

## **Bancroft Library Trustees**

### **Minutes for November 4, 2016 Meeting**

Present: Kim Erbe, Sandy McClellan, Kay Crank, Linda Lewis and Rebecca Brown. Interim Director, Susan Getty, was also present. Members of the public present: Janet Donoghue, Edward Donoghue, Wendy Hunter, John Hickland, Vickie Maxwell, Linda Marlo, and Bruce Ferguson.

#### **CORRESPONDENCE:**

Motion to approve the Minutes from the October 4, 2016 was made by Linda Lewis and seconded by Kim Erbe. Motion passed unanimously.

#### **CORRESPONDENCE:**

Ed Hutchins resignation letter was received and read. Copy of Ed's wonderful and creative letter is attached to the hard copy of the minutes (located in the library).

Emails from Dean Haycock, Jinx Monahan and Linda Guimarra were received. Copies of said emails are attached.

A \$5000 bequest was made to the Bancroft Public Library by the Estate of Katherine Taylor.

#### **LIBRARY REPORT:**

Director's report was given by Interim Director, Susan Getty. Copy attached.

#### **COMMITTEES:**

**125<sup>th</sup> Committee** – The committee is trying to meet in the next week or so to continue the 125<sup>th</sup> celebration planning.

**Director Search Committee** – All resumes have been submitted and reviewed by the committee. The committee has decided on 7 possible candidates and will begin the interview process on November 9<sup>th</sup>. There will be 2 candidates interviewed on November 9<sup>th</sup>, 2 more candidates on November 10<sup>th</sup> and the 3 final candidates will be interviewed on November 11<sup>th</sup>.

#### **OLD BUSINESS**

Absolute Charter paperwork is in the process of being finalized. Kim Erbe is working on updating the policies and will be enlisting Rebecca Brown's help to finish the financial portion of this charter process.

Since the library is now a town library, it was mentioned that it might be a good idea to have the library's fiscal year adjusted to that of the town's fiscal year (currently the library is still operating with a fiscal year of June 1<sup>st</sup> through May 31<sup>st</sup>). Kim Erbe made a motion to have the library's fiscal year amended to January 1<sup>st</sup> through December 31<sup>st</sup>. Rebecca Brown seconded the motion. The motion passed unanimously.

Since the Board has recently received two resignations (Chris Preble and Ed Hutchins), Rebecca Brown, made a motion to recommend Ed Donoghue to the Town Board for consideration and appointment to fill the expired term of Chris Preble. Kim Erbe seconded the motion. Motion passed unanimously. Rebecca Brown then made a motion to recommend Siri Allison to the Town Board for consideration and appointment to fill the unexpired term of Ed Hutchins. Linda Lewis seconded the motion. Motion passed unanimously.

### **NEW BUSINESS**

Motion was made by Rebecca Brown to approve the 2017 Budget as presented. Linda Lewis seconded the motion. Motion passed unanimously.

Since the funding from the school has been received and is available, Kim Erbe made a motion to lift the spending freeze that had been put in place in September of this year. Rebecca Brown seconded the motion. Motion passed unanimously.

Linda Lewis made a presentation showing many possible uses of space the library has and/or will have in the future. Said drawing of said proposed uses is available (in the historic room) for public viewing.

From Linda Lewis' presentation, the idea to provide coffee, tea, hot chocolate and water was expanded upon. The Board discussed have a water cooler in the library and Kim Erbe said she would contact Crystal Rock regarding pricing and delivery. Kim Erbe then made a motion for the library to purchase a Keurig coffee machine for the library and its patrons. Rebecca Brown seconded the motion. Motion passed unanimously. Susan Getty said she would purchase the Keurig, cups, coffees etc.

### **ADJOURNMENT**

The meeting then adjourned with the next meeting scheduled for Friday December 2, 2016 at 2:00PM.

Respectfully submitted:

Kim Erbe, Secretary

## Library Director's Report

Prepared by Interim Director Susan Getty

November 4, 2016

Monthly statistics: Please see attached statistical summary for the month of October.

### Financial/Donations:

- The Library has received a donation from the Friends of the Library to help cover the purchase of books and DVDs. They've allotted the Library a total of \$2,150: \$300 for DVDs and \$1850 for books. Receipts will be provided to the Friends to show how this money has been spent. First orders have already been placed, partially received, and cataloging is done as items arrive. The Friends also reimbursed the Library for the annual membership fee for the World Awareness Children's Museum in Glens Falls, and donated \$200 for Rachael's programming for children.
- We did receive the school district check, as well as the Bullet Aid grant through Senator Little's office.
- We received notification of a partial awarding of the funding that had been requested of the Washington County Home for Aged Women Grant (\$2000 of the \$4200 requested). This will be used to cover the purchase of our Large Type books, and possibly some e-readers if money allows, as this is how the grant was written. We will need to investigate how to fund our future audiobook purchases, as this grant is what funded those in the past.
- The Library needs to purchase one more public computer to bring all of the public computers up-to-date and compliant with what SALS will service. The order has been placed. The price will be roughly \$581.00, but this is subject to change due to bulk ordering through a state contract.
- I am investigating the possibility of utilizing the Library Services Seed Challenge Grant (through SALS).

### Status update on issues we were confronting:

- I've updated all stats as best as possible to get the Library ready for filing the annual report.
- We've done the best assessment we can of the items that were incorrectly withdrawn from the collections, and now we will deal with any further issues on a case-by-case basis.
- New public computers have been installed, and the remainder were updated. The SALS computer techs are fantastic, and make our lives much easier here as we provide services to our patrons.

