

AGENDA

Board of Trustees Meeting
Clifton Park-Halfmoon Public Library
July 17, 2017
7:15 PM

1. *Agenda: Approval or Changes
2. *Minutes of the June 19, 2017 meeting for approval
3. Public Comment
4. Board Comment
5. *Treasurer's Report
 - A. *Treasurer's Report – June 2017
6. Friends' Report
7. Director's Report
 - A. Public Service - Jim Foster
 - *Staff Development Evening – Library Closure
 - B. Technology update - Alex Gutelius
 - C. General updates - Alex Gutelius
 - SALS Annual Report
8. Committee Reports
 - A. Finance Committee – Mid-Year Financial Update
9. Old Business
10. New Business
11. Executive Session

* Items so marked are action items

Clifton Park-Halfmoon Library

BOARD OF TRUSTEES MEETING

July 17, 2017

Present: Brown, Megan; Golden, Dave; Lynch, Mary-Alice; Meyer, Stephen; McMunn, Maria; Rodger, Edwin; Srinivasan, Purushothaman and Wise, Russell. Also present were Alex Gutelius, Jim Foster and Joe Gaug, Attorney.

Absent: Mark Attmore, Jason DiGianni, Suzanne Dugan

The meeting was opened at 7:16pm by Treasurer, Russ Wise.

AGENDA: Mr. Wise presented the July 17, 2017 agenda for approval. A **Motion** was made by Ms. Brown, seconded by Mr. Meyer to approve the agenda as presented. The **Motion** passed unanimously by all present.

PUBLIC COMMENT: None

BOARD COMMENT: Ms. Brown noted the property next to the library is for sale. The Board discussed the location of the property. The Building and Grounds Committee will get information about the property and bring it back to the Board.

MINUTES:

A **Motion** was made by Mr. Rodger, seconded by Mr. Golden, to accept the June 19, 2017 minutes as sent. The **Motion** passed unanimously by all present.

TREASURER'S REPORT:

Mr. Wise presented the Treasurer's Report for June 2017. Our receipts are mostly on target; however, our fine income is low. Regarding the grants line in last month's report, we are spending down the Saratoga Arts Grant. It was recorded in the Treasurer's Report this way per the auditor. Our disbursements are on target with salaries and there have been a few vacation payouts in June and July for departing staff. Mr. Wise will present the proposed budget to staff at the August staff meeting. Mr. Meyer made the **Motion**, seconded by Mr. Srinivasan to accept the Treasurer's Report for June 2017. The **Motion** passed unanimously by all present.

The warrants were presented for July: The July 5, 2017 warrant for \$112,101.63 was presented for approval. A **Motion** was made by Mr. Wise, seconded by Mr. Rodger, to approve the July 5th warrant. The **Motion** passed unanimously by all present. The July 17, 2017 warrant for \$133,860.81 was presented for approval. A **Motion** was made by Mr. Wise, seconded by Mr. Golden to approve the July 17th warrant. The **Motion** passed unanimously by all present. Mr. Rodger reviewed the July claims.

THE FRIENDS:

Jim Foster gave the following report:

1. The FOL will not have a meeting in July.
2. The FOL are planning a bus trip to the Clark Art Institute on Tuesday, September 26, 2017.

DIRECTOR'S REPORT:

Jim Foster gave the following update on Public Service:

1. There has been a good deal of turnover in personnel. Mr. Foster has been busy interviewing for several positions.
2. We are making progress with the credit card program. We have a target date of September to begin offering this payment option to patrons.
3. The Joint Board Meeting will be on Monday, August 21 at 6:00pm. Please RSVP by August 16.
4. Mr. Foster presented the Staff Development Proposal. Veteran's Day falls on a Saturday this year which is problematic for holding a full staff development day. We have had other staff activities throughout the year. We would like to close the library on Wednesday, August 30th at 6:00pm to conduct staff training from 6-9pm. Ms. Lynch made the **Motion**, seconded by Mr. Rodger to close the library at 6pm on Wednesday, August 30th for staff training. The **Motion** passed unanimously by all present.

