

**Board of Trustees  
Meeting Minutes  
January 28, 2015**

***Attendance:***

**Trustees:** Ms. Caimano, Mr. Leonelli, Mr. Rottenstreich, Ms. Newcomb, Mr. Barnard, Ms. LaPann, Mr. Harman, Mr. Toomey, Mr. Lebowitz, Mr. Gannon Ms. Nemer, Ms. Vanderminden

**Absent:** Ms. Troelstra, Ms. Johnson, Ms. Dempsey

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

**Guests:** Kathleen Kathe - FCPL

President Michael Toomey called meeting to order at 4:36 p.m.

**Oath of Office:** President Michael Toomey gave the Oath of Office to Mark Lebowitz and Naftali Rottenstreich.

Copies of the Code of Ethics and Conflict of Interest Policy were handed out for each Board Member to sign and return the signature pages. The Whistleblower Policy was also handed out and each Board Member was asked to sign that they received it.

**Public Comment:** None

**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 7, 2015 that was sent via email was made by Ms. Newcomb, seconded by Mr. Leonelli. Motion carried.

***Treasurer's Report – December 2014***

***A. Budget Amendments***

Ms. Caimano went over the Treasurer's Report and Budget Amendments for the month of December. She asked if Terry Bell could print a full report of the end of the year for all Board members to

review at the next Board Meeting. **Motion** to approve the December 2014 Treasurers Report and Budget Amendments was made by Ms. Newcomb, seconded by Ms. Nemer. Motion carried.

### ***Approval of Claims Auditor Report***

Approval of the January 14, 2015 Claims Auditor Report for bills & payroll. A **Motion** to approve the Claims Auditor's report was made by Mr. Rottenstreich, seconded by Ms. Caimano. Motion carried.

### **Committee Reports**

None

### ***Friends of Crandall Public Library***

Ms. Kathe

Ms. Kathe reported that the next Book Sale is February 6-8. She suggested that we look at Kansas City's Public Library to see their Rebranding project.

**SALS** - The SALS Annual Meeting will be held on May 18, 2015 at Fort William Henry in Lake George. The SALS Grant awarded \$4,988 to Crandall Public Library for a 3-D Printer. Crandall will be coordinating with LARAC for the training. The filaments run about \$100 per replacement. The cost to the public will depend on the gram weight of the item they are printing. The Library will purchase a scale that can weigh in grams. It was suggested that a couple of staff members take a field trip to the Bethlehem, NY Public Library to see how their 3-D printer works. Joint Automation fees will remain the same for 2016 as they are in 2015.

### **Director's Report**

K. Naftaly

Ms. Naftaly stated that the Board Retreat went very well. Susan Weinrich of NYCON, who was the coordinator, is working on a report of the meeting and it will be distributed to all Board Members as soon as she is done. Board members and Staff that attended the Retreat indicated that Ms. Weinrich is a very good coordinator and was very helpful with the process. Some of the Board comments regarding the Retreat are; good participation, learned a lot about what staff does, no shortage of ideas. There was a committee of volunteers formed to redo our Mission Statement. The committee will include staff members and a member of the Friends as well as a representation from the public. There was also the suggestion to put an email address and head shots of the Board Members on our web site. There will be an email link that will go to the Board President and he/she will disseminate it to the proper board member. NYLA Advocacy Day is February 25. It would be great to have as many Board members attend as possible. We will be back in time for the Board meeting at 4:30 pm.

#### **Action items:**

1. Agreement to enter into one year (until January 20, 2016) contract with the Queensbury Hotel for Preferred Corporate Rates at \$10.00 below regular rate for purposes of housing performers, consultants, etc.
2. Permission for Director Kathy Naftaly and Librarian Julia Stuckman to attend ALA Conference in San Francisco from June 25-30, 2015. Cost: Approximately \$4,000.
3. Approval for Joe LaFiura to provide year-end (December 31, 2014) audit services for Crandall Public Library at a cost not to exceed \$9,750.
4. Permission for Library Assistant Rachel Clothier to attend the Summer Reading Workshop at SALS on 2/12/15. Cost: Travel

A **Motion** to accept Action Items 1-4 was made by Ms. Newcomb, seconded by Ms. Vanderminden. Motion Carried.

## **Department Reports**

P. Frazier, Children's Department

Ms. Frazier indicated that the Teen Advisory Group has decided to do field trips. They will be local trips in the area. The Teens voted to continue with the Book Club. They also decided to have a Library Pet. We now have a fish. There is a contest to name the fish. Ms. Frazier read a testimonial she received from a parent. The mother stated that her son is 4 years old and belongs to the *1000 Books before Kindergarten* program. The program has really saved her son who did not read. He has already read 800 books since joining the program. The *Post Star* has a video on their web site of *The Cupcake Wars*. Ms. Frazier passed out the schedule for February vacation. Mr. Toomey suggested that we place the testimonials on the web and on our revolving screen.

L. Shanks, Development Director

Ms. Shanks is working on grants. Ms. Naftaly and she are on the Steering Committee for the Adirondack Nonprofit Business Council. NYLA Lobby Day is February 25. Breakfast is at 7:30 am. All Trustees are encouraged to attend.

T. DeGarmo, Folklife

Mr. DeGarmo passed out handouts of upcoming programs. He is busy putting on the final touches of the *Battenkill Inspired* exhibit. The Folklife Concerts start March 12 and end April 23, 2015. He has passed out bookmarks and has hung posters in the windows advertising the dates. He passed around a copy of the NY Folklore Society Magazine, *Voices*, of which he is the Editor.

G. Forshey, Innovation and Patron Experience

Ms. Forshey indicated that the last session of the NYDOL grant ends the last week in February. *Senior Surfer* will be coming back in February headed by Library Assistant, Tisha Dolton.

A. Herman, Adult Services

We just started a program called the *Hot Ticket Collection*. It is made up of books on the *NY Times Best Seller List*. We purchased extra copies just for the collection. They will into circulation but they are not able to be reserved. They will be put on display so someone walking into the library has the opportunity to check one out without having to be on a waiting list. On March 14, there will be a Country Line Dance at the Moreau Community Center with Tony Marcantonio, Jr. All ages are welcome.

## **Old Business**

None

## **New Business**

Confirmation of Auditor, Joe LaFuire's peer-to-peer review letter will be included in the audit paperwork.

## **Adjournment:**

**Motion** to adjourn was made by Ms. Nemer, seconded by Ms. Newcomb. Motion carried. Meeting adjourned at 5:06 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, February 25, 2015**  
**4:30 pm**  
**Holden Meeting Room**