### Programs:

- Bedtime Story Hour has resumed—every other Tuesday evening—decent turnouts, and enjoyed by all! Rachael does a super job: stories, activities, movement, and singing.
- Guinea Pig Story Time—October 7 and 14 @ 3pm—was well received, with a very respectable crowd on the first date, and smaller on the second. Additionally, it was a good learning experience for the young person presenting the program. It inspired another young person to ask about presenting a program herself at some point.
- Irish Story Time—every other Thursday at 3 pm beginning Oct. 6 and ending on Nov. 17—another enjoyable program. We are very lucky to have Colleen Maloney presenting this for the Library.
- Poetry Workshops (grades 5 - adult)—October 18 @ 6 pm and November 15 @ 6 pm—first workshop had a small turnout, but was enjoyed by participants.
- Holiday Story and Ornament—Mondays at 3 pm starting on Nov. 28 and ending on Dec. 19
- NEW addition: Rue Hunter offered a Needle Felted Acorns workshop on Nov. 3 at 6 pm. This is an adult crafting program, which we hope to offer in some form once per month. Rue has many ideas for these workshops, but we may have other local crafters pitch in and offer workshops. VERY well received program.
- As soon as the details are organized, Mary Menard, DVM, from Borador Animal Hospital, has offered to present a program for us about pet care.
- Of course, we continue to have our Book Club, Scrabble Club, and Chess Club.

Other news:

- Report from the Friends: recent donations made to the Library are listed above; annual wreath sale is beginning, orders need to be placed by November 12, and pickup will be on November 27 from 11-1:30.
- Discussions with the Salem Courthouse Community Center about coordination opportunities, as well as with the local Girl Scout troop.
- We continue to offer the Preschool Book Bag Program, which is coordinated with the program that runs through the school library. Karen Fronhofer and Lori Stokem and their Books in Kids' Hands program are responsible for the Preschool Book Bag Program, and we've been partnering with them for quite some time now. Parents can check out and return these bags for their preschool-aged children at either our library or at the school library.
- Weeding of large type materials is completed, and weeding of adult fiction has begun, many thanks to Peg Culver and Peg Underwood.
- I'm exploring the idea of an email newsletter.
- Please check out the Thankful Leaves display in front window. This will be in place for the month of November. Last month, we had Fire Prevention Month posters from the school. Next we will put up snowflakes, made by patrons.

Library Customer Feedback

JM

Jinx Monahan

Reply |

Mon 10/24, 4:02 PM

You;

jcrank@nycap.rr.com;

kerba2570@gmail.com; +3 more

Good Morning,

I would like to applaud the action of the Board relative to re-engagement of Ms. Getty in the Interim Director role.

My recent weekly experiences at the Library have reinforced your decision as the organization, customer service, and physical environment at the Library has been returned to the quality level I've grown to expect while using Library services for many years.

In addition, I would encourage the Board to consider Ms. Getty in a permanent capacity as the Director going forward. Although I do not know Ms. Getty personally, I can attest to the fact that under her direction, the Library has/does offer a high level of customer service in a professional and organized manner.

Thank you for your interest in community feedback and please consider this correspondence as a vote of confidence for Ms. Getty as Library Director.

Sincerely,

Jinx Monahan

Dear Board of Trustees Member,

I would like to encourage you to hire the library's interim director, Susan Getty, as the new library manager.

The Bancroft Public Library has been an important part of my life for 27 years. It provides recreational materials and more importantly, resources for my work. I depend on it to procure and provide research material I use in my job.

Susan Getty and the staff she supervises have always been welcoming, professional, helpful and pleasant. Whenever I need anything, Susan and her staff have enthusiastically provided very competent professional assistance. I use many libraries in the SALS system, including the libraries in Glens Falls, Greenwich, Argyle and Saratoga Springs. Some librarians are helpful, others less so. Susan Getty is among the best.

Hiring Susan Getty would guarantee the continuation of this excellent service. It would also prevent another embarrassing situation like the one the library suffered through recently before Ms Getty stepped in as interim director.

Susan Getty is popular with library patrons, creates a friendly environment in the library and so provides a clear benefit to the Salem community. I respectfully urge you to hire her as the new library manager.

Sincerely,

*Dean A. Haycock*

[DeanAHaycock.com](http://DeanAHaycock.com)

[Amazon Author Page](#)

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Kim Erbe <kerbe2570@gmail.com>

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## Library patron to Board of Trustees

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Linda <lgiumarra@aol.com>  
To: kerbe2570@gmail.com

Mon, Oct 3, 2016 at 7:18 PM

Dear Trustees,

I have been a Salem library patron for the last 12 years . Before that I was a Cambridge library patron for 18 years. I was a elementary teacher for 31 years and now enjoy visiting the library whenever I want! For years our Salem library has been a wonderful place to visit --- Until this summer! This summer I walked in and all was changed. There was confusion, upset workers and a lack of new books! I thought- change is hard, be patient. But alas no improvement!

Until you had Susan volunteer to take back over! I do not know why she was not offered the position of library director. I do know she is capable of running the library and providing service to the Salem community. I am happy to have someone who knows how to keep the Library running smoothly. I am again enjoying the library, despite the lack of new books due to lack of funding. I am hopeful that the Trustees think of the needs/wants of our small community.

Please consider the needs of our community. Please appreciate the skills and work ethic of our local people!! Keep our library a people friendly place. Big changes are not always needed to keep a library an important asset to a community.

Sincerely,  
Linda Giumarra

Sent from my iPad

"Whatever you are, be a good one." Abraham Lincoln