Alex Gutelius outlined the following Technology update:

1. Cassie software was updated last Sunday. There were no issues.

Alex Gutelius outlined the following points from her report:

1. Ms. Gutelius is working on getting confirmation from the county about use of the scanning machines for the September budget vote and trustee election.
2. We are looking into a back-up option to rent machines for the vote through a downstate vendor. The last option would be paper ballots.
3. We have been notified the inflation rate will be 1.84%, which is a little higher than we estimated and will put our levy increase proposal well within the tax cap.
4. There are three trustee seats up for election for the Town of Halfmoon.
5. A conference date has been scheduled for August 4th for the Division of Human Rights discrimination case.
6. The sight lines on the curved entrance to the library have been greatly improved since the plantings have been cut back.
7. The 2016 Statistical Summary from SALS was included in the Board packet. Please review and let Mr. Wise or Ms. Gutelius know if you have any questions.

COMMITTEE REPORTS:

BUILDING AND GROUNDS:

No report

FINANCE:

Mr. Wise presented the 2017 Mid-Year Financial update. There will be no changes made at this time. The library will receive \$4,000 in bullet aid from Senator Tedisco and \$3,000 from Senator Marchione. The funds will arrive in the fall at which time a budget adjustment can be made. Depending on the variance in fines, this line may require a budget adjustment in the fall as well. A budget adjustment will be required for the Independent Contractor and Programs to reflect the change in programming costs. The office equipment line will require a budget adjustment. The Professional Services line will require a budget adjustment for the re-branding project.

LONG RANGE PLANNING:

No report

PERSONNEL:

No Report

POLICY:

No report

LEGISLATION:

No report

PUBLIC RELATIONS:

Ms. Lynch and the PR committee will be meeting after the Board meeting to discuss the results from the survey for the rebranding project.

OLD BUSINESS:

None

NEW BUSINESS:

In December 2015 the Board approved sending the National Grid checks out prior to the warrant. Ms. Gutelius and the business office would like to have the payment automatically debited for payment. This will ease the burden of late fees and the payment will be reviewed by the business office prior to approving the payment. Mr. Rodger made the **Motion**, seconded by Ms. Brown to have National Grid bills automatically debited. The **Motion** passed unanimously by all present.

There being no further business, Ms. Brown made a **Motion**, seconded by Mr. Srinivasan to adjourn the meeting. The **Motion** passed unanimously and the meeting concluded at 8:01p.m.

Clifton Park-Halfmoon Public Library
Treasurer's Report June 2017

| | |
|------------------------|-----|
| Percentage of Year: | 50% |
|------------------------|-----|

