

**Bancroft Public Library
Board of Trustees -- Minutes of the January 6, 2017 Regular Meeting**

Present were Kim Erbe, Kay Crank, Rebecca Brown, Edward Donoghue, and Siri Allison. Trustee Linda Lewis was absent. Also present were Janet Donoghue, Bruce Ferguson, Wendy Hunter, Margery Robertiello, and Pat Kitz.

Minutes

Motion was made by Ed, seconded by Siri, to approve the December 2, 2016, minutes with the corrected reference to Susan Getty having been appointed in the meeting after returning from executive session. All were in favor and the motion was carried.

Correspondence

Thank you from Don Waytkus
Congratulations of the 125th Anniversary from Representative Elise Stefanik
Donation and correspondence from Sheafe Satterthwaite
Note and donation from Joshua Levy and Pam Magnuson
Donation in memory of John Neil by Shannon Neil for large type books
Membership renewal from Library Trustees Association with newsletter

Election of Officers

Motion was made by Rebecca to elect Kim President, second by Siri, all were in favor and the motion was carried. Motion was made by Kay, to elect Ed Vice President, second by Rebecca, all were in favor and the motion was carried. Motion was made by Kay to elect Rebecca Secretary, second by Kim, all were in favor and the motion was carried.

Public Comment

Bruce Ferguson was pleased to attend as liaison for the Trustees of the Bancroft Trust.

Director's Report

See attached, with statistics and Circulating Laptop Computer Agreement for review and discussion. In addition, Susan requested permission to purchase computer chairs as needed. A motion was made by Kay, seconded by Siri, to grant permission. All were in favor and the motion was carried.

Committee Reports

With regard to the Charter, Rebecca made a motion, Ed seconded, to adopt a resolution to register the Charter with the State Education Department. All were in favor and the motion was carried.

Unfinished Business

Policy Manual Ed made a motion, Siri seconded, to approve the modified Policy Manual, which will be attached to the Charter and placed on the Library website. All were in favor, motion carried.

Credit Card for Director Rebecca made a motion, Siri seconded, to approve Susan's application for a credit card from Glens Falls National Bank. All were in favor, motion was carried.

Removing old Village Records Rebecca will continue working on moving them to the basement.

Electronic recycling Completed.

New Business

SALS orientation Newly elected Board President Kim Erbe will make arrangements.

New Board Members Several names were mentioned: Bev Kerr (who was in attendance), Tina Fleming (also in attendance), Stuart Bartow, and Alisa Wilson, and discussion was had concerning the number of trustees the Board would want to maintain.

Discussion was had regarding future regular meetings and it was decided to schedule them for the first Tuesday of the month—the next meeting will be held Tuesday, February 7, 2017 at 6:30 PM.

Adjourned by motion of Ed Donoghue, second by Kay Crank, motion carried.

Respectfully submitted,
Rebecca Brown, Secretary

Library Director's Report

Prepared by Director Susan Getty
January 6, 2017

Monthly statistics: Please see attached statistical summaries for the month of December.

Financial/Donations:

- See invoices and report provided by Kathy Chambers.
- The donation check received from the estate of Kathryn Taylor will be added to our books in January. The check was dated the end of December and Kathy thought it best to wait until January to add it in.
- We've received a donation from Magnuson/Levy (\$1000); Shannon Neil, in honor of John Neil (\$50); and Scheafe Satterthwaite (\$200). Thank you notes have been sent out for each.
- I have submitted a grant request letter to the Shoppe Off Broadway (thrift store) for the funds to buy an iPad for kids and load it with quality educational apps. This will be a wonderful early literacy tool to have in the library for young patrons and families to use when they visit the library.

News:

- Staff: Karen Hickland has joined us as a staff member, as opposed to being a volunteer. She continues to work Monday afternoons, will be taking on some hours on Thursday afternoons, and will fill in as needed. Jeremy Espinosa has left his paid position at the library as of 12/29. He is moving on to another job, which is a wonderful opportunity for him. He may volunteer some of his time at the library, once he is more settled.
- The four laptop computers are available for patrons to borrow. They have been used minimally at this point, but we have received positive feedback about the fact that we have them.
- The various pieces of old electronic equipment have been recycled. After a bit of research, I found that Staples would take all of the items, free of charge, for recycling. The Culvers and I split up what there was to dispose of, and took it in.
- Our first email newsletter went out to all patrons with an email address listed in their accounts in mid December. I received positive feedback, and will continue to keep this up-to-date. It took quite an amount of time to get set up, but now it should be reasonably easy to maintain.
- Two Kindle Paperwhite e-readers have been purchased (part of the Wash. Co. Home for Aged Women grant). These were on sale over the holiday season. They were each \$120, and I purchased a case for each at \$13 a piece. We will also need to buy charging adapters for them, at around \$20 each. I have been familiarizing myself with how they work, have set up an account for their usage by patrons, and have written up a proposed policy. This policy was sent out by email to all Board members. The Board will need to approve this policy before we begin loaning the e-readers to patrons.
- Proposed Proudfit policy was sent out by email to all Board members for further discussion. I have also rewritten the Rules of Use of Proudfit Hall Community Room and Grounds. The current copy posted in Proudfit Hall is issued by the former Village Board.
- I've done some work to the library website lately, putting a fair amount of time into the project. I'd be happy to show anyone who is interested, or you're welcome to take a look on your own.

Programs:

- The "Outsmart Your Smartphone" workshop is scheduled for Wednesday, January 11th at 10:30 AM.

- The regular groups continue to meet as usual, and the staff and I will be working out further upcoming programs soon. If anyone is interested in helping with program planning, we can all sit down together for a meeting.

Questions:

- Does the Board want the Library Trustees Association membership renewed?
- What is the status of a credit card for the library?
- Will the library be getting its own federal tax id number? (I am planning to apply for a Stewarts Holiday Match grant for the library, and I believe we can use the town's tax id number for the time being.)
- Would the Board consider the approval of funds to purchase a few new desk chairs (at least two, maybe three) for the public computers area?