



**Board of Trustees  
Meeting Minutes  
September 23, 2020  
4:30 p.m. Virtual Zoom Meeting  
The Holden Room – Board Members**

**Attendance:**

**Trustees: The Holden Room:** Ms. Caimano, Mr. Goralski, Ms. Shapiro, Ms. Eddy, Mr. Antis, and Ms. Hogan. **Zoom:** Ms. Swanson, Mr. Toomey, Ms. Barcomb, Ms. Vanderminden, and Ms. Johnson.

**Absent:** Ms. Bartlett, Mr. Hazewski, Ms. Nemer, and Ms. Rainwater.

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

**Guests:** None.

**1. Call to Order**

B. Caimano

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

**2. Public Comment**

Library staff members Lisa Daniels and Toni Truesdale (on behalf of the Library staff) presented the Board members, in attendance, with gift bags as a “thank you” for their support throughout the pandemic. Ms. Daniels had been waiting for the first in-person meeting to distribute the gift bags. The facemasks included were hand-made by Ms. Truesdale’s 90-year old mother, Joan White Bowen.

**3. Correspondence and Press**

The Board received the Correspondence and Press via email (hard copies in the Holden room). This month included a patron’s letter and Ms. Naftaly’s response, a news article on the Pop-In Library in The Chronicle, and a patron’s “Special thanks” email, to Ms. Naftaly, regarding a library employee’s helpful, polite, and professional service.

**4. Department Reports**

A. Assistant Director, G. Forshey

Ms. Forshey reported on the new Pop-In Library that started on September 8, 2020; the service has gone very well, and the number of patrons coming in continues to increase each week. The Pop-In has been open for 5-sessions and, 830 people have visited. Patrons have been thrilled with the 15-minute computer station and the ability to print items. It has been a busy and positive experience.

B. Adult Services, J. Boyer

Ms. Boyer stated that the Surprise Me! Collections continue to be very popular, with numerous materials requested. Curbside Service and the Pop-In Library are continuing to go very well and are keeping staff busy. It has been wonderful to interact with the patrons in-person again.

C. Children's Department, P. Frazier

Ms. Frazier discussed how nice it has been to see the children and families again in the Pop-In Library. The Children's and Teen Departments have materials available for all age groups, and patrons have made use of all the collections. For the first time, the Summer Reading Program was virtual; the program concluded in the middle of August with 96,167 minutes read by 120 participants. Ms. Frazier reported the breakdown of the summer reading participants by the municipality was 22% Queensbury, 24% Glens Falls, 22% Moreau, 14% Homeschooled, and 18% Other. The virtual programming continues to go well.

D. Development Department, M. Chandler

Ms. Chandler discussed fundraising; if the LED lighting upgrade is approved, there is a donor proposal to help with the funding for the project. We will be applying for the Touba Family Foundation Grant; the application deadline is November 1, 2020. Work continues on messaging, bookmarks, and signage. E-Blasts are going well, and Facebook activity remains steady.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo discussed the Facebook virtual event; Taking a Look at Hometown USA with Folklife Historian/Librarian, Tisha Dolton; the Chapman Museum hosted the event. The Folklife Department started a blog, and it has received a good number of views. The top Facebook posts were Folk Art: Rustic chair, Susan B. Anthony video, and the LOOK Magazine talk. The Folklife Department was able to acquire a large glass plate negative collection by Glens Falls Photographer, George Conkey, who worked from 1861 to around 1896.

**5. Friends of Crandall Library**

M. Shapiro

Ms. Shapiro stated that the Books on Carts book sales held in the park were very successful, bringing in just over \$6,000. There are a few members of the Friends working downstairs in the Library; they are putting books away and organizing the fiction room. The Friends are discussing when and how they will be able to accept and process book donations again; it remains to be undetermined at this time.

**6. Board of Trustees Minutes: August 26, 2020**

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of August 26, 2020, was made by Ms. Hogan, seconded by Ms. Eddy. **Motion** carried unanimously.

**7. Treasurer's Report – August 2020**

S. Winters for D. Hazewski

Ms. Winters reported that the Library had received 100% of the 2020 tax rolls. The revenues are at 82.4%; as of August 2020, expenses are at 51.2%. August is 66.7% of the 2020 budget year. Budget revisions; we received more income from Glens Falls Foundation and donations than anticipated. Due to safety and protective precautions from the Covid-19 virus, building

maintenance costs continue to increase. Website and internet costs also remain higher due to the virus, and there is a modification needed for an increase in NYS Unemployment.

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

#### **8. Claims Auditor Reports – August 2020**

S. Winters for D. Hazewski

Acceptance of the Claims Auditor Reports for August 2020 bills and payroll. There were no issues in August.

A **Motion** to accept the Claims Auditor Reports was made by Ms. Shapiro, seconded by Mr. Antis. **Motion** carried unanimously.

#### **9. Committee Report**

##### **Personnel**

T. Vanderminden

1. Approval for Administrative Assistant, Melissa Durett-Clapper, to be removed from Probationary status and fully appointed to Permanent status per Civil Service rules, effective 09/02/2020 at a salary of \$40,000/year.

A **Motion** to approve Personnel item 1. was made by Ms. Vanderminden, seconded by Mr. Goralski. **Motion** carried unanimously.

#### **10. SALS**

M. Shapiro

Ms. Shapiro reported the SALS proposed 2021 Budget would be on the October board meeting agenda for approval; they are looking at a 20% cut in NYS funding. There will be no increase in salaries or the JA (Joint Automation) fees for 2021. They approved the addition of Juneteenth as a holiday to begin in 2021. Ms. Shapiro brought to everyone's attention the "Leaving Our Fingerprints" featured article on the SALS website <https://salsblog.sals.edu/> to collect stories on the COVID-19 global pandemic for future generations, as past epidemic recorded information has been helpful.

#### **11. Director's Report & Action Items**

K. Naftaly

Ms. Naftaly discussed returning to collecting regular fines as of November 1, 2020; conversation ensued on uncollected fees and lost materials. She reviewed the August Patron Circulation Statistics in her report. Ms. Naftaly discussed the 2020 vacation carryover limits; due to scheduling and staffing issues caused by the pandemic, some employees will be over the handbook limitations. The Board requested further information on the affected employees for the October meeting.

#### **12. Old Business**

B. Caimano

1. LED Lighting Efficiency Upgrade Proposal
2. 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
  - Wednesday, **October 7, 2020**, at 7:00 p.m., Town of Moreau via Zoom Meeting  
Join Zoom Meeting  
<https://us02web.zoom.us/j/86301507180>

Meeting ID: 863 0150 7180

or

Dial by your location

+1 646 558 8656 US (New York)

- Thursday, **October 8, 2020**, at 7:00 p.m., Glens Falls Common Council Chamber

A **Motion** to approve the LED Lighting Efficiency Upgrade was made by Mr. Goralski seconded by Ms. Eddy. **Motion** carried unanimously.

**13. New Business**

B. Caimano

Assemble a team to look into reducing the Library's electrical rate and increase efficiency.

**14. Executive Session**

None.

**15. Adjournment**

A **Motion** to adjourn was made by Mr. Antis, seconded by Ms. Hogan. **Motion** carried unanimously. The meeting adjourned at 5:46 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, October 28, 2020  
4:30 PM  
Meeting Method: To be Announced**