| RECEIPTS | Adopted Budget Jan 17 | Adj Budget | Modified Budget | June | YTD | YTD as % of Budget | Variance |
|--|--------------------------|---------------|-----------------------|--------------------|-----------------------|--------------------------|---------------------|
| Governmental Income | | | | | | | |
| 4010 Town of Clifton Park | \$2,779,939.00 | \$0.00 | \$2,779,939.00 | \$0.00 | \$2,779,941.07 | 100.00 | 2.07 |
| 4020 Town of Halfmoon | \$1,384,767.00 | \$0.00 | \$1,384,767.00 | \$0.00 | \$1,384,767.83 | 100.00 | 0.83 |
| 4040 LLSA | \$15,610.00 | \$0.00 | \$15,610.00 | \$0.00 | \$0.00 | 0.00 | -15,610.00 |
| 4000 Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| Subtotal | \$4,180,316.00 | \$0.00 | \$4,180,316.00 | \$0.00 | \$4,164,708.90 | 99.63 | -15,607.10 |
| Grants | | | | | | | |
| 4110 SALS Programming | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 | \$0.00 |
| 4150 DFY Municipal | \$3,600.00 | \$0.00 | \$3,600.00 | \$0.00 | \$0.00 | 0.00 | -\$3,600.00 |
| 4160 Friends - Specified | \$9,000.00 | \$0.00 | \$9,000.00 | \$0.00 | \$4,551.37 | 50.57 | -\$4,448.63 |
| 4030 Bullet Aid | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 | \$0.00 |
| 4170 Other Grants | \$0.00 | \$0.00 | \$0.00 | -\$2,334.39 | \$385.61 | 0.00 | \$385.61 |
| Subtotal | \$12,600.00 | \$0.00 | \$12,600.00 | -\$2,334.39 | \$4,936.98 | 39.18 | -\$7,663.02 |
| Donations | | | | | | | |
| 4210 Patron Donations | \$0.00 | \$0.00 | \$0.00 | \$421.70 | \$1,208.27 | 0.00 | \$1,208.27 |
| 4220 Friends - Unspecified | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 | \$0.00 |
| 4230 Commemorative | \$0.00 | \$0.00 | \$0.00 | \$250.00 | \$333.00 | 0.00 | \$333.00 |
| 4240 Other Donations | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 | \$0.00 |
| Subtotal | \$0.00 | \$0.00 | \$0.00 | \$671.70 | \$1,541.27 | 0.00 | \$1,541.27 |
| Interest | | | | | | | |
| 4320 Unrealized Gain/Loss on Investment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$756.93 | 0.00 | \$756.93 |
| 4330 Bank Interest Income | \$5,500.00 | \$0.00 | \$5,500.00 | \$606.94 | \$3,869.99 | 70.36 | -\$1,630.01 |
| Subtotal | \$5,500.00 | \$0.00 | \$5,500.00 | \$606.94 | \$4,626.92 | 84.13 | -\$873.08 |
| Other Income | | | | | | | |
| 4410 Fines | \$70,000.00 | | \$70,000.00 | \$4,529.17 | \$27,800.00 | 39.71 | -\$42,200.00 |
| 4420 Library Fees - L&D | \$7,500.00 | \$0.00 | \$7,500.00 | \$636.85 | \$3,108.80 | 41.45 | -\$4,391.20 |
| 4431 Emp Books | \$0.00 | \$0.00 | \$0.00 | -\$28.58 | -\$248.51 | 0.00 | -\$248.51 |
| 4440 Copier | \$15,500.00 | \$0.00 | \$15,500.00 | \$1,520.30 | \$7,372.86 | 47.57 | -\$8,127.14 |
| 4450 Other | \$0.00 | \$0.00 | \$0.00 | \$154.46 | \$449.31 | 0.00 | \$449.31 |
| Subtotal | \$93,000.00 | \$0.00 | \$93,000.00 | \$6,812.20 | \$38,482.46 | 41.38 | -\$54,517.54 |
| Total Receipts Applied Fund Balance | \$4,291,416.00 | \$0.00 | \$4,291,416.00 | \$5,756.45 | \$4,214,296.53 | 98.20 | -\$77,119.47 |
| Subtotal | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 | \$0.00 |
| Total Receipts including Appropriations | \$4,291,416.00 | \$0.00 | \$4,291,416.00 | \$5,756.45 | \$4,214,296.53 | 98.20 | -\$77,119.47 |

