



**Board of Trustees
Meeting Minutes
April 27, 2022 4:30 p.m.
In-person – Community Room
Virtual – Via Zoom
Meeting
(Draft)**

Attendance:

Trustees: The Community Room: Mr. Antis, Mr. Barcomb, Ms. Bartlett, Ms. Johnson, Ms. Nichols, Ms. Swanson **Zoom:** Ms. Caimano, Ms. Eddy, Ms. Rainwater, Ms. Shapiro, Mr. Toomey, and Ms. Vanderminden

Absent: Excused: Mr. Goralski, Ms. Hogan, and Ms. Nemer

Staff: Ms. Naftaly, Ms. Forshey, Ms. Chandler, Mr. DeGarmo, Ms. Farrar, and Ms. Winters.

Staff Present for Recognition: Ms. Bilodeau, Ms. Murphy, Ms. Naftaly, and Mr. Spraragen

1. Call to Order B. Caimano

President Caimano called the meeting to order at 4:32 p.m. Quorum was established.

2. Staff Recognition (2021) A. Bartlett for B. Caimano

<u>Name</u>	<u>Years</u>
Ann Marie Bilodeau	15
Jessica Kennedy	5
Jennifer Murphy	5
Kathleen Naftaly	20
Justin Spraragen	10
Kerry Ziegler	10

Ms. Bartlett and Ms. Naftaly recognized the employees for their hard work and years of dedication to the Library.

3. Public Comment

None.

4. Correspondence and Press (Emailed to the Board/hard copies in the Community Room)

This month's correspondence and press included:

- The 2022 Henry Crandall Award candidate briefing document prepared by Ms. Chandler.

- The legal notice for Queensbury trustees' petitions.
- A screenshot of the Adirondack Regional Chamber of Commerce's weekly e-mail highlighting the Library's 25+ year 'member'versary.
- A clipping from the *Post-Star* regarding a book donation from Hawaii.
- A note of thanks from a Library patron and donor for our services.
- An email from Mr. Behan to Mr. DeGarmo regarding the *Through Bloomers Lens* Exhibit
- A note of thanks from a patron to our reference department who conducted research for him.

5. Department Reports

A. Assistant Director, G. Forshey

Ms. Forshey announced that she is getting ready to move forward with Boardable, a board management software. Once active, trustees and key staff members will be able to access Boardable to retrieve board packets, meeting minutes, and committee assignments. The onboarding process will begin soon, Ms. Forshey will reach out to board members prior to them receiving a registration link from Boardable.

B. Adult Services, J. Boyer – Excused; the Board received her report via email.

C. Children's Department, J. Farrar

Ms. Farrar discussed the big project in the Children's Department for March and April was the 28-day Incubation Project. They hosted two Zoom programs with Naturalist, George Steele, which taught children the incubation process. Overall 11 chicks were hatched and the Children's Department saw an increase in visitors to see the chicks. Ms. Farrar discussed the upcoming plans for May are to start outdoor Story Times in City Park, host school field trips, and repurpose the Family Focus Room.

D. Development Department, M. Chandler

Ms. Chandler presented the 2021 Annual Report. The theme for the Annual Report is *resiliency* as the Library was not fully operational for all of 2021 but the staff was resilient and creative to provide great services to our community. Ms. Chandler continued that the Annual Report will be virtually available on the website, but a hard copy can be printed per request.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo shared that the New York State Folkarts Roundtable group will be visiting Glens Falls from Sunday, May 1 through Wednesday, May 4. The group will be staying and meeting at The Queensbury Hotel. On the morning of Tuesday, May 3, the group will tour the Library and the Folklife Center where Mr. DeGarmo's department will showcase their video editing software and how they orchestrate concerts in the Christine L. McDonald Community Room. Since this is a private meeting, press regarding the visit will be completed after the group departs.

F. Facilities Update (written report), K. Naftaly for J. Dickinson

Ms. Naftaly reported to the Board the updates since emailing J. Dickinson's maintenance report. As of Friday, April 22, the roofing materials have arrived and are safely secured on the roof. The masonry work on the chimneys is taking longer than expected due to more reinforcement than anticipated. Lastly, Ms. Naftaly reported that the secondary water pump that is used as backup is

broken. The cost of repairs to the old unit will be more expensive than replacing it, therefore the Library is purchasing a new one.

6. Friends of Crandall Library

M. Shapiro

Ms. Shapiro could not attend the Friends meeting on Tuesday, April 5, but will be in attendance at the next meeting on Tuesday, May 3. Ms. Naftaly did attend the previous Friends meeting and reported that the Friends will be accepting donations at the Glen Street entrance only sometime in May. The Friends also have plans to set up book displays as mini book sales where adult books will be one dollar and children's books will be twenty-five cents. The mini book sales will not be monitored and will operate on the honor system. Ms. Shapiro will share more details about the above at the next Board meeting on Wednesday, May 25.

7. Board of Trustees Minutes: March 23, 2022

A. Bartlett for B. Caimano

A **Motion** to approve the Board of Trustees's Minutes of March 23, 2022, was made by Ms. Nichols, seconded by Mr. Antis. **Motion** carried unanimously.

8. Treasurer's Report – March 2022

S. Winters for J. Goraliski

Mr. Goraliski was excused; Ms. Winters presented the Treasurer's Report on his behalf.

Ms. Winters reported the revenues are at 65.2%; as of March 2022, expenses are at 21.7%. March is 25% of the 2022 budget year. Ms. Winters described the budget revision as outlined in the report.

A **Motion** to accept the Treasurer's Report and Revisions for March 2022 was made by Ms. Swanson, seconded by Ms. Nichols. **Motion** carried unanimously.

9. Claims Auditor Reports – March 2022

S. Winters for J. Goraliski

Mr. Goraliski was excused; Ms. Winters presented the Claims Auditor Reports on his behalf.

