



**Board of Trustees  
Meeting Minutes  
May 27, 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. Frazier, Ms. Chandler, Mr. DeGarmo, and Ms. Winters.

**Guests:** Catherine Schmitt, Friends of Crandall Public Library. Will Doolittle, The Post Star.

**1. Call to Order**

President Caimano called the meeting to order at 4:36 p.m. Quorum established.

**2. Public Comment**

None.

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

None.

**4. Department Reports - Staff will be attending but individual reports are on hiatus this month.**

- A. Assistant Director, G. Forshey
- B. Adult Services, J. Boyer
- C. Children's Department, P. Frazier
- D. Development Department, M. Chandler
- E. Folklife Department, T. DeGarmo

**5. Friends of Crandall Public Library**

Ms. Schmitt, President of the Friends, stated there is nothing to report this month.

**6. Approval of Board of Trustee Minutes: April 22, 2020**

A **Motion** to approve the Board of Trustee's Minutes of April 22, 2020, that was sent via email was made by Ms. Hogan, seconded by Ms. Swanson **Motion** carried unanimously.

**7. Treasurer's Report, April 2020**

Mr. Hazewski reported the revenues are at 69.2%; as of April 2020, expenses are at 26.2%. April is 33.3% of 2020 budget year. Presently no items appear to be of concern.

Ms. Naftaly reported the remaining tax payment from the City of Glens Falls will be received in September as planned.

A **Motion** to accept the Treasurer's Report was made by Ms. Hogan, seconded by Ms. Vanderminden. **Motion** carried unanimously.

**8. Claims Auditor Report**

Mr. Hazewski stated there is no Claims Auditor Report at this time.

## 9. Committee Reports

None.

## 10. SALS

Ms. Nemer reported on the annual SALS meeting. Ms. Shyne was awarded for 25 years of service. Goodbyes were said to Trustees; John Plantier from Warren County and Karen McComb from Hamilton County both served on the Board for 10 years. Trustees Margaret Shapiro from Warren County and Barbara Taylor from Hamilton County were welcomed to the Board, both with 5-year terms.

## 11. Director's Report & Action Items

Ms. Naftaly reported on the Q&A report distributed by email regarding the JA (Joint Automation) fees that have continued to be paid throughout the closure. The statistics on the Director's report show that eBook use is up 52% from April 2019. The Personnel and Finance committees will hold Zoom meetings to discuss the 2021 budget; the information will be available for review at the June board meeting. The 2021 Budget needs to be approved by the Board at the July 22, 2020 meeting. The 2021 Budget needs to be submitted to both the Warren County and Saratoga County Board of Elections for the ballot process by August 3, 2020. We are still looking at a 20%-50% cut in state aid money. Mr. Hazewski, Ms. Bartlett, and Ms. Swanson will be running for office again on the November ballot. [Note: Ms. Bartlett does not have to run again for office as her term ends on December 31, 2024]

Safety supplies have been obtained, plexiglass shields are in place, and the signage is ready for the library's reopening. Staff is to return on June 8, 2020, for preparation and training. \*Curbside Service is to start on June 22, 2020. During this Phase of the NY Forward Plan, only 50% of the staff are allowed in the building. Staff will be split into teams to work on A/B day schedules. Patrons can start returning materials using the external book drops on June 8, 2020. All materials will be quarantined for 72 hours per a MOU for SALS/MVLS libraries. Crandall Public Library 's reopening is being coordinated with the reopening of the Saratoga Springs and Clifton Park-Halfmoon Public Libraries.

\*Ms. Boyer stated; Curbside Service materials can be requested by phone, email, or on-line. Materials will be available for pick up at the Glen Street door. Only Crandall Library materials will be offered at this time.

Initially, the library will be open to the public:

Tuesday-Thursday 9 a.m. to 7 p.m. (Curbside Service 10 a.m. to 6 p.m.)

Friday and Saturday 9 a.m. to 5 p.m. (Curbside Service 10 a.m. to 4 p.m.)

Ms. Naftaly discussed the upgrade to the One-Time-Locking Cases.

**Action items:** Documents sent via email.

- 1) Permission to delay the strategic planning process that the Library initiated in late 2019 to be formally reinitiated in 2021 pending NYS acknowledgement that the COVID-19 emergency has been lifted; furthermore, the 2015-2018 Crandall Public Library Strategic Plan will continue to be our planning document to meet NYS standards.
- 2) Approval of safety documents that may be updated as local, state, and federal department policies and guidelines change to reflect new best practices. Updated processes from the NYS Department of Libraries and the NYLA may also influence said documents.
  - i. Approval to accept the NYS-CPL Safety Plan to insure safe operations of Library functions in this time of COVID-19.
  - ii. Approval of the CPL Temporary Safety Policy to insure safe operation of Library functions in this time of COVID-19.
- 3) Approval to add Crandall Public Library Temporary Safety Policies as a separate amendment to our Rules of Behavior
- 4) Permission to order approximately 19,800 One-Time-Locking Cases and 10 De-couplers in preparation for our RFID replacement/upgrade project for Fall 2020. Total cost not to exceed

\$30,000 to come from our Capital Reserves Account. [We have 3 quotes outstanding from suppliers.]

A **Motion** to approve Action Items. **Motion** made by Ms. Eddy and seconded by Ms. Bartlett. **Motion** carried unanimously.

## 12. Old Business

A. Crandall Public Library (CPL) Pandemic Policy [including compensation and remote work policies] -- Further extension until June 22, 2020.

A **Motion** to approve the revised Pandemic Policy Emergency Closure date to June 22, 2020. **Motion** made by Ms. Nemer and seconded by Ms. Barcomb. **Motion** carried unanimously.

## 13. New Business

Discussion ensued on if existing policies might need updating once the library becomes accessible to patrons.

## 14. Executive Session (if necessary)

None.

## 15. Adjournment

**Motion** to adjourn made by Ms. Hogan and seconded by Ms. Barcomb. **Motion** carried unanimously. The meeting adjourned at 5:42 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 June 24, 2020**  
**4:30 p.m.**  
**Meeting Method to be Announced**