

**Minutes of the Board of Trustees
March 4, 2009**

Board Members Present: Mr. Leonelli, Mr. Pratt, Ms. Irion, Mr. Merrill, Mr. Dee, Ms. Kerr, Ms. Newcomb, Mr. Toomey, Mr. Sheahan

Board members Excused: Ms. Caimano, Ms. Putnam, Ms. Nemer

Staff Present:

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

Mr. Leonelli called the meeting to order at 4:05 pm. He asked Board members to review their new Committee assignments for 2009 and let him know if any changes need to be made.

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

There was no public comment.

Minutes

Ms. Newcomb motioned to approve the minutes of the February 11th meeting as presented, seconded by Mr. Toomey and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Mr. Merrill (yes), Mr. Dee (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

Treasurers Report

In the absence of Ms. Caimano, Mr. Leonelli presented the January report, which is at 8.33% of the 2009 budget. Income to-date is at 8.22%. Operating costs are at 5.1% of the budget. We have received an advance on the funds from the Town of Queensbury. Fine income is at 8.94% of the 2009 budget; currently \$2,300 over the previous year. Ms. Newcomb moved to approve the January 2009 report as presented, seconded by Mr. Merrill and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Mr. Merrill (yes), Mr. Dee (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

Budget Amendments

Mr. Leonelli reviewed the budget amendments needing approval from the Board. (see attached) Mr. Pratt 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), Mr. Merrill (yes), Mr. Dee (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

Approval of Warrant

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

Project Budget

Ms. McDonald reviewed the Capital Project Budget. The budget is in good shape and there are reserves available. Discussions will take place with our fiscal advisors and attorney at a later date, once the project is completely closed out, as to how to handle any reserves in the Capital Project and how that money can be used.

Committee Reports:

Executive Committee

Mr. Leonelli reviewed the Executive Committee meeting which took place on February 23rd. A calendar change was made for the April Board meeting, from April 29th to April 22nd. The committee discussed requests for use of the Library Community Room by individuals or for profit groups and the need to formulate policies in this regard. The Executive Committee did approve the use of the Library for a wedding ceremony for a fee of \$200.

Personnel Committee

Ms. Newcomb made the motion to approve the following personnel items, seconded by Mr. Pratt and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Mr. Merrill (yes), Mr. Dee (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

1. Appointment of Patrick Durkin, Building Maintenance Mechanic/Supervisor at an annual salary of \$37,000 to begin no later than April 1, 2009.
2. Provisional appointment of Janet Schrader, Part time Library Clerk, effective March 9, 2009, at an hourly rate of \$10.64
3. Provisional appointment of Susan McKinney, Part time Library Clerk, effective March 11, 2009, at an hourly rate of \$10.64

Friends of Crandall Public Library

Mr. Sheahan reported that the Friends are working on their annual mailing/fundraising letter which will be going out soon. The next Book Sale will be taking place during LARAC in June.

SALS

Mr. Merrill reported that a group from SALS will be going to Albany for Legislative Day on Tuesday, March 10th.

Director's Report and Action Items:

Ms. McDonald reviewed the action items. She also reported that the TD Banknorth parking lot which is used by Library staff has been sold. This may become a concern and she has written to the City of Glens Falls in regard to this issue. She will keep the Board informed of any future developments as they occur. After a brief discussion, Mr. Pratt made the motion to approve action items 1 and 2, and 4-8, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Mr. Merrill (yes), Mr. Dee (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

1. Approval of 2008 New York State Annual Report
2. Library and United Way: food bank drop off possibility
3. Staff Pizza Party
4. April 29, 2009 Board meeting changed to April 22, 2009
5. Approval of Discard List dated 2/13/09 (attached)
6. Permission for Naftaly, Forshey, Laing and Frazier, to attend the Public Library Association 2-day workshop in Saratoga Springs on Organization and Personnel Management including Staffing for Results on April 29th and 30th. [C. McDonald has to attend the workshop in a different location as she will be in Guatemala that week]. SALS gives us one free registration. Costs for the three others is \$750. (\$250 each)
7. Approval of New York State Construction Grant final reports (for grants #80117, #70142, #80015, #70040 and #90051 from the project budget)
8. Approval of submission to the SALS Program of the Year Award of the Folklife Center's Envoyé à Maison program

Ms. McDonald also reported on building issues which continue to be worked on. Signage will begin going up next week. New and replacement shelving will also be installed beginning next week. A resolution of appreciation will be sent to Teresa Sayward and Betty Little thanking them for their support of the New York State Construction Grant program. A bequest of \$14,000 was also received this month.

An additional action item was added pertaining to Phase II of a two year Bill and Melinda Gates Grant for Library computers. After discussion, Mr. Pratt made the motion to approve the resolution stating that the Library will supply matching funds of \$7,900 for the \$15,500 in Gates Grant funding upon receipt of the equipment, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Mr. Merrill (yes), Mr. Dee (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

Department Reports:

Ms. Shanks reported that her primary focus has been the Library volunteers program which has been growing by leaps and bounds and is proving to be a great asset to the Library. She has reviewed the Empire Zone Credit situation and the Library still has \$25,000 in zone credits available which would represent \$100,000 in capital project contributions. A fundraising committee meeting was scheduled for March 11th at 4:00 pm.

Ms. Naftaly shared some January statistics and numbers with the Board. Internet usage has increased 69% from 2008. Circulation has increased 36%; of this 67% was on the self-check machines. The number of new borrowers over January of 2008 has increased

229%. 952 cards have been issued so far this year. Reference questions have increased 66%. She will provide final numbers for February at the next meeting, but she shared that on February 17th, the Library had its highest door count and highest circulation ever.

Ms. Naftaly shared some Children's Department information for Ms. Frazier who was not able to attend. Children's reference questions increased 54%, computer use increased 40%. The Teen Center was used over 1000 times in January. The Teen Winter Reading Program had 25 participants. Ms. Naftaly stated that she was very proud of all the staff for keeping up with these increases.

Ms. Herman reported on the number of calls she has been receiving from people and organizations requesting use of the space. She listed a great many of them. There are so many that some have been turned away. A computer software program is currently being looked into which will help with scheduling of the Community Room. Many other groups are requesting tours of the building.

Mr. DeGarmo reported on the art exhibit that is currently taking place in the Friends Gallery from the World Awareness Children's Museum. The first concert in the new building will be taking place tomorrow evening. He shared a very positive press piece about the Folklife Center which appeared in today's Post-Star. He also reported on a number of other upcoming Folklife Programs.

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

Ms. Newcomb made a motion to go into Executive Session at 4:55 pm, seconded by Mr. Merrill and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Mr. Merrill (yes), Mr. Dee (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

Motion to come out of Executive Session at 5:05 pm was made by Ms. Newcomb, seconded by Mr. Toomey and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Mr. Merrill (yes), Mr. Dee (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

Mr. Pratt made a motion that Maurice Lamb, as a second time offender of Library rules, be suspended from the Library for a period of three years with all library privileges being suspended during this period of time, seconded by Mr. Sheahan and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Mr. Merrill (yes), Mr. Dee (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

In regard to Action Item #3, the Board members agreed to sponsor a staff pizza party.

Adjournment

Mr. Pratt made the motion to adjourn at 5:10 pm, seconded by Mr. Sheahan and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Mr. Merrill (yes), Mr. Dee (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

Board of Trustees Minutes March 4, 2009

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, March 25th, 2009
at 4:00 pm in the Computer Lab**