

**Sherman Free Library
Board of Trustees Meeting
January 28, 2014**

Present: Staley Rich, Eileen Anderson, Andrea Anesi, Sue Nephew, Rose French, Betty LaMoria, Bill Bryant, Tom Scozzafava, and Cathy Leveille

Excused/Absent: Walt Wojewodzic, Ernest Guerin

The meeting was called to order by President Staley Rich at 4:10PM.

ON MOTION by Eileen Anderson, seconded by Betty LaMoria, all in favor, carried, **RESOLVED** to approve the minutes from the last meeting.

Director's Report:

See attached.

Old Business:

Staley mentioned our "Long Term Plan" with the State and the fact that we have met a lot of our goals already.

New Business:

Jackie Viestenz asked Staley if the meetings could be put in the paper and on channel 17 because they are open to the public. Rose will do this from now on.

Election of Officers for 2014:

ON MOTION by Staley Rich, seconded by Eileen Anderson, all in favor, carried, **RESOLVED** that Sue Nephew will be the Library President for 2014.

ON MOTION by Cathy Leveille, seconded by Betty LaMoria, all in favor, carried, **RESOLVED** that Staley Rich will be the Library Vice President for 2014.

ON MOTION by Sue Nephew, seconded by Staley Rich, all in favor, carried, **RESOLVED** that Rose French will be the Library Secretary for 2014.

ON MOTION by Bill Bryant, seconded by Sue Nephew, all in favor, carried, **RESOLVED** that Eileen Anderson will be the Library Treasurer for 2014.

Committees for 2014:

Building: Bill, Tom and Walt
Finance: Bill, Staley, Sue and Eileen
Library: Staley, Sue and Cathy
Fundraising: Betty and Rose

Date of next meeting: Tuesday, April 22, 2014 at 4:00PM.

Additional Meetings: Tuesday, September 9, 2014 at 4:00PM.
Tuesday, December 2, 2014 at 4:00PM.

Rummage Sale: June 21, 2014

Annual Appeal: August 1, 2014

ON MOTION by Cathy Leveille, seconded by Staley Rich, all in favor, carried, **RESOLVED** to adjourn the meeting at 5:20PM.

Respectfully,

Rose M. French
Secretary

Library Director's Report

January 28, 2014
Submitted by Andrea Anesi

Library Use:

November 2013 - Total number of visitors: 605 Total items checked out: 595
December 2013 - Total number of visitors: 457 Total items checked out: 522

Public Computer users – November: 257 December: 183
Wifi use – November: 34 December: 30

Annual Appeal:

The final total for the 2013 annual appeal is \$4,911. Although we got started on it later than in the past, it's fantastic that we received so much support from the community!

Newsletter:

The library newsletter went out in the December 20 issue of the Times of Ti. A copy is included with this report. We also have copies available to the general public here in the library.

Friends of the Library:

The Friends' Holiday Bazaar on December 7 made \$593 for the library. The vendors also seemed to do well and the event was very well-attended. The Friends of the Library are planning to have the bazaar again at holiday time this year. Another meeting of the Friends will be held in February or March and additional fundraising events and library programs may be considered at that time.

Events & Programs:

A Spring Computer Help Desk for Senior Citizens is in the planning stages and would be offered once a month from March to June. Chris Lawrence has agreed to present this program. He has offered similar programs at other libraries in the area, as well as at our library in the past. I have requested a funding grant to cover the costs of the program from the Mount Moriah Presbyterian Church. They offer funding for community programs targeted for children or senior citizens.

Betsy Brooks, CEFLS automation librarian/consultant librarian, has agreed to present an Ebook Reader Workshop in February. Betsy will offer individualized assistance during a four-hour time slot for those interested learning to use the CEFLS ecollection with their ebook readers. The date has not yet been confirmed.

Book Sale Nook:

The library's year-round Book Sale Nook is coming soon. The books may be purchased by donation. We now have a bookcase free for our Book Sale Nook and the area where we were storing donated books for future sales has been cleared out for the most part. Austin Dridge, a retired librarian, purchased about 75 boxes of our book sale books for \$300. He has purchased from several other libraries in the Clinton-Essex-Franklin system. Mr. Dridge sells books online to supplement his retirement income.

Reorganization of Fiction:

Gail has done a stellar job of merging the General Fiction and Mystery sections. Patrons typically look for "more books by the same author" and with the original arrangement, had to look in two different sections to see all the books by James Patterson or Nora Roberts or J.D. Robb. Now it will be easier for library patrons to browse books by a particular author in one spot.

Wish List:

I have started a Wish List for the library to be posted on our website, Facebook, etc. and also presented to the Friends of the Library for possible targeted fundraising. At the moment, I have small/medium bookcases, two or three more computer chairs, library kick-step stool, and conservation of the Hope painting on the list.

Annual Report to the Community:

One requirement that New York state has for libraries is that a library must make an annual report to the community it serves. I'm not sure if we've done this in the past, but I intend to put something together for our next newsletter to serve as such a report. According to CEFLS, an easily understandable report of services and statistics presented in a newsletter to the community is an acceptable way to comply with this requirement.

Building Notes:

Porch Light -When it's busy in the library on a day we're open until 7 pm, I sometimes forget to turn the porch light on. It is also very dark where the book return is located and having the light on for an hour or two after we close would be helpful to people utilizing the book return. Would it be possible to put a timer of some sort on the porch light?

Electrical Outlet – Gail and I have been discussing rearrangement of the children's area and computer area for better use of space. We'd like to move the large table in the children's area, however it currently has a power strip plugged into an outlet in the floor for laptops, tablets, etc. Is it possible to add a similar outlet on the computer side of the room?

2013 Overview:

I am in the midst of working on the Annual Report to the state which is due to CEFLS by February 19, so this is not a comprehensive overview of the numbers for the year. I will be emailing copies of the Annual Report to the Board of Trustees once it is completed. It will need to be approved and voted on, which we can do via email. On Monday, January 27, I attended a meeting at the CEFLS office in Plattsburgh to go over how to complete the Annual Report, along with changes from the previous year's forms.

Total number of visitors: 6775*

Total items checked out: 6718

Public computer users: 2783

Wifi use: 388

*Months with the highest attendance were:

June: 680

July: 606

August: 768

September: 599

October: 674

November: 605

--Programs, events, and fundraisers during 2013 included Summer Reading for Kids, Book Discussion Group, Underground Railroad in the North Country, Champ Story Time, Trick or Treat at the Library, Book Sales, Rummage Sale, Wine & Cheese Tasting, Quilt & Desk Raffle, Holiday Bazaar. The library also served as a location for STAR re-registration assistance.

--Popular services in 2013 were public computers, wifi, interlibrary loan, and fax.

Items accomplished in 2013 include:

** Friends of the Library group started and presented its first event

** New Arrivals and Library Store Items have their own bookcases in prominent locations

** Increased the library's online presence via regular posts on its Facebook page (now at 82 likes), a

semi-regular News & Notes email to our email list, and some updates/changes to the website

** Payroll and bookkeeping now accomplished in-house using QuickBooks

Plans for 2014 include:

** Continue to rearrange and reorganize library materials for better use of space and ease of library users

** Weeding of adult nonfiction collection and adult fiction collection

** Develop the new Friends of the Library group and increase membership

** Offer new programs for adults and additional summer reading programs for kids

** Survey of community to determine service needs or changes

** Continue developing the library's presence online through the library website, Facebook page, and email list

** Plan exhibits to feature items from our local history collection