

**Minutes of the Board of Trustees
October 28th, 2009**

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

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

Staff Present:

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

Others: Nancy O'Brien, Glens Falls Leader, Kristin Hilfiger, Matt Esser, Michael Cronin - Students from Glens Falls High School Government class, Ms. Sarah Husa, President of the Friends of Crandall Public Library

Mr. Leonelli called the meeting to order at 4:05 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 September 30th meeting as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes).

Treasurers Report

Ms. Caimano reviewed the September report, which is at 75% of the 2009 amended budget. Income to-date is at 87.3%. Operating costs are at 71.7% of the budget. Interest income continues to be below budget due to economic factors. Mr. Searleman moved to approve the September 2009 report as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes).

Budget Amendments

After review by Ms. Caimano, Mr. Searleman made the motion to approve the budget amendments as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (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 and amendments as presented, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (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), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes).

Committee Reports:

Personnel Committee

Ms. Newcomb made the motion to approve the permanent appointment of Steven Ray, Computer Assistant, effective 10/9/2009, seconded by Mr. Searleman and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes).

Executive Committee

Mr. Leonelli reported on the October 5, 2009 Executive Committee meeting. JMZ Architects have submitted a proposal for transition services. The Library will need their services going forward as we continue to finalize certain aspects of the new building and its usage. After discussion, Mr. Searleman made the motion to employ JMZ Architects at a rate of \$125 - \$175 per hour, through 2010, with funds to come from the Capital Project budget, seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes).

Fund Raising Committee

Please refer to the minutes from the September 30th meeting.

Friends of Crandall Public Library

Ms. Sarah Hussa, President of the Friends reported that the October book sale was the most successful book sale in Friends history. \$14,186.50 was made.

SALS

Ms. McDonald reported that the meeting involved a discussion of state and county budget cuts.

Director's Report and Action Items:

Ms. McDonald thanked all the trustees who attended the municipal public hearings on the budget. The Library received a positive editorial from The Post-Star, encouraging voters to vote yes on the 2010 budget. A Strategic Plan session for the Library trustees is planned for December 10th at 5:00 pm with David Bendekovic from Polaris, who gave the keynote speech at the SALS annual meeting this past May. His services are being offered pro bono. The Friends Board of Trustees is also invited. Ms. McDonald noted that it will be necessary to have an Executive Committee meeting in the next few weeks to review a number of items including LEED certification and the update/addition of a number of Library General Policies.

Mr. Pratt entered the meeting at 4:35 pm.

Mr. Searleman made the motion to approve the following action items, 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. Nemer (yes), Mr. Toomey (yes).

1. Approval of Frieda Toth's attendance as a speaker at the Teens and Tweens conference at Guilderland Public Library on September 17, 2009. Cost: mileage, \$57.00
2. Approval for Guinevere Forshey to apply for the "Rural Library Space, Science and Technology Exploration Project" National Science Foundation grant. Partners include: NASA, San Jacinto College, Arizona State University, Space Center Houston, and Museum of Natural Science. The Library's involvement would commence in November 2010 and last approximately 9 months. Purpose of grant is to provide librarian training to deliver informal science education – Ms. Forshey would receive training to work with other Crandall staff to create exhibits & programs for children in grades 3-5.
3. Approval of MVLS/SALS Joint Automation Project agreement.
4. Approval to increase petty cash by \$100 in order to implement the use of a self-check fine payment station in the Children's Department

Department Reports:

Ms. Shanks reported that the Annual Appeal letters will be mailed out after the November 3rd budget vote. The Annual Fund brochures will be included in these mailings and will also be made available at the Library desks. Plans for the Library mini-golf event are moving forward. The mini-golf company is in the process of designing the golf course for the Library. The Adirondack chairs, "Have a Seat in Glens Falls" summer of 2010 event, is also moving forward as planned. The Library is a partner, as well as LARAC, the Business Improvement District, and the City of Glens Falls. Sponsorship packets are now available. The Library will also be hosting a children's component for the event. Children ages 10 to 18 will be invited to decorate miniature Adirondack chairs, workshops with some of the participating artists will be offered, and the decorated

chairs will be displayed in cases in the Folklife Center for the duration of the event. The Folklife Center will also have a display about Adirondack chairs during this time.

Ms. Naftaly reported that Rebecca Smith-Aldrich from the Mid-Hudson Library System presented a Friends networking workshop on fundraising for Friends groups. She was very impressed with the new Library and said this is the most beautiful combination renovation/expansion she has ever seen. Ms. Naftaly asked the trustees to take a look at the Library website which now includes a "Value of Library Services Calculator". Visitors to this section of the website can input the number of times they have used certain library services, such as books or movies borrowed, interlibrary loans, reference questions answered etc., and will learn how much it would have cost to purchase these services at estimated retail values. She also noted that tomorrow evening is downtown trick or treat which the Library will be participating in, handing out candy at our public service desks.

Ms. Herman reported that the Reference Department has been very busy so far this fall, with programs such as three musical performances sponsored by the Friends and an evening with "Mark Twain".

Ms. Frazier reported that the month of September found the Children's Department continuing with more programs and continued increased attendance. A number of Outreach programs with area schools took place. They also participated in the downtown Balloon Festival. The final statistics for the summer reading program are included in her report. She showed the trustees one of the "haunted" chocolate houses the children made at a program this past Saturday.

Mr. DeGarmo reported on the kickoff of the Great River of the Mountains exhibit and the great participation and attendance to the programs associated with it. The Plattsburgh PBS station did a 30 minute show on the exhibit.

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

Old Business

Web Page development is continuing and should be completed next month. A draft of the Capital Reserve policy is being worked on.

A joint Budget/Personnel Committee meeting was scheduled for November 9th at 4:00 pm.

Mr. Leonelli reported that he and Ms. McDonald met with the BID, the Friends of City Park and Tim Larson of the LA Group to discuss City Park and its future use as well as its condition after the Taste of the North Country event. They also met with Mayor Diamond, the BID and LARAC. There was agreement that the Park was not yet ready to be used in the way it was for the Taste of the North Country. A plan will be formulated so that foot traffic will occur more on the sidewalks than the lawn, during events taking place in the Park in 2010.

Mr. Leonelli also reported that 2010 Warren County aid to the Library may be cut by 50%. He has spoken to a few of the Warren County Supervisors. We will be requesting a lower cut and will attend the Budget meeting taking place on November 10th at 9:00 am at the Municipal Center.

A meeting of the Executive Committee was scheduled for November 9th at 5:00 pm.

Adjournment

Mr. Searleman made the motion to adjourn at 5:10 pm, 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. Nemer (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, November 18th, 2009
at 4:00 pm in the Holden Meeting Room**