

**Minutes of the Board of Trustees  
April 22, 2009**

**Board Members Present:** Mr. Leonelli, Mr. Pratt, Ms. Irion, Ms. Caimano, Ms. Kerr, Ms. Newcomb, Ms. Nemer, Mr. Toomey, Ms. Putnam, Ms. Vanderminden (trustee to be sworn in), Mr. Searleman (trustee to be sworn in)

**Board members Excused:** Mr. Dee, Mr. Sheahan

**Staff Present:**

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

**Others:** Nancy O'Brien, Glens Falls Leader

Mr. Leonelli called the meeting to order at 4:08 pm.

There was no public comment.

**Nominating Committee report:**

Mr. Toomey introduced the new trustee from Glens Falls, Tia Vanderminden and provided a brief overview of Ms. Vanderminden's education and work experience. Ms. Nemer re-introduced Mr. Searleman, a long time trustee from Glens Falls, who recently moved to the Town of Queensbury. Mr. Searleman will be filling the Queensbury trustee position left vacant by the tragic passing of Mr. Richard Merrill. Oaths of Office were administered to Ms. Vanderminden and Mr. Searleman.

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

**Minutes**

Ms. Newcomb motioned to approve the minutes of the March 4<sup>th</sup> meeting as presented, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Searleman (yes).

**Treasurers Report**

Ms. Caimano reported that due to the cancellation of the March Board meeting, the trustees have both the February and March Treasurers reports in their packets. Ms. Caimano reviewed the March report, which is at 16.66% of the 2009 budget. Income to-

date is at 58.7%. Operating costs are at 11.6% of the budget. Utilities costs are presently at 13% of the budget for the first two months (January and February) in the new building. We will be keeping an eye on these costs, but so far this is an encouraging sign. Ms. Newcomb moved to approve the February and March, 2009 reports as presented, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Searleman (yes).

### **Project Budget**

Ms. Caimano reviewed the Capital Project Budget for February and March, as well as the project budget amendments and the contingency amounts. Ms. Newcomb made the motion to accept the two project budget reports as presented, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Searleman (yes).

Mr. Pratt made the motion to accept the project budget amendments, dated March 25, 2009, seconded by Ms. Newcomb and approved as follows: : Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Searleman (yes).

### **Approval of Warrant**

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

### **Committee Reports:**

#### **Executive Committee**

Mr. Leonelli reviewed the Executive Committee meeting which took place on April 8<sup>th</sup>. At this meeting, the committee discussed recommending memorial recognitions for Richard Merrill and Jessica Weller. A naming opportunity in Mr. Merrill's memory for the new book area was recommended as well as an end panel in Ms. Weller's memory. Ms. Nemer made the motion to approve the recommendations of the Executive Committee, seconded by Ms. Caimano and approved as follows: : Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Searleman (yes).

Mr. Leonelli reported that the revised Behan Communications proposal, for an amount not to exceed \$13,250 was approved by the Executive Committee at the April meeting.

After detailed discussion and based on the various violations of Library rules, Mr. Pratt made a motion to suspend the following patrons for the designated period of time, seconded by Ms. Nemer and approved as follows: : Mr. Leonelli (yes), Mr. Pratt (yes),

Ms. Irion (yes), Ms. Caimano (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Searleman (yes): Martin Altizio for one year, David Barton for three months, Scott Habshee for three months, Andrew Volin for three months, Andrew Caldwell for six months, James Bonner for one year.

### **Fund Raising Committee**

Mr. Pratt reported on the March 11<sup>th</sup> meeting of the committee, which included plans for the May 8<sup>th</sup> Donor Reception, as well as a review of the Development Plan being formulated by Ms. Shanks for further fundraising efforts.

### **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), Ms. Caimano (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Searleman (yes).

1. Probationary Appointment of Steven Ray, Computer Assistant, effective April 9, 2009 with probation lasting until October 9, 2009
2. Resignation of Susan McKinney, PT Library Clerk, as of 3/30/2009

### **Friends of Crandall Public Library**

Ms. Kerr reported that the Friends fund raising letter has gone out. A number of Library wish list items have also been approved.

