

**Board of Trustees  
Crandall Public Library  
(Draft)  
AGENDA  
Organizational Meeting  
January 13, 2016**

- 1. Call to order** M. Toomey
  
- 2. Oath of Office:** M. Toomey
  1. Brian McDermott
  2. Mary LaPann
  3. Annette Newcomb
  
- 3. Elections of Officers for 2016**

<b>President:</b>	<b>Michael Toomey</b>
<b>Vice President:</b>	<b>Naftali Rottenstreich</b>
<b>Treasurer:</b>	<b>Barbara Caimano</b>
<b>Secretary:</b>	<b>Christina Vanderminden</b>
  
- 4. Appointment of Committee Members**

<b>Executive Committee:</b>	<b>Toomey (Chair), Rottenstreich, Vanderminden, Caimano</b>
<b>Finance Committee:</b>	<b>Caimano (Chair)</b>
<b>Personnel Committee:</b>	<b>Vanderminden (Chair)</b>
<b>Board Development:</b>	<b>Gannon (Chair)</b>
  
- 5. Public Comment**
  
- 6. Correspondence and Press** (see board pass around file for actual correspondence)
  
- 7. Approval of Board of Trustees Minutes: December 3, 2015** M. Toomey

- 8. Treasurers Report, November 2016** B. Caimano  
 A. Budget Amendments
- 9. Approval of Claims Auditor Report for December 11& 29, 2015 bills & payroll.** B. Caimano
- 10. Committee Reports**
- 11. Friends of Crandall Public Library** MacKnight/Kathe
- 12. SALS** D. Nemer
- 13. Director's Report & Action Items:** K. Naftaly  
**A. Action items:**
1. Approval of the appointment for 2016 of H. Wayne Judge as the Library's Attorney.
  2. Approval for designation of The Post-Star and The Chronicle as the official newspapers for notification purposes.
  3. Approval of change in standard mileage rates for travel reimbursement to 56.0 cents per mile for business miles driven as per IRS.
  4. Approval of the Independent Contractor Mariagnes DeMeo to continue to act as Claims Auditor for the Library in 2016.
  5. These are based on the Action items from the January 7, 2015 Board meeting. They are for standing meetings/activities during the year 2016:
    - A. Approval for Kathy Naftaly to attend monthly SALS Board meetings in Saratoga Springs. Cost: Travel.
    - B. Approval for Kathy Naftaly to travel locally for meetings with government, business, and educational organizations etc. as needed. Cost: Travel (as needed).
    - C. Permission for Kathy Naftaly and other staff/board members to attend NYLA Library Advocacy Day Wednesday, March 2, 2016 Albany, NY. Cost: Travel, possible reimbursement by NYLA.
    - D. Permission for Kathy Naftaly to attend the NYLA Annual Conference in 2016, Saratoga Springs, November 2-5. Cost: TBA.
    - E. Permission for Kathy Naftaly to attend Central Library Director's meetings. Held irregularly. Location: TBA. Cost: Travel.
    - F. Permission for Kathy Naftaly to attend SALS Director's Council meetings in Saratoga Springs. Cost: Travel.
    - G. Permission for Kathy Naftaly to attend JA Joint Automation Council Meetings every other month and subcommittee meetings such as ecommerce. Cost: Travel (Alternate between MVLS and SALS).
    - H. Approval for Kathy Naftaly to attend JA PAC Steering Committee Meetings. o meetings are currently scheduled. Location: TBA. Cost: Travel.
    - I. Permission for Pam Frazier to attend local School Library Council meetings. Cost: Travel.
    - J. Permission for Sue Laing, Stacy Camp and/or Kathy Naftaly and/or designated staff to attend JA Operations Committee meetings. Location: SALS or MVLS Cost: Travel.
    - K. Permission for Kevin Rogan to attend CDLC Reference Services Interest Group meetings. Meets several times a year. Cost: travel.
    - L. Permission for Andrea Herman to attend Overdrive Collection Development meetings. Scheduled as needed. Cost: Travel.
    - M. Permission for Karen Hilfiger to attend ILL field day and associated meetings. Scheduled as needed. Cost: Travel

- N. Permission for Guin Forshey to schedule and/or attend various technology related meetings and /or Consumer Health meetings. Scheduled irregularly. Cost: Travel.
  - O. Permission for Todd DeGarmo to attend to the following meetings required of his position without month-to-month Board approval:
    - a. Capital District Library Council - Documentary Heritage Program - meetings as a member of the advisory committee in Albany. Cost: travel.
    - b. New York Folklore Society - *Voices: The Journal of New York Folklore* meetings as editor in Schenectady. Cost: Travel
    - c. New York State Folk Arts Roundtable - participant at meeting as NYSCA-Folk Arts grant recipient. Location: TBA.
    - d. Folklife Center Business - Local trips associated with exhibitions and collection development. A regular part of the job: to investigate potential donations; transport additions and conservation/preservation projects; conduct field research on artists needed to develop exhibitions and cultural programing; meetings with potential collaborators of cooperative projects. Cost: Travel
  - P. Permission for Erica Burke to attend to the following meetings required of her position without month-to-month Board approval:
    - a. Capital Area Archivist - participant at evening meetings in Albany area. Cost: Travel
    - b. Heritage Hunters - participant and speaker at meetings in Schuylerville, NY. Cost: Travel
    - c. Various - a guest speaker several times a year at various local historical and/or genealogical societies
6. Approval to use Adirondack Mobile Shredding to do our monthly shredding. The cost to shred 2 large locking consoles would be \$30 per console monthly. The shredding is done onsite. They also can shred hard drives, disks, tapes. Starting service on February 1, 2016.

**14. Department Reports**

- A. Herman, Adult Services
- L. Shanks, Development Director
- P. Frazier, Children's Department
- T. DeGarmo, Folklife
- G. Forshey, Innovation and Patron Experience

**15. Old Business**

**16. New Business**

**17. Executive Session (if necessary)**

**18. Adjournment**

The next Board Meeting is  
Wednesday January 27, 2016  
4:30 PM,  
Holden Meeting Room