the grant. The budget includes \$20,000 for this project.
  - It was decided that we need to request another extension of the grant to complete the project.
  - The Building committee will continue to look into the possible solutions. Signs will be ordered to provide warning to patrons.

## Approval of Minutes

The minutes of the February 9, 2015 meeting were reviewed.

*Motion to accept with corrections by Bob Haggerty, second by Ruth Dickinson and approved.*

## Director's Report

Joseph Burke

Written report submitted

Additional comments:

- Circulation up by 25% from last February
- Excellent programming month – full slate, even with postponements due to weather, there will be a small reduction in programs while staff trains on Sierra.
- Sierra – new integrated library system that will allow all public libraries in Albany and Rensselaer Counties. Brief demonstration.
- Million Pillowcase Challenge – pillowcases given to children in foster care. A nationwide challenge to complete as many pillow cases as possible. The program will begin on Tuesday, April 7 at Altamont Village Hall. Ruth Dickinson is working on this project, look for sign-up sheet.
- Proposed by Mayor Gaughan, video editing program for ages 7-14. Program will be capped at 10, if successful an additional program will be offered.

Director Burke recommended the following policies to be adopted as a result of the new library system:

1. I would like, with the Board's permission, to ask UHLS to allow AFL to create a due date blackout period from Monday 3/30/2015 until Thursday 4/2/2015. In effect, this would extend the loan periods for all items that would otherwise have been due in that period. We would accept returns, but not require them, for those four days. My hope is that doing this would reduce the number of items being returned to the library in the critical period of transition while bugs in the system are still being worked out.
2. Under the new Sierra ILS, exceeding a library's fine limit places a patron under much more severe restrictions than under the current system. Not only is the patron unable to borrow items, but they cannot even renew or request them. Furthermore, they may not access previously downloaded ebooks or download new ebooks. Because of the severity of these new restrictions, I recommend increasing AFL's fine maximum from \$5 to \$10. This will mean that fewer of our patrons will fall into that penalized category, but will not, I think, result in a major decrease in our fine income.
3. With Board approval, I would like to institute an unannounced one-week fine holiday on new overdue fines for the first week on the new system. Essentially, we would check everything in with a "waive fines" button toggled on. The hope is, again, to make the interruptions in service more palatable to our borrowers.

*A motion to approve the policies as recommended was made by Tracy Russell, a second by Ron Ginsburg, approved.*

## Treasurer's Report

Michelle Stephens

Written report presented

- Review and discussion of Profit and Loss – highlights reviewed:
  - Received \$7,400 from Town of Knox – 2015 budget
  - Summer Concert Series \$450 from Village of Altamont
  - \$675 received from the Quilt Raffle
  - Gifts and donations - \$500 donation from Eli Lilly, 50% will go to the Village Museum – Sally will follow up to verify this.
  - \$13,997 Gala proceeds

*Motion to accept the Treasurers Report as information by Linda Cure, second by Bob Haggerty, approved.*

## Committee Reports

- Personnel Committee – did not meet
- Program – did not meet
- Building Committee, Bob Haggerty reported
  - Replaced light bulbs throughout the library
- Finance Committee – did not meet
- Policy Committee, Sally Dague reported
  - Will be working on and proposing the following policies:
    - Social Media Policy
    - Financial Policy
  - Policies will be posted once approved, current policies will be updated
- Long Range Planning Committee, Yvette Terplak reported
  - Committee met Thursday, March 5<sup>th</sup> to work on the long range plan
  - Will meet again Thursday, April 9<sup>th</sup> to continue
- Gala Committee, Yvette Terplak reported
  - Looking at better documentation of the income and expenses
  - Reviewed the draft of the P&L of the event
    - Total Expenses = \$4,905.13
    - Total Income = \$23,338.00
    - Profit = \$18,823.87

## Old Business

- 100<sup>th</sup> Anniversary of AFL – July 3, 2016 (actual date)
  - Initial need to develop committee, should have at least 2 board members and other dedicated patrons. Send recommendations to Yvette.

## New Business

- Summer Concert Grants
  - Have not yet received word from the Arts Grant
  - Concerts begin in June
  - Need a chair for the Concert Committee

- Yvette will follow up with CDPHP and followed up with new donor M&T Bank
- Need to follow up with local business support

#### **Other Business and Comments**

- Village Wide Yard sale
  - Need to determine if we will have yard sale with the book sale
- Chicken BBQ
  - Director Burke will follow up with the Village on the date and the permits.
  - June 19, 2015 is the suggested date
- Website with donation link
  - Director Burke will research and report a solution

#### **Adjournment**

*Motion made by Ron Ginsberg to adjourn, second by Bob Haggerty, approved.*

Meeting adjourned at 8:39 pm

Next Board Meeting April 13, 2015