

**Board of Trustees
Crandall Public Library**

**AGENDA
August 25, 2010**

4:00 pm

PUBLIC HEARING ON THE PROPOSED 2011 BUDGET

- 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: July 28, 2010** R. Leonelli
- 5. Treasurers Report – July, 2010** B. Caimano
 - a. Budget Amendments
- 6. Approval of Warrant, July 29, 2009 to August 25, 2010, bills & payroll** B. Caimano
- 7. Project Budget** B. Caimano
 - a. Project Budget Amendments
- 8. Committee Reports**
 - A. Personnel Committee** S. Searleman
 1. Resignation of Anne Nelson, Library Clerk/Page, effective 9/2/2010
 2. Unreachable Resignation of Janet Schrader, Library Clerk, effective 9/21/10
 3. Resignation of Kristen Hilfiger, Page, effective 8/23/2010
 4. Resignation of Nora Burrows, Page, effective 8/19/2010
 - B. Joint Budget & Personnel Committees on Proposed 2011 Budget** B. Caimano/S. Searleman
 1. Minutes from 8/16/10 & 8/17/10
- 9. Approval of Resolutions**
 - a. Approval of 2011 Proposed Budget
 - b. Approval of Legal Notices
 - c. Approval of Trustee Petitions
 - d. Approval of Budget Resolutions for Boards of Election
- 10. Friends of Crandall Public Library** M. Kerr

11. SALS

D. Nemer

12. Director's Report & Action Items:

C. McDonald

Action items:

1. Approval of Capital Reserve Fund Policy
2. Approval of an addition to the Employee Personnel Policy to include the classification of exempt for the position of Building Maintenance Mechanic
3. Approval of job descriptions for Accounting/Business Manager and Assistant to Development Director/Volunteer Coordinator
4. Approval for Christine McDonald and Kathy Naftaly to attend a SALS meeting with Sandra Nelson, Facilitator for the SALS 2011-2015 Plan of Service on September 28, 2010, from 10 am – 3 pm. Cost: travel.
5. Approval for automatic fund transfers for the BTOP Grant
6. Approval for Todd DeGarmo to work for one week at the Huntington Library, in San Marino, California in order for him to use their collections (Grace Nicolson papers & photographs) to further research the Nell K. Pruyn Cunningham Indian Basket Collection.
Estimated Total Cost: \$1,750, includes air fare, car rental, hotel and meals.

13. Department Reports

- A. L. Shanks, Development Director
- B. P. Frazier, Children's Department
- C. T. DeGarmo, Folklife Center

14. Old Business

15. New Business

- A. Trustee Oaths of Office Regulations

16. Executive Session (if needed)

17. Adjournment

**The next Board Meeting
will be held on
Wednesday September 22nd, 2010
at 4:00 pm
in the Holden Meeting Room**