

**Minutes of the Board of Trustees
September 30th, 2009**

Board Members Present: Mr. Leonelli, Mr. Pratt, Ms. Irion, Ms. Caimano, Mr. Searleman, Ms. Newcomb, Ms. Putnam, Mr. Sheahan, Ms. Vanderminden, Mr. Toomey

Board members Excused: Ms. Nemer, Ms. Kerr, Mr. Dee

Staff Present:

Ms. Christine McDonald, Ms. Kathy Naftaly, Ms. Lynn Shanks, Ms. Pamela Frazier, Mr. Todd DeGarmo, Ms. Charlotte Daly, Ms. Mary Stevens

Others: Nancy O'Brien, Glens Falls Leader

Mr. Leonelli called the meeting to order at 4:09 pm.

There was no public comment.

Mr. Leonelli asked the Board to refer to the Pass Around file being circulated around the table, which includes correspondence.

Minutes

Mr. Searleman motioned to approve the minutes of the August 26th meeting as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes), Mr. Toomey (yes).

Treasurers Report

Ms. Caimano reviewed the August report, which is at 66.67% of the 2009 amended budget. Income to-date is at 85.8%. Operating costs are at 53.27% of the budget. Utility costs continue to be under budget. Mr. Searleman moved to approve the August 2009 report as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes), Mr. Toomey (yes).

Budget Amendments

Mr. Searleman made the motion to approve the budget amendments as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes),

Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes), Mr. Toomey (yes).

Approval of Warrant

Mr. Searleman made a motion to approve the two Warrants as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes), Mr. Toomey (yes).

Project Budget and Amendments

Ms. Caimano reviewed the capital project budget and amendments. Mr. Searleman made the motion to approve the project budget amendments as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes), Mr. Toomey (yes).

Committee Reports:

Personnel Committee

Mr. Searleman made the motion to approve the following appointments, seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes), Mr. Toomey (yes).

1. Labor Class appointment of Matthew Nelson, Page, effective 8/31/09 at an hourly rate of \$7.44
2. Labor Class appointment of Nora Burrows, Page, effective 9/8/09 at an hourly rate of \$7.44
3. Labor Class appointment of Sandra Busted, Page, effective 9/8/09 (she will continue work as a PT Library Clerk) at an hourly rate of \$7.44

Mr. Searleman made the motion to approve the lay off of Bryan Rowzee, Library Assistant, effective 6/26/09 (21st Century Grant not funded), seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes), Mr. Toomey (yes).

Building Committee

The Building Committee met on September 1, 2009. They revisited a number of building punch list items, which have been noted in the minutes from the meeting.

Executive Committee

The Executive Committee met briefly after last month's Board of Trustees meeting regarding a patron suspension. The minutes from that meeting were provided to the Trustees.

Friends of Crandall Public Library

The next Book Sale takes place on October 9th, 10th and 11th.

SALS

Ms. Naftaly reported that Warren County funding was discussed briefly, as well as the implementation of the Polaris Automation System 3.5 upgrade. The SALS Annual Meeting will be taking place in Easton in May of 2010.

Director's Report and Action Items:

Ms. McDonald noted that it had been discovered that a number on the formula page for the budget regarding the equalization rate had been transposed. The correction has been made on all of the 2010 budget materials and ballot information well in advance of the posting of legal notices and the November budget vote, and did not represent a significant change in the original numbers. The Public Hearings on the Budget will be taking place next week.

Ms. Newcomb made the motion to approve the following action items, seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes), Mr. Toomey (yes).

1. Approval of corrected 2010 budget & formula page, legal notices and budget resolutions
2. Approval for Kevin Rogan and Sukrit Goswami to attend the Readers' Advisory Conference at Albany Public Library on November 13th. Cost: \$65/each plus mileage
3. Approval for Todd DeGarmo to attend the NY Folklore Society annual meeting in Schenectady, October 11th. Cost: travel & \$20 registration
4. Approval for Erica Burke to attend the Heritage Hunters meeting on October 17th. Cost: \$35 registration, no travel
5. Approval of 2010 Holidays and Closings
6. Approval of Board of Trustees Meeting Dates for 2010

Ms. McDonald noted that long time friend of the Library, Mr. Irving Shapiro passed away this month. He had donated an important Folk Music record collection to the Library. The RFID system continues to be worked on and tweaked. Some modifications to the Circulation desk area are being planned. LEED certification is also being worked on. August was an excellent month with many great programs and 80% self-check usage.

Department Reports:

Ms. Shanks reported that she has been working on sponsorship programs. Many groups and businesses are looking ahead at this time of year to 2010, but Finch Paper has supported a Folklife program with a \$250 sponsorship. The Annual Appeal is taking place this fall, with letters going out between October and November. The Library mini-golf tournament will be taking place on March 20th, 2010. The Library currently has over 520 Face Book friends, which along with the monthly e-newsletter, has become a valuable way to communicate Library news and upcoming programs. E-Blasts are also

going out to over 1600 households and e-mail addresses are being added to the system all the time.

Ms. Shanks also reported that the Adirondack Chairs program is moving forward as planned. The sponsor reception to choose the chair art work will take place in January in the Library's Community Room. We anticipate that the Library will receive at least \$10,000 in income from this event

Ms. Naftaly reported that she has been working with the Circulation and Reference Departments. The sorting of books is no longer taking place on book shelves but right from book carts. She was able to successfully negotiate the replacement of broken DVD cases with the Gresco Company.

On behalf of Ms. Herman, Ms. Naftaly reported that there has been excellent attendance at the ongoing Computer Classes. Also, Michelle Gottlieb, a librarian intern from SUNY Albany has been doing a great job. In October, we are looking forward to a program with the famous author, Richard Russo.

Ms. Frazier reported that the Children's Department experienced the best August ever. Teens read over 3000 books. There was a 151% increase in teen program attendance. They experienced the most circulation and most program attendance ever and were able make great use of this wonderful facility and also had the help of many great volunteers. 1047 children and 216 adults read 20,162 books for the Summer Reading Program.

Mr. DeGarmo invited the Board members to the new exhibit in the Folklife Center which will begin on October 8th – Great River of the Mountains - and the program events associated with it. The Folklife Center also will have an educational booth at the Native American Festival taking place in Saratoga next month.

Please also refer to the reports which were e-mailed to you.

Old Business

Web Page development has been progressing. The web designer will be providing two templates for the Library to review by next week. Work is also in the beginning stages for the new Strategic Plan. A draft of the new Capital Reserve Policies will be worked on by the end of this year.

Adjournment

Ms. Caimano made the motion to adjourn at 5:03 pm, seconded by Ms. Irion and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes), Mr. Toomey (yes).

Respectfully Submitted,

Patricia Irion
Secretary of the Board of Trustees
of Crandall Public Library
Recorded By: Mary Stevens

**The next meeting
of the Crandall Public Library
Board of Trustees will be
Wednesday, October 28th, 2009
at 4:00 pm in the Holden Meeting Room**