

# Board of Trustees Crandall Public Library

## AGENDA September 22, 2010

**4:00 pm**

1. **Call to order** R. Leonelli
2. **Public Comment** R. Leonelli
3. **2009 Audit Report** J. LaFiura
4. **Correspondence and Press** (see board pass around file for actual correspondence)
5. **Approval of Board of Trustees Minutes: August 25, 2010 & September 15, 2010** R. Leonelli
6. **Treasurers Report – August, 2010** B. Caimano
  - a. Budget Amendments
7. **Project Budget** B. Caimano
  - a. Budget Amendments
8. **Approval of Warrant, August 26, 2010 to September 22, 2010 bills & payroll** B. Caimano
9. **Committee Reports**
  - A. **Personnel Committee**
    1. 9/20/10 Personnel Committee meeting report S. Searleman
    2. Temporary hire of Anne Nelson, Library Clerk, from 9/17/10 – 12/17/10
    3. Unreachable resignation of Catherine Brot, Librarian I, effective September 6, 2010
    4. Temporary hire of Catherine Brot, Librarian I, from 9/13/10 – 12/13/10
    5. Labor Class appointment of Rachel McFarren, Page, effective 8/31/10 at an hourly rate of \$7.44
    6. Labor Class appointment of Jillian Urbonowicz, Page, effective 8/30/10, at an hourly rate of \$7.44
    7. Labor Class appointment of Ryan Underwood, Page, effective 9/16/10, at an hourly rate of \$7.44
    8. Labor Class appointment of Alex Bingham, Page, effective 9/2/10, at an hourly rate of \$7.44
    9. Permanent appointment of Susan Burkley, Library Clerk, effective 9/20/10, at an hourly rate of \$10.65
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 job description for Accounting/Business Manager as accepted by Warren County Civil Service

2. Approval of job description for Assistant to the Library Development Director/Volunteer Coordinator as accepted by Warren County Civil Service
3. Approval for Tala Henry-Halabi to attend the MVLS-sponsored workshop, Mother Goose on the Loose, on October 14<sup>th</sup>, 2010, from 9-4 at the Schenectady County Public Library. Cost: \$65 plus travel
4. Approval for Christine McDonald to attend the CALA Lunch and Learn Workshop: EBooks-The Future is Now: Panel Discussion, on October 18<sup>th</sup>, 2010 from 12:00 – 2:00 pm at the Capital District Library Council, Albany, NY. Cost: \$5.00 plus travel
5. Approval for Erica Burke to attend the Mid Atlantic Archives Conference in Harrisburg, PA, November 11<sup>th</sup> – 13<sup>th</sup>, 2010. Cost: \$650, includes registration, travel, hotel and meals.
6. Permission for Kevin Rogan to travel to Albany on Thursday, September 23<sup>rd</sup>, 2010 for a CDLC Reference Interest Group meeting. Cost: travel
7. Permission for Todd DeGarmo to travel to Saratoga Springs on Friday, October 1 to set-up (and take down) a Folklife display for Empire State College Public History Day. Cost: travel.
8. Retro-active approval for Todd DeGarmo fieldwork and visits on 7/22/10 to various sites in the Adirondacks for research collaborations and talk for Hamilton County Historian's evening programs in Indian Lake. Cost: travel and meals: \$112.00
9. Retro-active approval for Todd DeGarmo to deliver maps to the Northeast Document Center in Andover, MA on 8/20/10 for a free preservation assessment. Cost: travel and meals: \$238.74

**13. 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

**14. Old Business**

**15. New Business**

**16. Executive Session (if needed)**

**17. Adjournment**

**The next Board meeting  
will be held on  
Wednesday October 27<sup>th</sup>, 2010  
at 4:00 pm  
in the Holden Meeting Room**