

Worth-Pinkham Memorial Library
Board of Trustees Meeting
May 20, 2019
7:30PM
Minutes

1. Call to Order & Attendance at 7:38pm in accordance with the Open Public Meeting Act. J. Mongelli, G. Kaser, H. Crowley, J. Clutterbuck, C. Richards, P. Crossley, H. Turk and D. Mardy in attendance. L. Surz and D. Policastro not in attendance.
2. J. Clutterbuck moved and P. Crossley seconded the approval of the April 15 Minutes
3. Public Session:
 - Opened and closed at 7:43 as no public in attendance.
4. Correspondence
 - None
5. President's Report: J. Mongelli
 - None
6. Vice President's Report: H. Turk
 - H. Turk attended the library conference focusing on how to deliver a successful pitch to the town. Highlights were decide on elevator pitch and stay in touch with those in town government. Sound bites will be necessary to generate interest.
 - The board discussed concern about the lack of attendance of the Council Liason. A letter has been sent to the mayor asking for an alternate when D. Policastro cannot come.
7. Treasurer's Report: H. Crowley
 - Accounts - The Capital Account sits at \$48,049.51 and the Operating Account holds \$85,190.23 for a total of \$133,239.74.
 - Bills list - H. Turk moved to and Diane Mardy seconded the approval of the bills list.
 - Budget v. Actual statement - To date, the library has used 27.2% of the dollars budgeted.
8. Secretary's Report: C. Richards
 - None
9. Director's Report
 - April's monthly traffic is down a bit, which is expected.
 - Circulation is down 3% compared to this time last year, but we are seeing large growth in digital materials. This ties directly to the way the physical media circulation is declining as consumers move to digital solutions.
 - Overdrive Advantage, a subscription service, allows HHK patrons to experience priority with certain titles (that we've purchased the license for). The licenses are either based on time or number of checkouts.
 - 2018 Audit happened on April 24, 2019. It is expected to be a "clean" audit. Auditor suggests we should update our capital plan since it is a living document.

- G. Kaser met informally with B. Jones to discuss confusion regarding the transition to billing.
- Regarding facilities, there has been much activity. The animal problem needed to be readdressed after it was fixed last month. The condition of the roof contributes to this. The outside lights had an electrical short; Chris Joy Electric addressed some of the problem but was unable to fix two small lights along the stairs as it will require everything under the lawn be rewired. The temporary solution is solar lights, but this will need to be addressed for a long term solution; Chris Joy suggests that this will be a major financial undertaking. Joy's assessment of the rest of the electrical system is that is safe for now, but old. He did replace two small things inside. They also noticed that there was a transformer for the alarm system that was burned out. G. Kaser will call alarm company to follow up.
- Programming doing OK; April a little slower than usual.
- Community Outreach has replaced the flowers in the window boxes. We are now officially a member of the HHK Chamber of Commerce; this will hopefully increase our visibility.
- Regarding advocacy, G. Kaser met with assemblyman DePhillips to discuss larger issues regarding libraries. By the end of the meeting DePhillips expressed that he will help libraries obtain more money. Currently the state allocates 41 cents pp for library funding; the proposed bill could raise it to \$1.20 pp.
- The Strategic Plan Committee will be supported by three staff members. G. Kaser has gathered surveys from surrounding libraries and is working on the survey.
- Children's programming has been holding events.

10. Council Liaison: D. Policastro

- None

11. School Liaison: D. Mardy

- A. Harvey contacted the school for a list of books that the school uses for the upcoming year. It will be released soon.

12. Committee Reports

- A) Personnel Committee -
- B) Finance Committee - none
- C) Library Strategic Plan - none
- D) Sub-Committee

The architect has been in twice to take measurements and is on target for a June/July report. The board would like to hurry this process because of the pressing repairs and we need more info to guide our decisions. His very preliminary estimate (all inclusive - renovating this, building new and furnishing) is 3.3M

- E) Policies and Procedures
- F) Building and Grounds

G) Friends of the Library - C. Richards. The Friends is working on their bylaws; they're almost done. It is searching for volunteers to join and to take officer positions, as those will be necessary to file with the government.

13. Old Business

- None

14. New Business

- None

15. Closed Session: H. Turk moves to and D. Mardy seconds going to closed session at 8:46PM to discuss personnel. H. Turk moves and P. Crossley seconds to return to open session at 9:04pm.

16. Open Session opened and closed at 9:04 by J. Clutterbuck and H. Turk seconds closing the meeting.

Next Meeting Date: June 17, 2019 at 7:30PM