| DISBURSEMENTS | Adopted Budget Jan 17 | Adj Budget | Modified Budget | June | YTD | YTD as % of Budget | Variance |
|---------------------------------|----------------------------------|-------------------|------------------------|---------------------|-----------------------|-------------------------------|-----------------------|
| <i>Personnel</i> | | | | | | | |
| 7010 Salaries - Personnel | \$1,836,352.00 | \$0.00 | \$1,836,352.00 | \$137,533.35 | \$867,303.99 | 47.23 | \$969,048.01 |
| 7013 Contracted Services | \$20,000.00 | \$0.00 | \$20,000.00 | \$0.00 | \$0.00 | 0.00 | \$20,000.00 |
| 7200 Benefits Payable | \$104,000.00 | \$0.00 | \$104,000.00 | \$6,549.32 | \$65,435.54 | 62.92 | \$38,564.46 |
| 7300 Benefits - Taxes | \$140,083.00 | \$0.00 | \$140,083.00 | \$10,117.67 | \$65,585.85 | 46.82 | \$74,497.15 |
| 7400 Benefits - Retirement | \$250,000.00 | \$0.00 | \$250,000.00 | \$19,810.00 | \$178,291.00 | 71.32 | \$71,709.00 |
| 7500 Benefits - Pass through | \$0.00 | \$0.00 | \$0.00 | \$324.88 | \$1,185.10 | 0.00 | -\$1,185.10 |
| Subtotal | \$2,350,435.00 | \$0.00 | \$2,350,435.00 | \$174,335.22 | \$1,177,801.48 | 50.11 | \$1,172,633.52 |
| <i>Library Materials</i> | | | | | | | |
| 6011 Books | \$170,409.00 | | \$170,409.00 | \$14,657.16 | \$83,116.10 | 48.77 | \$87,292.90 |
| 6020 Periodicals | \$15,000.00 | \$0.00 | \$15,000.00 | \$383.75 | \$5,110.59 | 34.07 | \$9,889.41 |
| 6030 AV | \$76,000.00 | \$0.00 | \$76,000.00 | \$6,116.55 | \$42,738.25 | 56.23 | \$33,261.75 |
| 6050 Digital Resources | \$65,122.00 | \$0.00 | \$65,122.00 | \$4,196.69 | \$41,542.43 | 63.79 | \$23,579.57 |
| 6010 Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 | \$0.00 |
| Subtotal | \$326,531.00 | \$0.00 | \$326,531.00 | \$25,354.15 | \$172,507.37 | 52.83 | \$154,023.63 |
| <i>Facility & Equipment</i> | | | | | | | |
| 6110 Bldg Svc Contracts | \$200,000.00 | | \$200,000.00 | \$12,118.45 | \$58,577.91 | 29.29 | \$141,422.09 |
| 6130 Office Equip | \$10,000.00 | \$0.00 | \$10,000.00 | \$0.00 | \$23,766.00 | 237.66 | -\$13,766.00 |
| 6140 Facility Insurance | \$21,500.00 | \$0.00 | \$21,500.00 | \$0.00 | \$22,344.81 | 103.93 | -\$844.81 |
| 6150 Repairs - Bldg & Equipment | \$35,000.00 | \$0.00 | \$35,000.00 | \$3,807.71 | \$40,027.26 | 114.36 | -\$5,027.26 |
| 6160 Office EQ - Repair & Maint | \$10,000.00 | \$0.00 | \$10,000.00 | \$771.00 | \$4,729.49 | 47.29 | \$5,270.51 |
| 61000 Other Fac & Equip | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 | \$0.00 |
| Subtotal | \$276,500.00 | \$0.00 | \$276,500.00 | \$16,697.16 | \$149,445.47 | 54.05 | \$127,054.53 |
| <i>Operations</i> | | | | | | | |
| 6200 Programs | \$35,000.00 | | \$35,000.00 | \$4,706.51 | \$20,060.09 | 57.31 | \$14,939.91 |
| 6510 Automation | \$232,500.00 | \$0.00 | \$232,500.00 | \$12,457.41 | \$86,712.32 | 37.30 | \$145,787.68 |
| 6515 Custodial Supp | \$5,000.00 | \$0.00 | \$5,000.00 | \$214.93 | \$1,529.57 | 30.59 | \$3,470.43 |
| 6520 Elections | \$11,000.00 | \$0.00 | \$11,000.00 | \$0.00 | \$0.00 | 0.00 | \$11,000.00 |
| 6521 Insurance - D & O | \$820.00 | \$0.00 | \$820.00 | \$0.00 | \$820.00 | 100.00 | \$0.00 |
| 6525 Membership Dues | \$3,200.00 | \$0.00 | \$3,200.00 | \$249.00 | \$1,303.79 | 40.74 | \$1,896.21 |
| 6530 Office & Lib Supplies | \$19,000.00 | \$0.00 | \$19,000.00 | \$1,764.11 | \$8,608.59 | 45.31 | \$10,391.41 |
| 6540 Postage | \$6,000.00 | \$0.00 | \$6,000.00 | \$0.00 | \$2,883.22 | 48.05 | \$3,116.78 |
| 6545 Professional Services | \$18,000.00 | \$0.00 | \$18,000.00 | \$362.28 | \$22,046.70 | 122.48 | -\$4,046.70 |
| 6551 PR & Printing | \$10,500.00 | \$0.00 | \$10,500.00 | \$2,630.34 | \$5,922.25 | 56.40 | \$4,577.75 |
| 6555 Telephone | \$7,500.00 | \$0.00 | \$7,500.00 | \$0.00 | \$1,926.06 | 25.68 | \$5,573.94 |
| 6556 Travel & Continuing Ed | \$15,000.00 | \$0.00 | \$15,000.00 | \$1,417.64 | \$6,807.94 | 45.39 | \$8,192.06 |
| 6575 Utilities | \$130,000.00 | \$0.00 | \$130,000.00 | \$5,530.76 | \$44,326.06 | 34.10 | \$85,673.94 |
| 6576 Building Security | \$77,700.00 | \$0.00 | \$77,700.00 | \$6,349.98 | \$41,840.74 | 53.85 | \$35,859.26 |
| 6581 Other Operational | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$114.38 | 0.00 | -\$114.38 |
| Subtotal | \$571,220.00 | \$0.00 | \$571,220.00 | \$35,682.96 | \$244,901.71 | 42.87 | \$326,318.29 |

