



**Board of Trustees  
Meeting Minutes  
January 5, 2022  
Organizational Meeting  
(December 2021 Meeting)  
4:30 p.m.  
Virtual Zoom Meeting  
(Draft)**

**Attendance:**

**Trustees:** Ms. Caimano, Mr. Goralski, Ms. Nemer, Ms. Swanson, Ms. Hogan, Ms. Nichols, Ms. Eddy, Ms. Shapiro, Ms. Johnson, Ms. Vanderminden, Mr. Antis, and Mr. Toomey.

**Absent: Excused:** Ms. Bartlett and Ms. Rainwater.

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

**Guests:** None.

**1. Call to Order**

B. Caimano

President Caimano called the meeting to order at 4:30 p.m. Quorum was established.

**2. Oath of Office**

B. Caimano

The Oath of Office was given to Megan Johnson, elected Trustee representing the Town of Queensbury, and Donna Nichols, elected Trustee representing the Town of Moreau, by Board President, Ms. Caimano.

**3. Election of Officers for 2022**

B. Caimano

President: Barbara Caimano  
Vice President: Amy Bartlett  
Treasurer: John Goralski  
Secretary: Margaret Shapiro

A **Motion** to approve the current Slate of Officers for 2022 was made by Ms. Nemer, seconded by Ms. Nichols. **Motion** carried unanimously.

**4. Appointment of Committee Members (prior to finalization)**

Executive Committee: Caimano (Chair), Bartlett, Shapiro, Goralski

Finance Committee: Goralski (Chair), Bartlett, Johnson, Nichols  
Personnel Committee: Nemer (Chair), Vanderminden, Swanson, Eddy  
Board Development: Toomey (Chair), Hogan, Shapiro, Rainwater, Antis  
Ad-Hoc on every Committee: Caimano

A discussion occurred about the formation of both the slate of Officers and Committee membership. Based on said exchange Board members who want to change their committee assignments need to advise Mr. Toomey. Committee assignments will be finalized at the January 26, 2022 meeting.

## **5. Public Comment**

None.

## **6. Correspondence and Press (emailed to the Board)**

The Board discussed this month's Correspondence and Press.

## **7. Department Reports**

### **A. Assistant Director, G. Forshey**

Ms. Forshey discussed looking forward to spring and our successful relationship with the Southern Adirondack Audubon Society (SAAS) and their programs over the years. Last year they switched over to offering programs using Zoom. We have a couple of virtual SAAS programs scheduled this spring. The first, tying in with Women's History Month in March, is Bridget Butler, also known as the "Bird Diva" she will present Female Birds and the Mothers of Ornithology. The second, in April, is Alan Poole, who is an Associate of the Cornell Lab of Ornithology; he will present Ospreys: The Revival of a Global Raptor.

### **B. Adult Services, J. Boyer**

Ms. Boyer reported that the annual African American Film Forum would be virtual again this year. She has submitted the film selections; and is waiting on the National Association for the Advancement of Colored People (NAACP) to sign off on the list; once approved, the Reference Department will order the films and begin marketing them. Ms. Boyer stated that we started offering holds on DVD and Blu-ray movies, owned by Crandall Public Library. It is already proving to be a popular service.

### **C. Children's Department, J. Farrar**

Ms. Farrar talked about the Thanksgiving Day Parade held in City Park. The parade was in-person, distanced, with a virtual option offered, as well. The Children's Department is developing more programs using hybrid event options; to provide families more than just virtual programming throughout the pandemic. They are currently working on more take-home kits for the New Year of 2022.

### **D. Development Department, M. Chandler**

Ms. Chandler reported we received a \$2,000 Touba Family Foundation Grant; the money will go towards a collaborative project between the Children's and Reference Departments for bird watching kits. The kits, which will be available for loan, will have the necessary items for patrons to go out bird watching. The Library received a \$49,500 charitable bequest from a couple that was not in our donation tracking system; it is just another reminder, we never know who uses and appreciates the Library. Ms. Chandler stated that the Annual Appeal is going very well; she said many of the donations included thank you notes, which is a new inclusion.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo reported on the new exhibition in the Folklife Gallery, *Life through Bloomer's Lens: Portraits from the Richard M. Bloomer Glass Plate Negative Collection*; the gallery exhibition consists of seventy-five photographs; handpicked by staff member, Mr. K. Rogan, and will run through June 30, 2022. It is a spectacular display, and Mr. DeGarmo encourages everyone to view the exhibition. We have filled the Manager of Research and Special Collections position; the new employee begins on January 24, 2022. The Folklife Department received an Alfred Z. Solomon Grant to help with the cost of the **Champlain Canal Stories** project. He shared a list of the organizations that have offered to collaborate with us on the project.

