

**Board of Trustees
Meeting Minutes
July 27, 2016**

Attendance:

Trustees: Mr. Toomey, Mr. Leonelli, Mr. Barnard, Ms. LaPann, Ms. Caimano, Mr. Rottenstreich, Mr. Lebowitz, Ms. Vanderminden, Mr. Hazewski.

Absent: *Excused:* Ms. Troelstra, Ms. Nemer, Dr. McDermott, Ms. Johnson.

Unexcused: Mr. Gannon, Mr. Harman.

Staff: Ms. Naftaly, Ms. Webb, Ms. Frazier, Ms. Winters, Ms. Bell, Ms. Forshey, Mr. DeGarmo, Mr. Rogan.

Guests: Reed Antis, Joseph Tingley from the *Post Star*

Called to Order: President Toomey called the meeting to order at 4:36p.m.

Oath of Office – Daniel Hazewski, Jr. from the Town of Moreau was given the Oath of Office. HE is replacing Annette Newcomb who resigned In January of 2016. His term of office runs until December of 2020. Introductions were made around the room.

Public Comment – Mr. Antis questioned why the agenda hasn't been posted on the web site. Ms. Naftaly stated that she was on vacation and didn't have access to post until her return.

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

Mr. DeGarmo and Mr. Rogan of the Folklife Center presented the Board with demonstration of the videotaping they have been doing and placing on their YouTube channel.

Board of Trustees Meeting Minutes – June 22, 2016

A ***Motion*** to approve the June 22, 2016 Minutes was made by Ms. Vanderminden, seconded by Mr. Leonelli. Motion carried.

Treasurer's Report – June, 2016

A. Budget Amendments

Ms. Caimano reviewed the Treasurer's Report and Budget Amendments. Revenues are at 73.2% and Expenses are at 41.9%. Ms. LaPann made a motion to accept the Treasurer's report and budget amendments for June 2016, seconded by Mr. Rottenstreich. Motion carried.

Claims Auditor Report – June 29 & July 13, 2016

Our claims auditor, MariAgnes DeMeo suggested that Trustees sign off on all claims now. There were 56 claims audited with no corrections. A **Motion** to approve the Claims Auditor Reports for June 29 & July 13, 2016 was made by Mr. Rottenstreich and seconded by Mr. Barnard. Motion carried.

Committee Reports

Personnel:

C. Vanderminden

1. Approval For Sarah Conlon to be provisionally promoted to Senior Library Clerk pending a Civil Service exam. Effective 7/1/2016 at a salary of \$28,500 per year. She will be replacing Gail Malvuccio's duties.
2. Approval of hiring Jennifer Murphy as a part-time Library Clerk per Civil Service exam # 338 at the hourly rate of \$12.91 per hour.

A **Motion** to approve Personnel Items 1-2 was made by Ms. Vanderminden, seconded by Ms. Caimano. Motion carried.

Friends of Crandall Public Library
No report

Ms. Kathe

SALS
No report

Ms. Nemer

Director's Report

Ms. Naftaly informed everyone that she attended the SALS meeting and they are working on their new Plan of Service. Responses to a Survey Monkey questionnaire informed their process. They will be hiring an Outreach Librarian as soon as they have the approval. They will also be adding a half time tech person that will go out to smaller libraries. Ms. Naftaly wanted to thank Terry Bell, Stephanie Winters and all the Department Heads for working on the 2017 budget. We have a preliminary budget. The new tax cap is .68%. It will be approximately \$16,000 difference from last year's budget.

Action items:

1. Permission for the person that purchased the Private Movie Viewing auction item at last year's gala to use it on Saturday, September 10, 5:30 to about 8:30 PM. We did offer after-hours as an option with enough notice.
2. Permission for selected staff and trustees to attend the New York Library Association's Annual Conference in Saratoga Springs, NY on various dates between November 2 and November 5, 2016. Cost: travel, food, and registration not to exceed a total of \$3,000.
3. Permission for Erica Burke to attend the New York State Family History Conference in Syracuse, NY, September 15-17, 2016 sponsored by the New York Biographical and

Genealogical Society and Central New York Genealogical Society, held in conjunction with the Association of Public Historians of New York. Cost: Registration, meals, travel, hotel \$769.00.

A *Motion* to approve items 1-3 was made by Mr. Rottenstreich, seconded by Ms. Vanderminden. Motion carried.

Department Reports

T. DeGarmo, Folklife

Mr. DeGarmo spoke about the new intuitive and NYSCA grant monies. He stated that Librarian Kevin Rogan was transferred from the Reference Department to the Folklife Center. They have been digitizing the archives. They are now videotaping Folklife events and putting them on their YouTube channel. They have had approximately 10,000 hits in a year. Tomorrow *Summerland Music* will host a program with guests from the Ukraine.

P. Frazier, Children's Department

The *Summer Reading Program* has been very successful. They went to the *PB & J* program at the Wood Theater. Ms. Frazier thanked the Friends for funding the ongoing program. The Summer Reading Program held at the Y averages about 100 kids per week. There have been many school field trips to the library this month. Tomorrow they are going to the National Dance Museum in the morning and to the Ballet at SPAC in the afternoon. There are 36 kids going. The Teens did the play "Midsummer Night's Dream". There were 18 cast members, 8 of which have never done any acting.

G. Forshey, Innovation and Patron Experience

We have a new product coming out, Niche Academy that will help patrons with digital services.

Mr. Toomey wants to commend Ms. Frazier in regards to all the summer activities in the Children's Department.

Old Business – None

Ms. Naftaly stated that tomorrow the bond refunding becomes official. We will not know the official amount of savings until then. We are looking at approximately a \$3.5 million dollar savings until the end of the bond. The net present value is over \$2 million. This will help with the problem of funding due to the tax cap. She thanked everyone for their support. The debt service change will kick in in 2017. There are no out of pocket expenses

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New Business – None

Ms. Naftaly stated that she will be setting up an Executive Committee meeting to discuss the Bylaws. She will send all Trustees a copy.

Ms. LaPann has extra Raffle ticket with her if anyone needs any.

Adjournment:

A Motion to adjourn was made by Mr. Rottenstreich, seconded by Ms. Caimano. Motion carried. Meeting adjourned at 5:20 p.m.

Respectfully Submitted,

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

The next Board Meeting
Wednesday, August 24, 2016
4:30 pm
Holden Meeting Room

Recorded by Linda Webb
Administrative/Human Resource Assistant