| <i>Bonds</i> | | | | | | | |
|----------------------|---------------------|---------------|---------------------|---------------|---------------------|--------------|---------------------|
| Town of Clifton Park | \$531,655.00 | \$0.00 | \$531,655.00 | \$0.00 | \$459,983.32 | 86.52 | \$71,671.68 |
| Town of Halfmoon | \$235,075.00 | \$0.00 | \$235,075.00 | \$0.00 | \$194,037.50 | 82.54 | \$41,037.50 |
| Subtotal | \$766,730.00 | \$0.00 | \$766,730.00 | \$0.00 | \$654,020.82 | 85.30 | \$112,709.18 |

| <i>Other Expense Types</i> | | | | | | | |
|----------------------------|---------------|---------------|---------------|---------------|---------------|-------------|---------------|
| | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 | \$0.00 |
| Subtotal | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 | \$0.00 |

| | | | | | | | |
|----------------------------|-----------------------|---------------|-----------------------|---------------------|-----------------------|--------------|-----------------------|
| Total Disbursements | \$4,291,416.00 | \$0.00 | \$4,291,416.00 | \$252,069.49 | \$2,398,676.85 | 55.89 | \$1,892,739.15 |
|----------------------------|-----------------------|---------------|-----------------------|---------------------|-----------------------|--------------|-----------------------|

| | |
|------------------------------|-----------------------|
| Cash - Bank Balances | |
| 1050 Petty Cash | \$587.51 |
| 1040 Petty Checking | \$480.00 |
| 1051 Business Checking | \$330,903.92 |
| 1052 MM Savings | \$2,759,328.88 |
| 1060 Unemployment Fund Bond | \$105,990.14 |
| TTL CASH | \$3,197,290.45 |
| 12000 Undeposited Funds | \$0.00 |
| 1100 Accounts Receivable | \$0.00 |
| Prepaid Expense | \$1.00 |
| Fixed Assets | \$0.00 |
| TTL ASSETS | \$3,197,291.45 |
| 2000 Accounts payable | \$41,656.17 |
| 2395 Accrued retirement | \$118,864.00 |
| 24102 Sunshine Fund | \$300.69 |
| 1071 Accrued credit card | \$0.00 |
| TTL LIABILITIES | \$160,820.86 |
| TTL EQUITY | \$3,036,470.59 |
| TTL LIAB & EQUITY | \$3,197,291.45 |

