



**Board of Trustees
Meeting Minutes
September 25, 2019**

Attendance

Trustees: Ms. Swanson, Ms. Johnson, Ms. Caimano, Mr. Toomey, Mr. Rottenstreich, Ms. Shapiro, Ms. Barcomb, Ms. Vanderminden, Mr. Antis, Ms. Rainwater, Mr. Goralski, Ms. Eddy

Absent: Excused: Mr. Hazewski Ms. Nemer; Unexcused: Ms. Bartlett

Staff: Ms. Naftaly, Ms. Winters, Ms. Frazier, Mr. DeGarmo, Ms. Forshey

Guests: Brian Borie, Friends of Crandall Public Library, Michael Goot, Post-Star, H. Wayne Judge, Attorney.

President Rottenstreich called meeting to order at 4:33 p.m. Quorum established.

Public Comment

None

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

Department Reports

T. DeGarmo, Folklife Director

Mr. DeGarmo thanked the Friends of the Library for purchasing a new stage for the Community Room. There are four concerts remaining in this season's Thursday night *Live! Folklife Concert Series*. Four *Winter Bluegrass Jams* are scheduled for November through February. The Folklife Gallery space has been subdivided into two areas. The current display in the "front" gallery is *Old Homesteads and Residences*, 5/15/2019 through 11/15/2019. In the "back" area, a new exhibit has been mounted, *Under the Pen: Pages from Christopher Baldwin's Graphic Novel, Glens Falls*, 9/3/2019 through 11/15/2019. Mr. DeGarmo also passed around information summarizing intern, Iryna Volshyna's, summer experience; the *Audubon Photography Awards Show* and *Summerland Music Society*.

G. Forshey, Innovation and Patron Experience

Ms. Forshey introduced Crandall's Fall Film Festival and upcoming book launch by Matt Rozell on October 16. She also described a series of successful programs of interest to seniors created in partnership with the Conklin Center.

P. Frazier, Children's Department

Ms. Frazier reported that the summer reading program, a Universe of Stories, was tremendous. The participants read enough to get them to the moon—at least 238,900 "minutes/mile"!

Students from 31 different schools and homeschoolers participated. The hot air balloon-reading nook is well-loved and is a great segue to the winter reading theme of Fly Away with Reading. Ms. Frazier also described the impact of an *American Girl* program and *Naturefest*. She also honored Dorie Stevenson who is retiring in early October after 22 years with the Library.

Friends of Crandall Public Library

Mr. Borie reminded the Board of the upcoming sale, October 4 through 6, 2019. Next year (2020) book sales are scheduled for February 7-9, June 12-14, and October 2-4.

Board of Trustees Meeting Minutes

A *Motion* to approve the Board of Trustee's Minutes of August 21, 2019 that was sent via email was made by Mr. Goralski, seconded by Ms. Eddy. Motion carried unanimously.

Treasurer's Report

Ms. Winters reported for Mr. Hazewski that the revenues are at 78.3% of the 2019 budget as of August 31, 2019 and expenses are at 53.9% of the 2019 budget as of August 31, 2019. August is at 66.7% of the 2019 budget year. A *Motion* to accept the Treasurer's Report was made by Ms. Caimano and seconded by Ms. Barcomb. Motion carried unanimously.

Claims Auditor Report

Claims Auditor Report for August 27, 2019 and September 10, 2019 bills & payroll. One check was voided, as sales tax should not have been added. A *Motion* to accept the Claims Auditor reports was made by Ms. Swanson and seconded by Ms. Shapiro. Motion carried unanimously.

Committee Reports

Personnel

Ms. Vanderminden reminded Trustees to get their Directors Evaluations back to her. Four remain to be turned in.

SALS

No report.

Director's Report & Action Items

Ms. Naftaly indicated that the Library will receive a bill of approximately \$8,100 for completion of the furniture upgrade project. Staff task chairs and a couple of public service desk chairs have been ordered to replace worn-out and broken pieces.

