



**Board of Trustees
Crandall Public Library
AGENDA
Organizational Meeting
January 5, 2022
4:30 p.m.**

Zoom Meeting Link <https://us02web.zoom.us/j/94568020306>

- 1. Call to Order** B. Caimano
- 2. Oath of Office:** B. Caimano
 Megan Johnson
 Donna Nichols
- 3. Election of Officers for 2022** B. Caimano
 President: Barbara Caimano
 Vice President: Amy Bartlett
 Treasurer: John Goralski
 Secretary: Margaret Shapiro
- 4. Appointment of Committee Members for 2022** M. Toomey
 Executive Committee: TBA
 Finance Committee: TBA
 Personnel Committee: TBA
 Board Development: TBA
 Ad-Hoc on every Committee: Caimano
- 5. Public Comment** B. Caimano
- 6. Correspondence and Press (emailed to the Board)** B. Caimano
- 7. Department Reports**
 A. Assistant Director, G. Forshey
 B. Adult Services, J. Boyer
 C. Children's Department, J. Farrar
 D. Development Department, M. Chandler
 E. Folklife Department, T. DeGarmo
- 8. Friends of Crandall Library** C. Schmitt
- 9. Code of Ethics & Conflict of Interest Policy/Whistleblower Policy** B. Caimano
- 10. Approval of Board of Trustees Minutes: November 17, 2021** B. Caimano
- 11. Approval of Board of Trustee Special Meeting Minutes: December 8, 2021** B. Caimano

12. Treasurer's Report, November 2021

J. Goralski

13. Approval of Claims Auditor Reports, November 2021

J. Goralski

14. Committee(s) Reports

Personnel

T. Vanderminden

1. Approval of the Provisional Appointment of the Folklife Center's Manager of Research & Special Collections, Amanda Franzoni, effective January 24, 2022, at a salary of \$55,000/year.

15. SALS

D. Nemer/M. Shapiro

16. Director's Report & Action Items

K. Naftaly

A. Action Items

1. Unrestricted bequests in the amount of \$69,500 exceed the current year budget by \$44,500, per investment guidelines, Board decision on the use of the excess funds.
2. Approval for submission of a 2023 CVNHP Lake Champlain Basin Program grant application for \$29,550; to help fund the Folklife Center's project, **Champlain Canal Stories**, an original video documentary series to share the stories from 200 years of activity along the Champlain Canal. These will be given free to the public via iPad kiosks at sites along the canal, a mobile phone app driving tour, and YouTube.
3. Approval of the appointment for 2022 of H. Wayne Judge as the Library's Attorney.
4. Approval for designation of the *Post Star* and the *Chronicle* as the official newspapers for notifications purposes.
5. Approval of standard mileage rates for travel reimbursement of **58.5 cents per mile** for business miles driven as per the IRS.
6. Approval of the Independent Contractor Laura Kyarsgaard to continue to act as Claims Auditor for the Library in 2022.
7. When implemented, permission for Outreach staff to travel in the area to promote Library services and materials.
8. These are based on the Action items from the January 6, 2021 Board Meeting. They are for standing meetings/activities during the year 2022:
 - A. Approval for Kathy Naftaly and/or Guin Forshey to attend monthly SALS Board meetings in Saratoga Springs, NY. Cost: Travel (as needed).
 - B. Approval for Kathy Naftaly and/or Guin Forshey to travel locally for meetings with government, business, and educational organizations, etc. as needed. Cost: Travel (as needed).
 - C. Permission for staff/board members to attend NYLA Library Advocacy Day Wednesday, March 2, 2022 (virtual).
 - D. Permission for at least four staff and/or board members to attend the NYLA Annual Conference in 2022: Saratoga Springs, NY (or virtual). November 2-5, 2022. Cost: TBA.
 - E. Permission for Kathy Naftaly to attend Central Library Director's meetings. Held irregularly. Location: TBA. Cost: Travel.
 - F. Permission for Kathy Naftaly to attend SALS Director's Council meetings in Saratoga Springs, NY. Cost: Travel (as needed, meetings are currently held virtually).
 - G. Permission for Guin Forshey or designee to attend JA Joint Automation Council Meetings every other month and subcommittee meetings such as ecommerce. Cost: Travel (as needed, meetings are currently held virtually). [Alternate between MVLS and SALS].