| <i>Fund Balance Reconciliation</i> | |
|------------------------------------|-----------------------|
| Year to Date Revenues | \$4,214,296.53 |
| Year to Date Expenses | -\$2,398,676.85 |
| Net Change | \$1,815,619.68 |

| Appropriations | 12/31/16 balance | Use of Fund Balance | Current Balance |
|--------------------|------------------|------------------------|--------------------|
| Library | | | |
| Construction | \$140,669.29 | \$0.00 | \$140,669.29 |
| Automation App | | | |
| Fund | | | |
| Unappropriated | | | |
| Funds/Unrestricted | | | |
| Net Assets | \$1,079,385.83 | \$1,220,055.12 | \$1,080,181.62 |
| Fund Changes | \$1,220,055.12 | \$1,220,055.12 | \$1,220,850.91 |

| Net Fixed Assets | |
|------------------|------------------|
| LAND | \$ 593,860.00 |
| LAND | |
| IMPROVEMENTS | \$ 9,546.00 |
| COMPUTER | |
| EQUIP | \$ 6,798.00 |
| EQUIPMENT | \$ 6,175.00 |
| BUILDING | \$ 9,557,322.00 |
| TOTALS | \$ 10,173,701.00 |

| Reconciliation | |
|------------------|-------------------|
| Fund Balance | \$1,220,850.91 |
| + Net change | |
| revenues - | |
| expenses | \$ 1,815,619.68 |
| Subtotal | \$ 3,036,470.59 |
| - Total Cash | \$ (3,197,290.45) |
| Accounts Payable | \$ 41,656.17 |
| Accounts | |
| Receivable | \$ - |
| Prepaid Expense | \$ (1.00) |
| Sunshine Fund | \$ 300.69 |
| Accrued | |
| Retirement | \$ 118,864.00 |
| Credit Cards | \$ - |
| Fixed Assets | \$ - |
| Balance | \$ 0.00 |

Comments:

Clifton Park Halfmoon Public Library Director's Report – June 2017

As of the writing of this report, the June statistics were not complete. The June statistics will be included with the August board package.

FACILITATION CONNECTIONS AND COLLABORATION – *The CPH community looks to the library as a hub of connection and partnership. We are trusted partners in cultivating community well-being.*

“The Longest Day”

In partnership with the Alzheimer's Association a quiet reading space was provided for their national event, “The Longest Day,” on June 21. Volunteers and employees with the Alzheimer's Association were here throughout the day for this 9am-9pm event.

PROGRAMS AND SERVICES DEVELOPMENT AND DELIVERY – *CPH's programs reflect and support the diverse culture, interests and needs of our community.*

June Programs of Note

The “Roaring 20's Lawn Party” took place the afternoon of Saturday, June 10. Saratoga Arts made this program possible with a Community Arts Grant. Sixty patrons attended and some came in costume to dance the afternoon away. Additional programs in June related to the Roaring 20's included a FMFFA on Saratoga Gangsters that attracted 60 patrons.

The ever popular Trivia Night brought in 33 people, including many new faces for this program.

The Summer Reading kickoff event took place on June 26th and featured Mr. Dismantle who was a cross between a clown and Monty Python. Over 160 people attended the program.

The Music Company Orchestra program on June 3rd attracted an audience of 140 people for a Saturday afternoon of program of “summer sound waves”.

