

**Minutes of the Board of Trustees
June 24, 2009**

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

Board members Excused: Ms. Nemer, Ms. Newcomb, Mr. Sheahan, Mr. Dee

Staff Present:

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

Mr. Leonelli called the meeting to order at 4:10 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.

Director's Report:

Ms. McDonald spoke about the Charles Platt painting appraisal which was recently received along with an appraisal of the painting that was found behind the original canvas, also painted by Charles Platt. The appraisal report, which assigned a total value of \$82,500 to both paintings, is in the Board Pass Around for all Board members to read. The Library has a number of events and programs planned to coincide with The Hyde Museum's "Degas and Music" exhibition which will be going on through October of this year. She passed around a program showing what the Library will be involved with. Ms. McDonald also noted that 75% of her time in May was spent on the building and punch list items, a number of which have been resolved. The restoration of the terrazzo floor is complete, the handicapped door is working properly, and the railings have been repainted. The HVAC system is balanced. The historic door is yet to be replaced and there are still a number of other items to be addressed.

This month, the Library had a 37% increase in total circulation, 148% increase in internet usage, and a 99% increase in new borrowers. We are working with Behan Communications to get out a press release which will communicate the large increases in library usage. We are in the process of revising the meeting room policies as well as reviewing all of the General Policies. She met with the Crandall Trust in May. Today, Mark Mahoney brought over his Pulitzer Prize and other materials related to the award which will be displayed at the Park Street entrance of the Library. Some of the film

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programs in May had standing room only. The 2008 Annual Report was provided to all the Trustees.

Minutes

Mr. Searleman motioned to approve the minutes of the May 27th meeting as presented, seconded by Mr. Pratt and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes).

Treasurers Report

Ms. Caimano reviewed the May report, which is at 42% of the 2009 budget. Income to-date is at 73%. Fine income is at 44% of the budget. Operating costs are at 35.7% with 42% of the year gone by. Mr. Searleman moved to approve the May 2009 report as presented, seconded by Ms. Kerr and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes).

Approval of Warrant

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

Project Budget

Ms. Caimano reviewed the Capital Project Budget for May, as well as the budget amendments (attached). A majority of campaign pledges continue to be received in a timely manner. Mr. Searleman motioned to approve the project budget amendments as presented, seconded by Ms. Irion and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes).

Committee Reports:

Executive Committee

Mr. Leonelli reviewed the Executive Committee meeting which took place on June 17th. The elevator maintenance contract was reviewed and discussed at this meeting. The Committee requested that some additional information be gathered in regard to maintenance contracts with other area elevator companies. A number of revisions to the Circulation Policies were also discussed. In regard to overdue items, Ms. Naftaly reported that e-mail notices will be sent out via the Library automation system to those patrons that we have an e-mail address for. The system will also send CPL card holders an “almost overdue” notice a few days before an item is due. Ms. Caimano motioned to adopt the Circulation Policies with the amendments as shown, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes).

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The Executive Committee also discussed City Park. Mr. Leonelli and Ms. McDonald will be meeting with Dan Burke and other representatives from the Business Improvement District on Monday, June 29th, regarding the irrigation system and its associated costs. The BID is asking the Library to contribute a portion of these costs, which are yet to be determined. In regard to the irrigation issues, the BID has been informed of a property setback that needs to be adhered to in order for the Library LEED certification to remain in effect and not be adversely affected. Long term maintenance of the Park is also a consideration and there are questions to be addressed in this area.

On July 21st, a fund raiser for completion of the work in the City Park will take place, “A Walk in City Park”. This is a walkathon with a minimum contribution of \$5.00 with the hope that walkers will be sponsored. The Library will be happy to promote this event.

Fund Raising Committee

Today's meeting will be rescheduled. Ms. Shanks will have the Committee review the sponsorship packets at that time.

Personnel Committee

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

1. Permanent Appointment of Cindy Rowzee, PT Library Assistant, effective 6/15/09
2. Permanent Appointment of Tala Henry-Halabi, PT Library Assistant, effective 6/15/09
3. Permanent Appointment of Henriette Ottenhoff, PT Library Assistant, effective 6/8/2009
4. Provisional Appointment of Anne Segan, PT Library Clerk, effective 6/24/09, at an hourly rate of \$10.64

Friends of Crandall Public Library

Ms. Kerr reported that the June Book Sale raised close to \$14,000 for the Friends; the most money raised in the history of Friends Book Sales.

SALS

Ms. McDonald reported that SALS now has a new vendor for their delivery service.

Department Reports:

Ms. Shanks reported that the Library now has an active “Facebook” presence with over 135 fans, with the expectation that the “fan” base will grow exponentially. Many nonprofits are now using Facebook as a means to circulate information about themselves.

Ms. Naftaly reported that the Library also has a strong “Twitter” presence, which is being coordinated by Librarian Guinevere Forshey. This provides daily updates on Library activities and programs as well as fun facts.

Ms. Frazier reported that the Teen Group received an award from the New York State Library Association for a photograph which they submitted during National Library

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Week. The Teen Group also has a Facebook presence. During the month of May, Children's Services did a great deal of preparation for the summer and the summer flyer was distributed to many of the area schools.

Mr. DeGarmo reported that during the month of May Folklife partnered with the Chapman Museum to present an illustrated talk on the history of vaudeville. Folklife is also part of the "Third Thursday Artwalk".

On behalf of Ms. Herman, Ms. Naftaly reported on some of the May Reference Programs which included a performance by the Homegrown String Band as well as Computer Classes and Resume Workshops. A new database for small business owners has also been added to the Library webpage.

Ms. McDonald reminded the trustees that the Library will be closed to the public tomorrow, June 25th, for a staff workshop and some punch list item work.

A brief discussion followed regarding quotes for building maintenance contracts, specifically the Schindler Elevator maintenance contract.

Adjournment

Mr. Searleman made the motion to adjourn at 5:10 pm, seconded by Ms. Kerr and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (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, July 29th, 2009
at 4:00 pm in the Holden Meeting Room**