



**Board of Trustees  
Meeting Minutes  
August 26, 2020  
4:30 p.m. Virtual Zoom Meeting  
(Draft)**

**Attendance:**

**Trustees:** Ms. Caimano, Ms. Bartlett, Ms. Hogan, Ms. Vanderminden, Ms. Shapiro, Ms. Swanson, Mr. Hazewski, Mr. Toomey, Ms. Barcomb, Mr. Antis, Ms. Rainwater, and Ms. Eddy.

**Absent: Excused:** Ms. Nemer, Mr. Goralski, and Ms. Johnson.

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

**Guests:** Catherine Schmitt, Friends of Crandall Public Library, Chad Arnold, The Post Star, and Jay Berube, IntegraLED.

**1. Call to Order**

B. Caimano

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

**2. Public Comment**

• **Lighting Efficiency Upgrade Presentation by Jay Berube of IntegraLED**

Mr. Berube gave an overview of the lighting upgrade proposal done by IntegraLED for the Library. The proposal and National Grid flyer were distributed via email. Discussion ensued. IntegraLED is the lowest bid of the three quotes received for the lighting upgrade. The Board would like to review the proposal and some of the Library's National Grid bills before revisiting the project.

**3. Correspondence and Press**

The Board received the Correspondence and Press via email.

**4. Department Reports**

A. Assistant Director, G. Forshey

Ms. Forshey reported that we are gearing up for Stage III of the reopening plan. September 8, 2020, is the proposed date to open the Pop-In Library, which will be in the New & Popular area; patrons will enter and exit through the Glen Street doors. There will be a limited number of patrons at a time, and safety measures are in place. Patrons will have access to photocopy, fax, and a time-limited computer station. The Pop-In Library will be open two days a week and, curbside services will operate three days a week. A variety of materials will be available

in the New & Popular area; employee “runners” will get materials from the rest of the Library as requested.

B. Adult Services, J. Boyer

Ms. Boyer reported that the Adult Services Department is still assisting with curbside services and pick-up. They are helping to prepare the New & Popular area for the Pop-In Library, tightening up the space for non-fiction, large print, and audiobooks to add more to the New & Popular fiction collection. Surprise Me! Collections for curbside continue to be very popular. Ms. Boyer and Ms. Maguire are working on virtual “Shelf Talkers” to describe the newly purchased books; these will help inform patrons who are unable to browse the collections.

C. Children’s Department, P. Frazier

The Children’s Department received thank you picture cards from children grateful for the Surprise Me! Collections they received using curbside services. Ms. Frazier reported that both the Children’s and Teen Departments are working on materials for the Pop-In Library; they are trying to have materials available for all age groups. The virtual programming continues; the cooking program had such a good response they have added it to the weekly programming schedule.

D. Development Department, M. Chandler

Ms. Chandler discussed how her department had turned their focus to using Instagram as well as Facebook; by using both social media platforms, she hopes to reach patrons in different age groups. Ms. Chandler is using the “Shelf Talkers”, Ms. Boyer mentioned, to help patrons browse virtually; she is posting four new books weekly. Ms. Chandler and Ms. Ziegler are working on the signage needed for opening the Pop-In Library. Gifts/donations are still coming in, and they continue to work on ideas for fundraising during these difficult economic times.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo was not in attendance; the Folklife report was distributed via email.

**5. Friends of Crandall Library**

C. Schmitt

Ms. Schmitt stated that the fourth and final Books on Carts book sale is this Friday. Paperbacks, media, and children’s books will be available; they are putting the books out so people can see the covers to help reduce the need to handle the books. There were many requests for children and youth books. The Friends are not accepting donations at this time, and the status of future book sales is undetermined.

**6. Board of Trustees Minutes: July 22, 2020**

B. Caimano

A **Motion** to approve the Board of Trustee’s Minutes of July 22, 2020, was made by Ms. Shapiro, seconded by Ms. Eddy. **Motion** carried unanimously.

**7. Treasurer’s Report – July 2020**

D. Hazewski

Mr. Hazewski reported the revenues are at 72.2%; as of July 2020, expenses are at 46.3%. July is 58.3% of the 2020 budget year. Budget revisions; we received more income from Warren County and donations than anticipated. Due to safety and protective precautions from the Covid-19 virus, building maintenance costs increased. Website costs are also higher due to the virus.

A **Motion** to accept the Treasurer’s Report and approve the Budget Revisions was made by Mr. Antis, seconded by Ms. Bartlett. **Motion** carried unanimously.



**8. Claims Auditor Reports - April 2020, through July 2020** D. Hazewski

Acceptance of the Claims Auditor Reports for April through July 2020 for bills and payroll. There were three voided and reissued checks during the four months.

A **Motion** to accept the Claims Auditor Reports was made by Ms. Barcomb, seconded by Ms. Rainwater. **Motion** carried unanimously.

**9. Committee(s) Reports**

None.

**10. SALS** M. Shapiro

The next SALS meeting is in September; the committee approved a preliminary 2021 budget, with a 20% reduction in funding from the state.

**11. COVID-19 Update** K. Naftaly/M. Durett-Clapper

Ms. Naftaly discussed the team of employees monitoring the COVID-19 ever-evolving information, resources, and guidelines. The team consists of Jeremy Dickinson, Building Maintenance & Safety, Guin Forshey, Assistant Director, Julia Farrar, Children's Librarian II, and Melissa Durett-Clapper, Administrative Assistant.

**12. Director's Report & Action Items** K. Naftaly

Ms. Naftaly reported that we are moving forward with purchasing and future installation of the new RFID equipment; a small technical issue has caused a slight delay but is now on the right track. Ms. Naftaly discussed the new Pop-In Library service; constant evaluation of the new service will establish the need for any necessary modifications.

Ms. Naftaly sent a big "shout out" to thank Ms. Caimano for the over 80 hand-made masks for staff; the masks were claimed in a day and a half, and you can see staff wearing them every day.

- a. Proposed: Updated Library Hours beginning Tuesday, September 8, 2020.

A **Motion** to approve Action Item a. was made by Mr. Hazewski, seconded by Ms. Swanson. **Motion** carried unanimously.

**13. Old Business**

**14. New Business** B. Caimano

Dates for Public Hearings for the 2021 Proposed Crandall Public Library Budget:

- Tuesday, October 6, 2020, at 7:00 p.m., Queensbury Town Hall Senior Center
- Thursday, October 8, 2020, at 7:00 p.m., Glens Falls Common Council Chamber
- Date, time, and place to be determined: Moreau

## 15. Executive Session

B. Caimano

A **Motion** to go into Executive Session to discuss a personnel matter was made by Mr. Toomey, seconded by Mr. Hazewski. **Motion** carried unanimously; entered Executive Session at 5:59 p.m. **Motion** to leave Executive Session was made at 6:01 p.m. by Ms. Shapiro, seconded by Ms. Swanson. **Motion** carried unanimously.

## 16. Adjournment

A **Motion** to adjourn was made by Mr. Toomey, seconded by Ms. Vanderminden. **Motion** carried unanimously. The meeting adjourned at 6:02 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 is  
Wednesday, September 23, 2020  
4:30 PM  
Meeting method: To be Announced**