The Adult, Teen and Children's Summer Reading Programs started on Monday June 19th. The theme is “Build a Better World”. As of July 5th 715 children and teens had signed up. Adult registrations are not tracked, but participation will be evident by the number of people who return their “bookshelf” to be entered for a prize.

ACCESS TO THE LIBRARY BEYOND THE WALLS – *CPH is ready and able to support and inspire our community whenever and wherever we are needed.*

Summer Reading Promotion

Youth Services staff members visited most of the middle and elementary schools to promote the Summer Reading Club. For schools who were unable to accommodate the staff presentation, a promotional video was made using local information as well as the CSLP (collaborative summer library program) materials.

TECHNOLOGY AND SYSTEMS – *CPH is a leader in the creative use of technology for the benefit of our community.*

You Saved Message on Check-out Receipt

Several months ago there was a discussion at the Board meeting about the notice on the check-out receipts. There was a general feeling that the message was somewhat disingenuous. The message has been modified.

Original message: *By using CPH Library today, you just saved [value]. This year you've saved [value]*

New message: *The value of the materials you borrowed today is [value].*

Phone System

IT staff have been working with several phone system vendors to get quotes for a new phone system. The current Iwatsu system is over 10 years old, and the PBX will soon need to be replaced. Various options are being considered including remotely hosted solutions. Staff are looking at options that will not lock the library into a long term contract with a proprietary system and also for a system that is easily administered. A recommendation will be provided to the Board before the end of 2017.

PEOPLE AND ORGANIZATIONAL DEVELOPMENT – *CPH continually develops its people so they are well equipped to be leaders in our learning organizations, supporting innovative thinking and encouraging development in area highlighted by the strategic plan.*

Staffing Changes

In June several full-time librarian positions were filled at the Library. All the positions were filled from existing Civil Services lists. There is no fiscal impact to any of the changes below.

- Rebecca Dyehouse accepted the Librarian II – Head of Access Services position
- Alison Starkey accepted a full-time Librarian I position (vacancy due to Rebecca’s move)
- Stephanie Dobiecki accepted a full-time Librarian I position (vacancy due to Melanie LaFleche moving to Canada).
- Paula Weaver has been moved to Technical Processing as the supervisor (lateral move as Librarian I).

The vacancy created due to Angela Strong’s resignation is being re-evaluated to determine the best composition to support the strategic goals of the library.

Paid Family Medical Leave

In 2016 NY State passed a Paid Family Leave policy. Starting in January 2018, the New York State Paid Family Leave Program will provide employees with job-protected, paid leave to bond with a new child or care for a family member with a serious health condition. The intent of this policy is that it will be fully funded by premiums paid for by employees. Regulations for the policy have not yet been finalized and the library is still waiting for a quotation on the cost of the policy from our disability carrier. Staff will keep the Board apprised of additional information about this program and its costs as it becomes available.

BUILDINGS & GROUNDS

The juniper bushes that were a visual barrier were cut down on July 4th. The replacement dwarf junipers will be planted later this summer.

In mid-June there was a significant leak in the YA area from the ceiling and on the floor as well as on the floor in the Adult Services Office on the second floor. The leak was due to a drain cover on the side of the wall that had been blocked with debris. The problem has been repaired and should not reoccur in the future.

A one year contract is being finalized with Johnson Controls for a service contract for Fire Alarm Monitoring/ Security Cameras. The fire monitoring and suppression system is a proprietary Simplex System. Other companies can do the annual test and inspect, but any changes or repairs

to the system must be done by authorized Simplex employees. This also applies to the access control system (proximity card system) and software. Johnson Controls purchased Simplex Grinnell (current vendor) in 2016 and the companies are integrating. A one year contract will be signed with Johnson during which time staff will determine exactly what we want to separate out from Johnson Controls and what additional services might be needed (additional/different cameras). The cost of a one year contract is under \$10,000 and therefore does not require board approval.

Prepared by: Alex Gutelius
Library Director