- H. Approval for Kathy Naftaly to attend JA PAC Steering Committee Meetings. No meetings are currently scheduled. Location: TBA. Cost: Travel (as needed).
- I. Permission for Children's Librarian to attend local School Library Council meetings. Cost: Travel.
- J. Permission for Sue Laing, Stacy Camp, and/or Kathy Naftaly and/or designated staff to attend JA Operations Committee meetings. Location: SALS or MVLS or virtual. Cost: Travel.
- K. Permission for a Reference staff member to attend CDLC Reference Services Interest Group meetings. Meets several times a year. Cost: Travel.
- L. Permission for Jenn Boyer to attend Overdrive Collection Development meetings. Scheduled as needed. Cost: Travel.
- M. Permission for ILL Librarian/Library Assistant to attend ILL field day and associated meetings. Scheduled as needed. Cost: Travel.
- N. Permission for Guin Forshey to schedule and/or attend various technology-related meetings and/or Consumer Health meetings. Scheduled irregularly. Cost: Travel.
- O. Permission for Todd DeGarmo to attend the following meetings required of his position without month-to-month Board approval:
 - a. Capital District Library Council – Documentary Heritage Program – meetings as a member of the advisory committee in Albany, NY. Cost: Travel.
 - b. New York Folklore Society – *Voices: The Journal of New York Folklore* meetings as editor in Schenectady, NY. Cost: Travel.
 - c. New York State Folk Arts Roundtable – participant at meeting as NYSCA-Folk Arts grant recipient. Location: TBA.
 - d. New York Folklore Society annual meeting: TBA. Cost: Travel [If overnight accommodation is required this will be approved at a Board meeting closer to the meeting date.]
 - e. Permission for Todd DeGarmo or other authorized Folklife Center Staff to travel along the Champlain Canal corridor for meetings, research, interviews with over 12 partnering organizations; investigating sites along the canal; photography, audio and video recording of people, objects, and landscapes .
 - f. Folklife Center Business – Local trips associated with exhibitions and collection development. A regular part of the job: to investigate potential donations; transport additions and conservation/preservation projects; conduct field research on artists needed to develop exhibitions and cultural programming; meetings with potential collaborators of cooperative projects. Cost: Travel.
- P. Permission for Amanda Franzoni to attend the following meetings required of her position without month-to-month Board approval:
 - a. Capital Area Archivist – participant in meetings in Albany, NY, area. Cost: Travel.
 - b. Various – a guest speaker several times a year at various local historical and/or genealogical societies. Cost: Travel. To be approved by Department Head.
 - c. Museum Association of New York-Regional workshops or meetings that may apply to her position.
 - d. Folklife Center Business – Local trips associated with research and special collection development. Cost: Travel.
- Q. Permission for Kevin Rogan to attend:
 - a. Folklife Center Business – Local trips associated with exhibitions and collection development. A regular part of the job: to investigate potential donations; transport additions and conservation/preservation projects; conduct field research on artists needed to develop exhibitions and cultural programming; meetings with potential collaborators of cooperative projects. Cost: Travel.
- R. Permission for Tisha Dolton to attend:

- a. Folklife Center Business – Including localized trips associated with her participation in women’s history events, exhibitions and conferences, and associated historic activities. A regular part of the job: to initiate and participate in meetings with potential collaborators of cooperative projects. Cost: Travel.
- S. Permission for designated Crandall Public Library staff members to attend the SALS Workshops in Saratoga, NY, as scheduled either in-person or virtual. Cost: Travel.
- T. Permission for designated Crandall Public Library staff members to attend Capital District Library Council workshops in the Capital Region, NY as scheduled. Cost: Travel.

17. Old Business

B. Caimano

18. New Business

B. Caimano

19. Executive Session (if necessary)

20. Adjournment

B. Caimano

**The next Board Meeting is
January 26, 2022
4:30 PM
SEE THE LIBRARY WEBSITE FOR DETAILS
www.crandalllibrary.org**