



**Board of Trustees
Meeting Minutes
April 22, 2020
4:30 p.m. Virtual Zoom Meeting**

Attendance:

Trustees: Ms. Caimano, Ms. Bartlett, Ms. Nemer, Ms. Hogan, Mr. Goralski, Ms. Vanderminden, Ms. Shapiro, Ms. Johnson, Ms. Swanson, Mr. Hazewski, Mr. Toomey, Ms. Barcomb, Mr. Antis and Ms. Eddy.

Absent: Excused: Ms. Rainwater.

Staff: Ms. Naftaly, Ms. Forshey, Ms. Boyer, Ms. Chandler, Ms. Frazier, Mr. DeGarmo, Ms. Winters, and Ms. Durett-Clapper

Guest: Catherine Schmitt, Friends of Crandall Public Library

1. Call to Order

President Caimano called meeting to order at 4:34 p.m. Quorum established.

2. Public Comment

None

3. Correspondence and Press (see board pass around file for actual correspondence)

SUNY Adirondack President Kristine Duffy sent a thank you to the Library for sharing complimentary Wi-Fi access for their student body to use from their cars. The thank you was shared via email.

4. Department Reports

G. Forshey, Assistant Director

Ms. Forshey reported that work continues on processing new library cards, answering patron's account related questions, and updating the website with the COVID-19 resources – a new ProQuest database that patrons can access using their library cards is being set-up. Social media posts are ongoing with Tech Wednesdays using screen captures to walk people through using E-Resources. Attempts are being made to push the 2020 Census through social media: The Country hit the 50% milestone with completed censuses and Warren County has about a 38% response rate. IT staff continue to update and clean computers. The book-drop is being emptied daily; the returned items are being stored in the Community Room arranged by the date they were returned. Mail continues to be picked-up from the post office.

J. Boyer, Head of Adult Services

Ms. Boyer reported that the Reference department continues to work on ordering through Baker & Taylor to be prepared for when the Library reopens, orders will be placed once deliveries can be received again. The Reference department continues to attend webinars and schedule Facebook posts encouraging the use of online resources. Today's Earth Day Post was created by Ms. Boyer thru Kanopy.

P. Frazier, Head of Children Services

Ms. Frazier described how the Children's and Teen departments are staying connected with each other and the patrons. The departments are having Zoom staff meetings at least once a week. There are also

daily Facebook postings with story time which has between 50-100 views daily. The staff will also be reading from the chapter book *Charlotte's Web*. To engage patrons, they have posted the International Space Station story time as well as story times with Michelle Obama, Oprah Winfrey, and Dolly Parton. The Teen department is doing Tuesday poetry readings and weekend Media/Music review postings. A Zoom Teen group meeting is scheduled for this week. The Beanstack reading program has 33 people enrolled; they have read 16,950 minutes. There are 2 new participants who have never engaged in this program before. Every two weeks there are Youth Services Zoom meetings that are SALS wide and the discussions include future needs, programming, issues, and other Covid-19 related topics. They are also trying to find more virtual performers for future events.

M. Chandler, Development Director

Ms. Chandler discussed the Annual report which was distributed to the Board via email. Ms. Chandler and Ms. Ziegler had decided, prior to the pandemic, to keep the report with a community theme. The mailing of the report has not rolled out as planned due to the pandemic. Ms. Caimano and Ms. Chandler praised Ms. Ziegler for her work on this project. Ms. Chandler reported on the continuing work with graphics, ideas, and social media to keep the community engaged. The social media posts with games has shown a good response from the community. The game Name a Movie Title in Emojis had 269 comments with the community not only engaging with the Library but also with each other. Trying to balance information with entertainment through our social media has had a really positive outcome. Ms. Chandler is analyzing data to see what has/has not worked as far as the main social media page. Ms. Chandler and Ms. Forshey are working together to come up with policies, procedures, and a calendar to take the best practices moving forward to make sure the community knows that the Library is there for them through the uncertainties of the pandemic.

T. DeGarmo, Folklife Director

Mr. DeGarmo communicated that the Folklife department has been doing daily social media postings including: past concerts, storytelling, and videos from over the years that talk about different traditions, people or places. The Folklife Center page on the website is sharing posts from other Folklife Centers, as well as sharing some newer posts based on local traditions and family traditions. There have been 44 Facebook posts since the closure and sharing the posts with the area's community groups has increased the reach (views). Reaches are in the thousands with people engaging in the hundreds. Mr. DeGarmo has a SALS meeting next week to discuss if/what information the Library should collect through the pandemic: rainbow pictures, data, etc.