### **SALS**

Ms. McDonald reported on the last meeting. The entire SALS Board of Trustees made a donation in memory of Richard Merrill. Mr. Merrill was also named SALS Trustee of the Year. Ms. Nemer has been nominated for Warren County trustee to replace Mr. Merrill. Some problems with the SALS delivery service were discussed.

### **Director's Report and Action Items:**

Ms. McDonald noted that Mary Merrill wished to extend her sincere thanks to the Board for their support during this difficult time. Ms. McDonald then reviewed a number of punch list items, some of which have been resolved and others that are still outstanding. Action item #1, (revised tutoring policies) was discussed with some changes made to the wording. Ms. Caimano made the motion to approve Action Items 1-9 with the agreed upon changes to the tutoring policies, seconded by Ms. Irion and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Searleman (yes).

1. Approval of revised tutoring policies
2. Permission for up to 10 staff to attend one of five EAP Seminars in April. The seminars take place at the Library. Free to our employees and no travel costs. Selected titles include Being Positive in the Workplace and Think Like a Customer, Act Like the Owner.
3. Approval of renewal of eTapestry contract from 5/2/2009 – 5/1/2010 for \$1755
4. Permission for Todd DeGarmo to attend the NYS Folk Arts Roundtable, May 13-15

- in Skaneateles, NY. Estimated costs from NYSCA-Folk Arts budget: \$545
5. Approval of Legal Notice for Trustee Petitions for publication in May 2009
  6. Approval for McDonald, Naftaly & DeGarmo to attend the SALS Annual Meeting on 5/18/09. Cost - \$25/per person
  7. Approval for Pam Frazier, Marcy Devoe and Adelaide Leibold to attend "Marketing Your Library Like a Bookstore" at the Barnes and Noble Book Store in Saratoga Springs on Thursday, April 23, 2009 at 7:00 pm. Cost-travel
  8. Adirondack Museum requests the loan of one item from our Folk Art & Artists Collection: the Sampler Tied Quilt made by the Johnsburg United Methodist Women, to be displayed in their upcoming exhibition, "Common Threads: 150 Years of Adirondack Quilts & Comforters", May 22 to October 18, 2009. We will have a loan agreement and a certificate of insurance, valuing the quilt at \$1,000.
  9. Approval for Crandall Public Library to participate in the Energy Plus customized electricity program offered through the New York Library Association (NYLA)

**Department Reports:**

Ms. Shanks reported that plans for the May donor event are moving forward. Invitations have gone out. She asked everyone to please RSVP. The wording for the donor signs will be finalized next week. In regard to her work with volunteer coordination, she reported that we are currently up to twenty-two new volunteers. Mr. Pratt also reminded the trustees that the Library still has \$25,000 available in Empire Zone Credits and asked if anyone knows of someone who might want to still make a donation to the Library, that they be made aware of these credits.

On behalf of the staff, Ms. Naftaly thanked the Board for their donations for the pizza party. She reviewed the first quarter numbers; circulation is up 37.9%, people through the door is up 56.3%, internet use is up 130.8% and new library cards has increased 202% from the same period last year.

Ms. Herman reported that the Cybrarian system for patron use of the internet is working very well. The security gates are also working better. A new database is available for downloadable audio on the Library website. The workshop on Library security which a number of staff attended was very valuable. Reference staff is feeling more empowered to handle patron problems. She thanked the Executive Committee and the Board for their support in regard to patron suspensions.

Mr. DeGarmo reported that Folklife is getting large turnouts for all their programs. The Ferguson painting will be loaned to the Tang Museum at Skidmore College for the summer. The Folklife Center is co-hosting the American Association of University Women, Women's History Awards next week. The Glens Falls art walk is being revived and will take place from May through October. The Folklife Gallery will be open for a reception to coincide with the walk every third Thursday during this time.

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

Mr. Pratt noted that Mr. Merrill will be awarded the Bar Association Liberty Bell Award on May 1<sup>st</sup> at a breakfast ceremony at the Hiland. Trustees were invited to attend.

A letter of congratulations will be sent to Mark Mahoney of The Post-Star, winner of a Pulitzer Prize for journalism.

**Adjournment**

Ms. Caimano made the motion to adjourn at 5:30 pm, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Kerr (yes), Ms. Newcomb (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Searleman (yes).

Respectfully Submitted,

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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, May 27<sup>th</sup>, 2009  
at 4:00 pm in the Computer Lab**