

**Board of Trustees
Annual Meeting
Meeting Minutes
April 22, 2015**

Attendance:

Trustees: Mr. Leonelli, Mr. Harman, Ms. Vanderminden, Mr. Lebowitz, Mr. Gannon, Ms. Troelstra
Ms. Johnson, Ms. Nemer, , Mr. Harman, Mr. Toomey, Ms. Newcomb

Absent: Ms. Caimano via Skype, Mr. Rottenstreich, Ms. LaPann, Mr. Barnard

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

Guests: Kathy Kathe. Maury Thompson

President Michael Toomey called the meeting to order at 4:34 p.m.

2. Staff Recognition

M. Toomey

<u>Name</u>	<u>Years</u>
Jennifer Boyer	5
Pat Durkin	5
Matt Nelson	5
Phyllis Akins	10
Terry Bell	10
Karen Hilfiger	10
Kay Hafner	10
Henri Ottenhoff	10
Martha Scripture	10
Andrea Herman	25
Kathy Lehmann	30

President Toomey, Director Kathy Naftaly and K. Kathe of the Friends of Crandall Library handed out the Staff Recognition Awards.

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 March 25, 2015 that was sent via email was made by Ms. Newcomb, seconded by Mr. Leonelli. Motion carried.

Treasurer's Report – March 2015

Mr. Leonelli went over the Treasurer's Report March. Our revenues are at 69.87% and expenses at 24.5% of the 2015 budget. **Motion** to approve the March 2015 Treasurers Report was made by, Ms. Nemer seconded by Ms. Newcomb. Motion carried.

Approval of Claims Auditor Report

Approval of the February 25 & March 13, 30 and April 13, 2015 2015 Claims Auditor Report for bills & payroll. A Motion to approve the Claims Auditor's report was made by Ms. Newcomb, seconded by Ms. Nemer. Motion carried.

Committee Reports

Personnel

1. Provisional appointment of Stephanie Winters, part-time Accounting/Business Manager, effective 04/16/2015, at a salary of \$25,504 per year.
2. Re-appointment of Justin Spraragen, full-time Computer Assistant, effective 4/16/15 at a salary of \$33,767 per year.

A motion was made by Ms. Vanderminden, seconded by Ms. Newcomb to approve appointment of Ms. Winters and re-appointment of Mr. Spraragen. Motion carried.

Friends of Crandall Public Library

Ms. Kathe

They have mailed out their fundraising letters. The World Children's Awareness Museum has artwork in the Friend's Gallery this month. Please check it out.

SALS

D. Nemer

Reminder, Annual Meeting is in May 18 so get your tickets soon. SALS had an audit done. They are a 501(c)(1) nonprofit. State aid to Libraries was increased by 5.6% in the New NYS Budget. Barbara Caimano was selected as *Co-SALS Trustee of the Year*. She will be honored at SALS Annual Meeting. Invitations have sent out to Trustees.

Director's Report

K. Naftaly

Ms. Naftaly passed around a copy of the Library's Annual Report. She thanked Kerry Ziegler and staff for their input with it. She also passed around a Library Trustee Association brochure. She is working on a new program with Warren County Sheriff, Bud York. It will involve letting families of people who are incarcerated Skype with them from a space at the library. The Sheriff's Department will provide the equipment. She will schedule a room once a month for that program. Justin's hours have shifted. He will work evenings and Saturdays so that we will have IT coverage for most of the hours we are open. Statistically there has been a fascinating change in wireless internet. It has seen a huge change. The Strategic Plan is almost ready.

Action items:

1. Use of duplicated images (from B&W photos, color slides, magazine stories) from the "Look Magazine, Glens Falls - Hometown USA Collection" in a News 10 - ABC feature by

anchor Mark Baker concerning the anniversary of the end of World War II, to be aired May 11, 2015. We asked for credit, and were interviewed for the segment.

2. Use of 3 duplicated images (from color slides) from the “Look Magazine, Glens Falls - Hometown USA Collection” as illustrations in a print book and ebook on World War II era local oral histories, edited by Matthew A. Rozell. We have asked for credit, and a copy of the book.

3. Approve the Destruction of Obsolete Library Records (8.5 cubic feet) that have exceeded their retention period as per NYS Retention Schedule, including

Invoices 2009 (3 cubic foot)

Donations 2009 (.5 cubic foot)

Register Receipts 2009 (1 cubic foot)

Daily Deposit sheet 2009 (1 cubic foot)

Lost & Paid Sheets 2005-2009 (1 cubic foot)

Health Care information pre-2010 (1 cubic foot)

Time Sheets 2009 (1 cubic foot)

A motion to approve Action items number 1-3 was made by Ms. Newcomb, seconded by Ms. Vanderminden. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman indicated that March was a busy month. All programs were well attended. Author Stacy Morris is coming on Monday evening the 29th. Peter, Paul and George will wind up the *Community Read Program*. Frank Palangi will be here on May 8th. They changed the name of the Literary Knits Program to Have Needles Will Travel.

L. Shanks, Development Director

The Raffle is underway. The drawing will be held on May 19th. She has tickets if you need them. The Adirondack Non-Profit Business Council’s April meeting will be about Board of Directors. Please attend if you can.

P. Frazier, Children’s Department

Ms. Frazier informed everyone that there will be a Dance with Peter, Paul and George on April 29th. It is the finale for the *Community Read Program* and it is for the whole family. March was busy. Over 3000 people attended programs. The *Saratoga Opera* will be free. She will be at the YMCA next Saturday for *Healthy Kids Day*. They are partnering with the YMCA for their Summer Camp. They will have a literacy component this summer promoting summer reading programs.

T. DeGarmo, Folklife

Mr. DeGarmo informed the Board that Erica Burke will be a guest speaker at the Northern New York Libraries Annual Archives Conference in Lake Placid, NY on May 1, 2015. The Folklife Concerts are going real good. They are being posted to YouTube at Folklife Center@crandallpubliclibrary. The Battenkill Exhibit is going very well. The lecture series on Mondays has started. No one showed up for the Look Magazine program.

G. Forshey, Innovation and Patron Experience

Ms. Forshey indicated that she and Steve Ray are working on the 3-D printer. They are happy to have Justin back.

Old Business

None

New Business

Investment Guidelines – Meeting next Tuesday, April 28th with the Finance Committee to go over the guidelines.

Adjournment:

Motion to adjourn was made by Ms. Newcomb, seconded by Ms. Nemer. Motion carried. Meeting adjourned at 5:07 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
Annual Meeting
Wednesday, May 27, 2015
4:30 pm
Holden Meeting Room**