

**Minutes of the Board of Trustees  
July 29<sup>th</sup>, 2009**

**Board Members Present:** Mr. Leonelli, Mr. Pratt, Mr. Searleman, Ms. Irion, Ms. Nemer, Ms. Vanderminden, Mr. Toomey, Ms. Putnam, Mr. Dee

**Board members Excused:** Ms. Caimano, Mr. Sheahan Ms. Newcomb, Ms. Kerr

**Staff Present:**

Ms. Christine McDonald, 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

Mr. Leonelli called the meeting to order at 4:07 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 June 24<sup>th</sup> meeting as presented, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Ms. Vanderminden (yes), Ms. Putnam (yes), Mr. Dee (yes).

**Treasurers Report**

In the absence of Ms. Caimano, Ms. Daly reviewed the June report, which is at 50% of the 2009 budget. Income to-date is at 74.1%. Operating costs are at 41.85% of the budget. We are under budget in a number of areas. Mr. Searleman moved to approve the June 2009 report as presented, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Ms. Vanderminden (yes), Ms. Putnam (yes), Mr. Dee (yes).

**Budget Amendments**

Ms. Daly reviewed the budget amendments which reflected a number of changes made to the \$40,000 which had been budgeted for additional staffing needs. Adjustments have been made in these areas. Mr. Searleman made the motion to approve the budget amendments as presented, seconded by Ms. Putnam and approved as follows: Mr.

Leonelli (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Ms. Vanderminden (yes), Ms. Putnam (yes), Mr. Dee (yes).

### **Project Budget and Amendments**

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

Mr. Toomey arrived at 4:15 pm.

### **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), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes), Mr. Dee (yes).

### **Committee Reports:**

#### **Executive Committee**

Mr. Leonelli reviewed the Executive Committee meeting which took place on July 15<sup>th</sup>. The 2008 Audit was reviewed and recommended for Board approval at that time. Copies of the Audit have been provided to the Board members. He stated that the Library had received an unqualified opinion which is the highest rating that can be received. Mr. Searleman made the motion to approve the 2008 Audit Report, seconded by Mr. Pratt and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes), Mr. Dee (yes). It was noted that Mr. LaFiura has done an excellent job for the Library as our Auditor. Mr. Pratt also noted that the operation of the Library is such that when the audit is done every year, there are no exceptions and no trouble spots for the Library. It is not only a compliment to our accountant, but also to the way Ms. McDonald and the staff operate the library, and particularly the accounting staff and Ms. Daly, Head of Accounting.

Mr. Leonelli reviewed the meeting the Executive Committee had with the BID and Mr. Tim Larson, the Library's landscape architect in regard to the completion of the renovation of City Park. After discussion, Mr. Searleman made the motion to approve payment to the Business Improvement District of 40% of the irrigation, topsoil, scarification and hydro-seeding costs, not to exceed \$35,000, seconded by Ms. Irion and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes), Mr. Dee (yes).

#### **Fund Raising Committee**

Mr. Pratt asked the Board to refer to the report which is included in their packets, as well as the minutes from the last meeting. The committee is in the process of putting together programs to raise operating income as well as beginning to think about ways to raise additional endowment money. At the present time, a mini-golf

fundraising event is being planned, which will be a modest fund raiser but one we hope will be fun for the community and a way to encourage more people to come to the Library and become more aware of what the Library offers. The first Annual Appeal is also in the planning stages.

### **Personnel Committee**

Ms. McDonald noted that Warren County Civil Service has been most helpful to the Library, and Ms. Stevens is doing a great job working with them to transition from the City of Glens Falls Civil Service Department.

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

1. Appointment of Tala Henry-Halabi, PT Library Page, effective 7/13/09 at an hourly rate of \$7.74 (Ms. Henry-Halabi will also continue her duties as a PT Library Assistant)
2. Resignation of Jonathan Wood, Page, effective 7/11/09
3. Provisional Appointment of Anne Marie Bilodeau, Librarian I, effective 7/29/09 at an hourly rate of \$18.75
4. Permanent appointment of Kathy Naftaly, Assistant Library Director, effective 1/1/2009, per Warren County Civil Service Rule XXII-9.
5. Permanent appointment of Candyce Donovan, PT Library Clerk, per Warren County Civil Service, effective 7/29/2009.