**8. Friends of Crandall Library**

M. Shapiro

Ms. Shapiro stated there was nothing to report this month.

**9. Code of Ethics & Conflict of Interest Policy/Whistleblower Policy**

B. Caimano

Board members received the annual policies by email; completed acknowledgment forms should be returned by January 26, 2022.

**10. Board of Trustees Minutes: November 17, 2021** (see below)

**11. Board of Trustee Special Meeting Minutes: December 8, 2021**

B. Caimano

A **Motion** to approve both the Board of Trustees Minutes of November 17, 2021, and the Board of Trustees Special Meeting Minutes of December 8, 2021, was made by Ms. Nemer, seconded by Ms. Vanderminden. **Motion** carried unanimously.

**12. Treasurer's Report – November 2021**

J. Goralski

Mr. Goralski reported the revenues are at 90.1%; as of November 2021, expenses are at 76.7%. November is 91.7% of the 2021 budget year. Mr. Goralski explained the budget revisions as outlined in the report.

A **Motion** to accept the Treasurer's Report and approve the Budget Revisions was made by Ms. Swanson, seconded by Ms. Hogan. **Motion** carried unanimously.

**13. Claims Auditor Reports – November 2021**

J. Goralski

Acceptance of the Claims Auditor Reports for November 2021 bills and payroll; there were no issues in November.

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

**14. Committee Report**

**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.

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

## 15. SALS

M. Shapiro

Ms. Shapiro stated there was nothing to report this month.

## 16. Director's Report & Action Items

K. Naftaly

Ms. Naftaly gave an update on the status of the COVID-19 pandemic situation with Library employees. She discussed how departments are working to maintain coverage, to continue being fully responsive to our patrons with multiple staffing shortages. Employees' specific health directives can be confusing as different health care providers and county health departments may offer varying guidance. She discussed this with other Library Directors and the Director of SALS; everyone is experiencing similar situations. Our main priority is to keep everyone safe. Ms. Naftaly reported an uptick in incident reports related to patron issues with adherence to pandemic safety guidelines. Ms. Vanderminden commented that she feels; we have done a great job, rolling with things admirably. Ms. Naftaly agreed with Ms. Vanderminden and Ms. Naftaly gave credit to the Board for their support and to the staff for banding together through the pandemic. Ms. Naftaly will send the 2022 Trustee Handbook Book Club schedule to Board members; the 2021 meetings were very informative. Save the date for the New York Library Association's 2022 Virtual Library Advocacy Day on Wednesday, March 2, 2022. Ms. Winters explained the investment guidelines pertaining to the first action item. The Finance Committee will hold a meeting to discuss the utilization of the excess bequest funds received. Date: TBA. The Finance Committee will report to the full Board at the January 26, 2022 Board Meeting. Ms. Naftaly discussed the remainder of the action items.

### 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.

A **Motion** to approve Action items 1. through 8. (including sub-categories) was made by Mr. Goralski, seconded by Ms. Shapiro. **Motion** carried unanimously.

**17. Old Business**

B. Caimano

None.

**18. New Business**

B. Caimano

The Nomination Committee would like to nominate David Barcomb to fill the vacant Town of Moreau Trustee position, term to expire on December 31, 2024.

A **Motion** was made to nominate David Barcomb as Board Trustee by Mr. Antis, seconded by Ms. Shapiro. **Motion** carried unanimously.

**19. Executive Session**

B. Caimano

A **Motion** to enter into Executive Session was made by Mr. Goralski, seconded by Mr. Antis. **Motion** carried unanimously. Executive Session began at 5:38 p.m. and ended at 5:48 p.m. No actions were taken in the Executive Session.

**20. Adjournment**

B. Caimano

A **Motion** to adjourn was made by Mr. Antis, seconded by Ms. Eddy. **Motion** carried unanimously.  
The meeting adjourned at 5:48 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, January 26, 2022  
4:30 p.m.  
See the Library website for details  
[www.crandalllibrary.org](http://www.crandalllibrary.org)**