Acceptance of the Claims Auditor Reports for March 2022; bills and payroll, there were no issues.

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

10. Committee(s) Reports

Personnel

A. Bartlett for D. Nemer

1. Acceptance of the Permanent Appointment (per Warren County Civil Service Exam State: #61666 Local: #11147) of Librarian I, Anne Nelson, effective April 28, 2022.

A **Motion** to accept the Personnel item was made by Ms. Caimano, seconded by Mr. Antis. **Motion** carried unanimously.

11. SALS

M. Shapiro

Ms. Shapiro reported that the 2022 New York State Legislative Budget has passed. Library Aid was increased by 5.5 million and \$34 million was designated for Library Construction Aid. Ms. Shapiro shared the news that Crandall Public Library was awarded \$4,250 in from SALS as a Construction Challenge Grant. Ms. Shapiro reminded the Board that the SALS Annual Meeting will be virtual on

Monday, May 16 at 7:00 pm and the keynote speaker will be Deborah Caldwell-Stone, ALA's Director of the Office for Intellectual Freedom discussing book banning. Lastly, Ms. Shaprio encouraged the Board to join Unite Against BookBans, a national initiative to empower readers everywhere to stand together in the fight against censorship.¹

12. Director's Report & Action Items

K. Naftaly

Ms. Naftaly updated the Board on last month's incident report regarding teens causing a disturbance in the Library. The group has only appeared twice since the last meeting and seem to be losing interest in the Library. Ms. Naftaly confirmed that the Library did receive the Library Construction Aid grant that will be used to reconfigure third-floor offices, add a small conference room, and make necessary improvements to the employee breakroom. This project is not anticipated to start until 2023.

Ms. Naftaly and Ms. Chandler collaborated with Dr. Stephanie Drotos or SUNY Adirondack to submit a Business English & Entrepreneurship in New York grant. Ms. Naftaly shared that the grant aligns with one of our strategic priorities of equity, diversity, inclusion, and belonging. The purpose of the grant is to create a virtual exchange program designed to foster greater collaboration among teachers and students of English worldwide. If granted, the Library would be the administrator of the grant and the only cost would be minimal administration time.

Ms. Naftaly shared with the Board that Bob Condon of the *Post-Star* has agreed to publish a guest essay on a topic of Ms. Naftaly's choosing. The Library has the option to submit more guest essays to the media outlet as we see fit. Ms. Naftaly shared that the Library was able to discard most of the excess furniture to other libraries and nonprofits; unfortunately, some furniture was beyond repair and had to be thrown away. Ms. Naftaly shared the success of the Earth Day Electronics Recycling Event. The Library collected 17 pallets of electronics and Ms. Chandler was interviewed and appeared on News Channel 10. Once a final report is received from eLot, Ms. Naftaly will share the total poundage of electronics that was recycled. Ms. Naftaly reported that a Workers Comp claim has been filed and is being paid out for an employee who fell by the back book drop and broke a hip.

Lastly, Ms. Naftaly discussed that the biggest challenge the Library is currently facing is COVID fatigue. Each department is short-staffed, Ms. Naftaly gave the example that one department of nine had seven people out in a single day, leaving the three remaining to cover a 10-hour day. The internal struggle staff is facing is that they feel they are not operating at 100% capacity and their desire to provide the highest level of customer service is suffering. Unfortunately, there is no end in sight as Civil Service is behind on administrating tests and providing lists of hireable, trained individuals. While substitutes may be available on a short-term basis the time and opportunity to train them to our policies and procedures is lacking. The Board brainstormed ways that they could help alleviate the stress for staff.

Action Items:

1. Approval of Legal Notice for Trustee Petitions (1-Town of Queensbury) for publication in the Chronicle and the Post Star in May 2022. Trustee petitions are due between July 1 and July 14, 2022 (by 3:00 p.m.).
2. Approval of the Authorization for Destruction of Obsolete Library Records, submitted on April

¹ <https://uniteagainstbookbans.org/>

18, 2022, by Todd DeGarmo, Library Records Management Officer.

A **Motion** to approve both Action items was made by Ms. Nichols, seconded by Mr. Antis. **Motion** carried unanimously.

13. Old Business

A. Bartlett for B. Caimano

None.

14. New Business

A. Bartlett for B. Caimano

Ms. Bartlett announced that after conversations with Ms. Naftaly and Ms. Caimano they have decided it is time to update the By-Laws of Crandall Public Library. The By-Laws were last revised on April 24, 2018, and adopted on June 27, 2018. Ms. Bartlett asked for volunteers to form an Ad-Hoc By-Laws Committee, Ms. Swanson volunteered.

15. Executive Session

A. Bartlett for B. Caimano

1. Henry Crandall Award

A Motion to enter into Executive Session was made by Mr. Antis, seconded by Ms. Swanson. Executive Session entered at 5:20 p.m. Motion carried unanimously.

The Board agreed to the 2022 Henry Crandall Award recipient. The recipient will be named once they formally accept the award and celebration date. A Motion to exit the Executive Session was made by Ms. Swanson, seconded by Ms. Antis. Motion carried unanimously. Executive Session adjourned at 5:28 p.m.

16. Adjournment

A. Bartlett for B. Caimano

- I. A Motion to adjourn was made by Mr. Antis, seconded by Ms. Nichols. Motion carried unanimously. The meeting adjourned at 5:29 p.m.

Respectfully submitted,

Margaret Shapiro
Secretary of the Board of Trustees of Crandall Public Library

Recorded by Michelle Chandler
Director of Development

The next Board Meeting is
May 25, 2022 4:30 p.m.
In-person - Community Room
Via Zoom - <https://us02web.zoom.us/j/94568020306>