

Board of Trustees Crandall Public Library

AGENDA March 3, 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: February 3, 2010** R. Leonelli
5. **Treasurers Report – January, 2010** B. Caimano
 - a. Budget Amendments
6. **Project Budget** B. Caimano
 - a. Project Budget Amendments
7. **Approval of Warrant, February 3, 2010 to February 24, 2010 bills & payroll** B. Caimano
8. **Committee Reports**
 - A. Fund Raising Committee B. Pratt
 - B. Executive Committee R. Leonelli
9. **Friends of Crandall Public Library** M. Kerr
10. **SALS** D. Nemer
11. **Director's Report & Action Items:** C. McDonald
 - Action items:**
 1. Approval for Todd DeGarmo to attend two workshops: "Digitizing Audio Materials", offered by CDLC, Albany on Wednesday, March 24, 2010, 12:30 to 4:30 pm - Cost \$82 (includes tuition, lunch, travel) and "Preserving Digital Media Files: Managing Digital Audio, Images and Video for the Future", offered by the Vermont Folklife Center, Middlebury, VT, March 8, 2010, 1:00 TO 4:00 PM – Cost \$140 (includes tuition, lunch and travel)
 2. Approval for Erica Burke to attend a New York Genealogical and Biographical Society workshop/tour of the New York City Municipal Archives, 31 Chambers St, NYC, Friday, Mar 12, 1:30-4:30. Leonora Gidlund, Director, will welcome registrants and provide an introduction to the large assortment of vital records, city directories, photographs, voters records, etc. Costs: \$25 workshop fee, \$142 travel, \$50 meals – Total \$217
 3. Approval to change the June 23rd Board of Trustees meeting to June 30th, 2010.
 4. Approval of Executive Committee recommendation to approve a LeChase change order for shelving project specifications, not to exceed \$19,358.
 5. Approval of Executive Committee recommendation to approve revised meeting room policies

6. Approval of grant application to be submitted with Literacy NY Greater Capital Region serving Warren and Washington counties, through ALA and Dollar General for \$5000, to be used to partially fund the Mango Language Database, contract with Literacy NY to train tutors, purchase materials and print informational flyers. The grant focuses on having the tutors hold a weekly conversation group meeting for adult English language learners at the Library
7. Approval for C. McDonald and K. Naftaly to attend the sixth program in the seven part Certified Public Library Administrator series on April 28th and 29th, 2010. Cost: \$150 for one, the other will attend for free under the SALS scholarship.
8. Permission for reimbursement for C. McDonald for ARCC Leadership Adirondack Class of 2010 graduation ceremony and lunch on March 3rd, 2010. Cost: \$25 plus mileage

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

1. Strategic Plan McDonald/Naftaly
2. Capital Reserve Policies-schedule a meeting with Leonelli, Pratt, Searleman and Caimano to discuss

14. New Business

15. Executive Session (if needed)

16. Adjournment

- There will be a brief Executive Committee meeting after the Board meeting to discuss the possible suspensions of patron(s)

**The next Board meeting
will be held on
Wednesday March 31st, 2010
at 4:00 pm
in the Holden Meeting Room**