

# Board of Trustees Crandall Public Library

## AGENDA December 1, 2010

4:00 pm

1. Call to order R. Leonelli
2. Public Comment R. Leonelli
3. Correspondence and Press (see board pass around file for actual correspondence)
4. Approval of Board of Trustees Minutes: October 27, 2010 R. Leonelli
5. Treasurers Report – October, 2010 B. Caimano
  - a. Budget Amendments
6. Project Budget B. Caimano
7. Approval of Warrant, October 28, 2010 to December 1, 2010 bills & payroll B. Caimano
8. Committee Reports
  - A. Joint Personnel/Budget Committee meeting 11/30/10: S. Searleman/B. Caimano
    1. Add Accounting/Business Manager to the list of exempt employees - pg. 18 of Personnel Handbook
    2. Change the probationary period from 26 weeks to 39 weeks - pg. 14 of Personnel Handbook
    3. Permanent full time appointment, of Lorenzo E. Sampson, Janitor from Warren County Civil Service list #294, effective December 16, 2010 at a salary of \$21,850 through 2011
    4. Appointment of Cynthia Davis, provisional full time Accounting/Business Manager at an annual salary of \$46,000, effective 12/16/10; subject to Civil Service test.
    5. Salary adjustment for 2011 for Terry Bell, Senior Account Clerk from \$33,023 to \$35,500
    6. Permanent part time appointment of David Lancette, Library Clerk, from Warren County Civil Service List #304, effective December 16, 2010 at a salary of \$21,810 through 12/31/2011
    7. Permanent appointment of Lynn Shanks, Library Development Director, from Warren County Civil Service List #63078 & 1711, effective 12/1/10
    8. Resignation of Ryan Underwood, Page, effective 10/28/10
    9. Health Insurance 2011
    10. New York State Retirement payment recommendation
    11. Other
  - B. Executive Committee S. Searleman
    1. Meeting 11/30/10:
      - a. Suspension of Library privileges approved at Executive Committee meeting
9. Friends of Crandall Public Library M. Kerr
10. SALS D. Nemer

**11. Director's Report & Action Items:**

C. McDonald

**Action items:**

1. Approval of Agreement between the Mohawk Valley Library System (MVLS) and the Southern Adirondack Library System (SALS) Joint Automation Project and the Crandall Public Library
2. Retroactive approval for Kevin Rogan to attend a free meeting re: Reference Business Resources in Albany on November 9, 2010. Cost: travel
3. Permission for C. McDonald, L. Shanks and K. Naftaly to attend the Adirondack Region Chamber of Commerce Networking luncheon on Friday, December 10, 2010 at the Crandall Public Library. Cost: \$45 (3 lunches @ \$15 each)
4. Permission for Christine McDonald to attend the Sundance Film Festival [for Film Festival at Crandall], January 20-29 [she has a press pass which covers cost of films which are \$15 each]. Costs: Airfare: \$282 and partial cost of hotel \$518 [total hotel cost \$1,055 from Jan 20-26 and also staying with friends to cut costs].

**12. Department Reports**

- A. L. Shanks, Development Director
- B. K. Naftaly, Assistant Library Director III
- C. A. Herman, Adult Services
- D. P. Frazier, Children's Department
- E. T. DeGarmo, Folklife Center

**13. Old Business**

**14. New Business**

**15. Executive Session to discuss personnel issues**

**16. Adjournment**

**The next Board meeting  
will be held on  
Wednesday December 29<sup>th</sup>, 2010  
at 4:00 pm  
in the Holden Meeting Room**