Public Hearings on the Proposed 2020 Crandall Public Library Budget will be held in the Towns of Moreau and Queensbury and the City of Glens Falls as follows:

- Town of Moreau: Monday, October 7th at 7:00 p.m. at the Moreau Town Office Building, 351 Reynolds Road, Moreau, NY 12828
- City of Glens Falls: Thursday, October 10th at 7:00 p.m. at City Hall, 3rd Floor Common Council Chambers, 42 Ridge St., Glens Falls, NY 12801

- Town of Queensbury: Thursday, October 10th at 8:00 p.m. at the Queensbury Town Hall/Senior Center, 742 Bay Rd., Queensbury, NY 12804

The Friends of Crandall Public Library will actively support our budget vote.

The Adirondack Nonprofit Business Council is hosting a seminar on Thursday, November 7, 7:30 – 9:30 a.m. at SUNY Adirondack called *The Nonprofit Circle of Success*. All trustees are encouraged to attend. Cost is \$25.00 for the breakfast meeting. See Kathy for registration.

Staff is working on updating meeting room policies and personnel policies for board review.

Draft copies will be sent prior to the next board meeting.

On Monday, October 28, 2019 at 6:30 p.m. we are hosting along with SUNY Adirondack internationally known environmentalist Dr. Sandra Steingraber. She is visiting the college first and introducing her film, *Unfractured* here at 6:30 p.m.

Action Items

1. Permission for Tisha Dolton (Librarian I) to attend the 9th Annual CVNHP International Summit on Monday, October 7 at the Hotel La Cache du Lac Champlain in Venise-en-Québec, Canada. She is representing the Celebrating Suffrage in Greater Glens Falls Committee who will be officially awarded a \$15,000 grant for events celebrating the Suffrage Centennial across our region in August 2020. Cost: auto travel at \$175.00.
2. Permission to extend Library hours on Friday, October 18 and Saturday, October 29 to 11 p.m. as a cooperating venue with the Adirondack Film Festival.
3. Permission to extend Library hours on Friday, December 6 to 8:00 p.m. for Hometown Holidays to host puppetry programs in the Community Room.
4. Approval of 2020 Holiday Closings (see attached).

A **Motion** to approve items 1 through 4 was made by Ms. Rainwater, seconded by Ms. Swanson. Motion carried unanimously.

Old Business

Mr. Antis requested that Library staff try to run detailed reports of when electronic materials are used. He is interested in times, days, etc. Staff will accommodate his request to the best of our ability.

The Trustees held a brief discussion of the impact of animals in the Library.

New Business

None.

Executive Session

Motion to go into Executive Session to discuss a personnel issue was made by Ms. Caimano, and seconded by Ms. Shapiro. **Motion** carried unanimously; entered Executive Session at 5:06 p.m.

Motion to leave Executive Session was made at 5:22 p.m. by Mr. Antis and seconded by Mr. Goralski. No actions came from the session.

Adjournment

Motion to adjourn was made by Ms. Shapiro and seconded by Ms. Barcomb. **Motion** carried unanimously. The meeting adjourned at 5:23 p.m.

Respectfully submitted,

Barbara Caimano
Secretary of the Board of Trustees of Crandall Public Library

Recorded by Kathleen U. Naftaly, Director

Next Board Meeting
Wednesday, October 23, 2019 4:30 p.m.
Holden Meeting Room, 2nd Floor



Holidays* and Closings for Crandall Public Library 2020

Date	Holiday	Day of Week
January 1	New Year's Day	Wednesday
January 20	M. Luther King Day	Monday
February 17	President's Day	Monday
April 12	Easter Sunday	Sunday (non-paid)
May 23 & 24	Memorial Weekend	Sat. & Sun. (non-paid)
May 25	Memorial Day	Monday
July 3**	Independence Day	Friday (observed)
July 4**	Independence Day Wk.	Saturday (non-paid)
Sept. 5 & Sept. 6	Labor Day Weekend	Sat. & Sun. (non-paid)
September 7	Labor Day	Monday
October 12	Columbus Day	Monday
November 11	Veterans' Day	Wednesday
November 25	Pre-Thanksgiving	Wednesday (close at 3)
November 26	Thanksgiving	Thursday
December 24	Christmas Eve	Thursday
December 25	Christmas Day	Friday
December 31	New Year's Eve	Thursday (close at 3 pm)
		Sundays open in 2020 1/5/2020– 6/14/2020 9/13/2019 – 12/13/2019
		*Benefitted staff only **Note July 4 observance