

**Board of Trustees
Meeting Minutes
February 27, 2014**

Attendance:

Trustees: Mr. Leonelli, Mr. Rottenstreich, Ms. Newcomb, Mr. Barnard, Mr. Pratt. Mr. Toomey, Mr. Lebowitz, Mr. Gannon, Ms. Nemer, Ms. Vanderminden, Mr. Sheahan.

Absent: Ms. Caimano, Ms. Troelstra, Ms. Johnson, Ms. Kelly,

Staff: Ms. Naftaly, Ms. Webb, Ms. Shanks, Ms. Herman, Mr. DeGarmo, Ms. Bell, Ms. Forshey.

Guests: Morey Thompson, *Post-Star*

President Michael Toomey called the meeting to order at 4:33 p.m.

Public Comment: Mr. Thompson commented that the Folklife Center is a really great resource.

Correspondence and Press (see Board Pass Around file for actual correspondence and press)

Board of Trustees Meeting Minutes

Motion to approve the Board of Trustees Meeting Minutes of January 22, 2014 that was sent via email was made by Mr. Leonelli, seconded by Ms. Nemer. Motion carried.

Treasurer's Report – January 2014

Mr. Leonelli went over the 2013 year-end report as well as the January 2014 Treasurer's Report.

A. *Budget Amendments* – There was one Amendment

A **Motion** to approve the January 2014 Treasurer's Report and Budget Amendment was made by Ms. Newcomb, seconded by Ms. Vanderminden. Motion carried.

Approval of Claims Auditor Report

Approval of the January 31 & February 14, 2014 Claims Auditor Report for bills & payroll. A **Motion** to approve the Claims Auditor report was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried.

Committee Reports

Personnel

Ms. Vanderminden

Permanent appointment of Steven Ray, Computer Specialist, Exam number 72854 & 1861 effective February 27, 2014 at an annual salary of \$43,087. A *Motion* to accept the permanent appointment of Steven Ray, Computer Specialist, at an annual salary of \$43,087 was made by Ms. Vanderminden, seconded by Ms. Newcomb. Motion carried.

Finance

Mr. Leonelli

Mr. Leonelli indicated that the committee met with Karen Stapleton and Peter Capozzola of Glens Falls National Bank and Trust Co. Ms. Stapleton and Mr. Capozzola reviewed the Library's investment accounts. Mr. Capozzola indicated that last year was a good year for economic growth. He feels 2014 will have modest economic growth. He indicated that interest rates were expected to remain low through 2015. These were the accounts reviewed:

- A. Capital Reserve Fund – This fund is used for anything related to the building. Money is to be used for repairs to the building. Some of the funds will be used to repair or replace the existing wall on the bank side of the building should it be necessary.
- B. Waentig Trust – This account did not do as well as the Capital Reserve Fund last year. Funds from this account are restricted for the purchase of books and materials only.
- C. Dorothy Baker Trust – Long term growth – perpetual account. Funds are unrestricted.
- D. Fliehm Trust – Funds restricted for visually handicapped books and materials.
- E. Bernice Riggs Trust – Funds are unrestricted.

Friends of Crandall Public Library - No report

Ms. Kathe

SALS - No report, last meeting cancelled

Ms. Nemer

Director's Report

K. Naftaly

Ms. Naftaly reported that the architectural firm handling the renovations will need to bid out some of the design work. The first Strategic Plan meeting was held this week with Leslie Kendall and several staff members. A town meeting will be planned in the near future so that the whole community can be involved in the process for the new Strategic Plan. Ms. Naftaly handed out a numerical analysis of the 2013 Strategic Plan outcome. In (red) are the goals that have not been met and (green) are the goals that have been met or exceeded. The new plan will have six-service priorities. She will have the Board look at the data and discuss it at the next Board meeting. TCT Federal Credit Union has accepted our terms for membership. Staff and patrons only need to show their library card to be eligible for membership. There was a large turnout for Library Advocacy Day yesterday. The state agreed to extend the 75/25% grant for construction funds. Attendees asked for the State to reinstate the \$40 million dollars for Libraries. Save the date cards were passed around for the SALS annual meeting. Ms. Naftaly asked Board members to sign the conflict of interest forms for 2013.

Action items:

1. Approval for Librarian Julia Stuckman to attend a NYLA Leadership Training Session in Albany, February 27, 2014 at a cost of \$130.00 plus mileage.
2. Permission to request that Crandall Public Library cardholders and staff become a membership group of the TCT Federal Credit Union. Possession of a library card will be sufficient identification to join and the Library will not be required to confirm membership.

A **Motion** to approve Action item #1 was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried. A **Motion** to approve Action item #2 was made by Mr. Rottenstreich, seconded by Mr. Sheahan. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman indicated that Literary Knits and Tech Thursday's would become a part of the regular schedule. Paper Crafts is doing well. Ms. Herman stated that the African American Film Festival attendance was much higher this year than last year. Librarian Jennifer Boyer oversees the film program and is doing a great job. Librarian Karen Hilfiger is still out on medical leave. She is expected to return in late March, early April. A substitute Librarian has been hired to fill in.

L. Shanks, Development Director

Ms. Shanks stated that it is Raffle time. Raffle tickets are now available online as well as in the Circulation department. Scoville Jewelers, Milk and Honey and Davidson Brothers are all taking part in this year's Raffle. Make a minimum purchase of \$50.00 and bring in your ticket to receive \$25.00 off your purchase. Offer is valid at all three businesses. The drawing will be held on April 29. Please see her for tickets to sell. She is starting to accept Henry Crandall Award nominations. There are no previous nominations left as the time period for them has expired. The tentative date for the Henry Crandall Award is September 13. The Leo Cox Beach Foundation Philanthropic Grant application is complete and was mailed on February 26, 2014. We should hear something regarding it in May. Ms. Nemer questioned whether a later date for the Raffle drawing would be better for ticket sales.

T. DeGarmo, Folklife

Mr. DeGarmo stated he received good news for NYSCA. Folklife will receive \$33,000 this year for programming. The Spring Music Series kicks off in two weeks. The opening for the new exhibit, "Celebrating Women's Creative Hands and Spirits" was held on the January 30th and 75 people attended. There was an excellent article in the *Post-Star* this week by Doug Gruse.

G. Forshey, Innovation and Patron Experience

Ms. Forshey stated that the NYS Department of Labor Grant for Unemployed Training Classes would start next week. The results for the Snap Shot Survey are in the Board pass around.

Old Business

None

New Business

- A. Suspension of patron, Anthony Potter, for one year from February 21, 2014 for threatening a Library patron with bodily harm. Suspension policy to be reviewed at the next meeting. **Motion** to suspend patron Anthony Potter for 1 year was made by Ms. Newcomb, seconded by Mr. Barnard. Motion carried

Adjournment:

Motion to adjourn was made by Ms. Newcomb, seconded by Mr. Sheahan. Motion carried. Meeting adjourned at 5:21 pm.

Respectfully Submitted,

Christina Vanderminden
Secretary of the Board of Trustees of Crandall Public Library

Recorded by Linda Webb
Administrative/Human Resource Assistant

**The next Board Meeting
Wednesday March 26, 2014
4:30 pm
Holden Meeting Room**