5. Friends of Crandall Public Library

Ms. Schmitt reported that they are still receiving donations by mail. The June book sale has been cancelled and there is a possibility the October book sale will also be cancelled. The Friends will have a limited presence when the Library first reopens. However, they have offered to put advertisements in the local newspapers with the new rules/guidelines for patrons using the Library upon reopening.

6. Approval of Board of Trustee Minutes: March 25, 2020

A **Motion** to approve the Board of Trustee's Minutes of March 25, 2020 that was sent via email was made by Ms. Nemer, seconded by Ms. Eddy. **Motion** carried unanimously.

7. Treasurer's Report, March 2020

Mr. Hazewski reported the revenues are at 68.8%; as of March 2020, expenses are at 20.4%. March is 25.0% of 2020 budget year. Expenses in total are about 5% below the month to date budget percentage. Presently no items appear to be of concern. Tax revenue collected: 100% from the Town of Moreau, 100% from the Town of Queensbury, and 50% from the City of Glens Falls. A budget revision increase of \$638.25 from the Glens Falls Foundation needs to be added to the contingency fund.

A **Motion** to accept the Treasurer's Report and budget revision was made by Ms. Eddy and seconded by Ms. Bartlett. **Motion** carried unanimously.

8. Claims Auditor Report

Claims Auditor Report March 11, 2020 and April 2, 2020 bills/payroll. No issues.

A **Motion** to accept the Auditor's Report was made by Ms. Shapiro seconded by Ms. Vanderminden **Motion** carried unanimously.

9. Committee Reports

None

10. SALS

Ms. Nemer reported the May dinner has been cancelled, it will be rescheduled for a virtual event at the end of May, future date to be decided. There has been a tremendous increase in new users within the SALS district and e-content use has also increased. Additional e-content has been purchased with some limitations. There has been future planning on how to help with job searches, resume writing, and other assistance individuals will need when the pandemic is over. New York State 2021 budget has been passed it is down 3% from last year.

11. Director's Report & Action Items

Ms. Naftaly acknowledged that it is National Library Week, Earth Day, and Administrative Professional Day. Ms. Naftaly reported on the uncertainty of Literacy NY 's long-term use of office space within the Library pending their financial situation. On April 29, 2020 SALS will be upgrading the Polaris system to the 6.5 edition. The employee handbook document for updating will soon be available for the Board Members who have volunteered to work on this project. There are some monies that may be available for public libraries through the National Endowment for the Humanities and the Institute of Museum and Library Services in Washington, Ms. Naftaly will keep abreast of the information and bring it to the Executive Committee and Board for their approval to apply for these funds at a future date if available. Ms. Naftaly thanked all of the staff for the amazing work they are doing from home, and working through the difficult conditions caused by the pandemic.

Ms. Naftaly distributed, via email, a Director's report document containing information on the guidelines and actions needed for the reopening of the Library to the public. Discussion ensued.

A. Action items:

- Permission to accept proposal for Professional Development from Kendall & Associates for CultureTalk services to enhance staff performance capacity through communication and collaboration at \$3,000 (50 @ \$60 ea. [2019 cost \$125 ea.]) for surveys and \$6,500 for analysis and facilitation. Total \$9,500.

A **Motion** to approve CultureTalk services. **Motion** made by Ms. Nemer and seconded by Ms. Swanson. Mr. Toomey abstained due to a conflict of interest. **Motion** passed.

12. Old Business

A. Crandall Public Library (CPL) Pandemic Policy [including compensation and remote work policies]

Revised Crandall Public Library Worker Compensation Proclamation distributed via email.

A **Motion** to approve the revised Pandemic Policy Emergency Closure date to May 16, 2020. **Motion** made by Mr. Antis and seconded by Mr. Goralski. **Motion** carried unanimously.

Commented [1]:
This is the correct extension date.

13. New Business

Ms. Boyer discussed the Bringing Curbside Delivery to Your Library seminar she attended at the 2020 PLA conference in Nashville in February. Discussion ensued as to how this service could relate to Crandall Library in the future.

Ms. Caimano reported that the Strategic Plan is on hold, with the hopes that the NY State Governing Body will allow the current Strategic Plan to be extended until 2021. This topic is to be addressed at the next Board Meeting.

The planned outside painting of windows and the historical section of the Library will proceed once weather permits.

14. Executive Session (if necessary)

None

15. Adjournment

Motion to adjourn made by Ms. Barcomb and seconded by Mr. Toomey. **Motion** carried unanimously. The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Margaret Shapiro
Secretary of the Board of Trustees of Crandall Public Library

Recorded by Melissa Durett-Clapper Administrative Assistant

The next Board Meeting
Wednesday May 27, 2020
4:30 p.m.
Meeting Method to be Announced