### **Joint Budget & Personnel Committees on Proposed 2010 Budget**

Mr. Pratt reviewed the meeting which took place on July 23, 2009. Another joint meeting has been scheduled for August 11<sup>th</sup>. The minutes from the meeting detail the issues that the Committee is dealing with in formulating the 2010 budget.

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

The Friends are off for the summer. However, the sorting of donated books continues.

### **SALS**

Ms. Nemer noted that SALS is also off for the summer.

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

Ms. McDonald stated that she is astounded by the use of the Library which continues to increase. According to our statistics, one in six people who come into the Library use a computer. Circulation continues to increase as does the numbers of people coming in the doors. We have every reason to celebrate. She noted that she has been working on perfecting the RFID system. A number of changes have been made which should help patrons and make the system more user-friendly. She also continues to work on punch list items. After review and discussion, Mr. Pratt made the motion to approve the following action items, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes), Mr. Dee (yes).

## Board of Trustees Minutes July 29, 2009

1. Approval of legal notice for 2008 Audit Report
2. Approval of discard of old invoices as per 2008 Audit
3. Approval of request for Board meeting date change from September 23<sup>rd</sup> to September 30<sup>th</sup>
4. Approval for Susan Laing and Steven Ray to attend the Polaris Users Group Conference in Myrtle Beach, South Carolina, October 1<sup>st</sup> through October 3<sup>rd</sup>. Cost: Registration (\$225 per person, includes meals), travel (\$336/per person), Meals on travel days and accommodations (\$140 per night, per person for three nights)
5. Approval of commitment letter for the federal Broadband Technology Opportunities Program Public Computer Centers project
6. Approval for Erica Burke to attend the Life in the Past Lane conference on 9/19/09 in Williamstown, MA. Cost is \$70/registration plus travel.

### **Department Reports:**

Ms. Shanks had the final Sponsorship Packets available for Trustees and encouraged their participation in pursuing sponsorships by area businesses, but to let her know who they would be approaching so that no duplicate solicitations take place. The Charles R. Wood portrait is now in the possession of the Library and will be displayed at the Glen Street entrance. The Library currently has 210 Facebook “friends”. Library staff supported the walk in City Park to raise funds to finish the park renovations.

In the absence of Ms. Naftaly, Ms. McDonald reviewed the progress of the web page development, which will be presented at the next Executive Committee meeting.

Ms. Herman reported that they will be expanding the book discussion groups. One of the new Librarians will be starting a new evening group. Computer classes are also being expanded and will be offered during evening hours. New volunteers are continuing to be trained.

Mr. DeGarmo reported that the Folklife Center currently has twelve people helping with collections, which includes both volunteers and consultants. A new exhibit of photographs of the Hudson River and the Adirondacks taken by Croswell Bowen during the 1940's and including other photographs by Life magazine photographer Margaret Bourke-White is being planned for October.

Ms. Frazier reported on the many children's programs that have been planned for the summer, with every program experiencing full enrollment, many with waiting lists. Being able to present a variety of children's programs in a new, efficient space has been of great value to both patrons and staff. Reference questions increased by 80% during the month of June.

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

Mr. Pratt made the motion to go into Executive Session at 4:55 pm to discuss the Library Director's goals, seconded by Mr. Searleman and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes), Mr. Dee (yes).

Motion to come out of Executive Session at 5:12 pm was made by Mr. Searleman, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes), Mr. Dee (yes).

Mr. Pratt made a motion to change the date for Library Director's goal #3 from November, 2009 to May, 2010, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes), Mr. Dee (yes).

### **Adjournment**

Mr. Pratt made the motion to adjourn at 5:14 pm, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes), Mr. Dee (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, August 26<sup>th</sup>, 2009  
at 4:00 pm in the Holden Meeting Room**