

**Minutes of the Board of Trustees
April 28, 2010
ANNUAL MEETING**

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

Board members Absent: Mr. Searleman, Ms. Newcomb, Ms. Nemer, Mr. Dee, Mr. Sheahan

Staff Present:

Ms. Christine McDonald, Ms. Andrea Herman, Ms. Lynn Shanks, Ms. Pamela Frazier, Mr. Todd DeGarmo, Ms. Charlotte Daly, Ms. Mary Stevens, Ms. Martha Scripture, Ms. Henriette Ottenhoff, Ms. Anne Nelson, Ms. Adelaide Leibold, Ms. Kathy Lehmann, Ms. Kay Hafner, Ms. Terry Bell

Mr. Leonelli called the meeting to order at 4:06 pm.

Ms. McDonald presented Staff Recognition Awards to the following staff for their years of service:

- Phyllis Akins – 5 Years
- Terry Bell – 5 Years
- Charlotte Daly – 25 Years
- Kay Hafner – 5 Years
- Andrea Herman – 20 Years
- Karen Hilfiger – 5 Years
- Kathy Lehmann – 25 Years
- Adelaide Leibold – 20 Years
- Anne Nelson – 5 Years
- Henriette Ottenhoff – 5 Years
- Emma Scripture – 5 Years
- Martha Scripture – 5 Years
- Amy Weeks – 5 Years

Mr. Leonelli presented the recognition award to Ms. McDonald for her 30 years of service.

Mr. Pratt entered the meeting at 4:15 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.

Minutes

Mr. Pratt motioned to approve the minutes of the March 31, 2010 meeting as presented, seconded by Mr. Rottenstreich and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes).

Treasurers Report

Ms. Caimano reviewed the March 2010 report, which is at 25% of the 2010 budget. Income to-date is at 69.21%. Operating costs are at 25.9% of the budget. Ms. Irion moved to approve the March 2010 report as presented, seconded by Mr. Rottenstreich and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes).

Project Budget and Amendments

After review, Mr. Pratt made the motion to approve the project budget as presented, seconded by Mr. Rottenstreich and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes).

Mr. Pratt made the motion to approve the project budget amendments as presented, seconded by Ms. Vanderminden and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes).

Approval of Warrant

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

Committee Reports

Personnel Committee:

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

1. Labor Class appointment of Ethan Stone, Page, effective 4/6/10 at an hourly rate of \$7.44
2. Labor Class appointment of Jerrilyn Kellerman, Page, effective 4/21/10 at an hourly rate of \$7.44

Friends of Crandall Public Library

Mr. Leonelli reported on a meeting which took place between the Officers of the Board of Trustees and the Officers of the Friends. Ideas were discussed about the role of the Friends in supporting the Library going forward. Mr. Pratt noted that the Friends in

general have focused on their book sales and annual letter as the means for raising money. This discussion involved the possibility of expanding Friends membership from the Board of the Friends itself in order to expand volunteer services, and also expanding their level of activity, with respect to support during the budget vote and support for other library programs. The Friends officers were receptive, and discussions will continue as to how to implement some of these ideas.

SALS

Ms. McDonald noted that the SALS Annual Meeting is taking place on May 17, 2010. She encouraged Trustees to attend. Crandall's teen group's Reduced Shakespeare Play will be recognized and awarded with the SALS Program of the Year Award. SALS is also funding the summer reading program. The issue regarding placing holds on address changes for patrons on an annual basis has been resolved, and will not be put into effect. This would have produced too many holds on patron accounts and slowed patrons' ability to use the self check-out system.

Director's Report and Action Items:

Strategic Plan: Ms. McDonald noted that the Executive Committee discussed ways in which to proceed with the Strategic Plan at their meeting on March 31, 2010. One consultant proposal has been received from June Garcia, for \$25,000. Ms. McDonald asked the Trustees if they wanted to send the RFQ out again for additional proposals, or accept Ms. Garcia's proposal. After lengthy discussion, Mr. Rottenstreich made the motion to approve the Strategic Plan proposal from June Garcia, seconded by Mr. Toomey and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes).

After review, Ms. Caimano made the motion to approve the following action items, seconded by Mr. Pratt and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes).

1. Approval for Christine McDonald, Kathy Naftaly and Frieda Toth to attend the SALS Annual Meeting in Greenwich on May 17th, 2010. Cost: \$25.00/per person
2. Permission for Phil Tucker of the Glens Falls Area Baseball Hall of Fame to use 11 Library-owned photographs for a brochure and website, with the condition that a credit line appears with each image
3. Approval of Legal Notice for Trustee Petitions for publication in May 2010
4. Permission for Karen Hilfiger, Andrea Herman and Jennifer Boyer to attend Interlibrary Loan Field Day at the WSWHE BOCES on May 3, 2010. Cost: \$20.00/each
5. Approval of Resolution for the Library to participate in the U.S. Department of Commerce Broadband Technology Opportunities Program Grant
6. Approval for Christine McDonald to attend the ALA Conference in Washington, D.C. from June 24 – June 29, 2010. Costs: airfare and hotel
7. Approval for a team of teen runners to represent the Library at the Run for Literacy on June 13th, 2010.

Department Reports:

Ms. Shanks reported that the glass panels listing the Capital Campaign donors which were scratched have been replaced. The "Have a Seat in Glens Falls" website is now up. Over \$30,000 in sponsorships has been received. She encouraged the Board members to take a look at the website. The Library will be one of the primary beneficiaries of the proceeds from this summer-long event.

Ms. Herman reported on a number of programs which took place in March, including three author programs and a popular gardening program. The Reference 24/7 online question and answer system is being worked on and will be up and running in May.

Ms. Frazier reported that one of the Children's Department Pages, Michelle Lettus has been honored through the Capital District Library Council as student employee of the year.

Mr. DeGarmo reported on the Live Folklife concerts which have been showing to full houses and great feedback. This was an 8 part music series, the last one featured the group, Red Molly and they performed to a capacity crowd. The 8th Annual Women's History Awards is taking place this evening. Tomorrow a performance by Irish storytellers, Matt and Maura Burns is scheduled.

Please also refer to the reports which were e-mailed to you.

Ms. McDonald thanked Ms Naftaly for her work on the 2009 Annual Report.

New Business:

Mr. Pratt reviewed the Consignment Agreement with The Great Escape which offers library staff half price admission to the park during June, July and August at no cost to the Library, and found it to be acceptable. He stated that there is no down side to the Library as long as the tickets are kept track of, and we return the ones that are not sold. Mr. Pratt made the motion to authorize Ms. McDonald to sign the Consignment Agreement, seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes).

Mr. Pratt spoke about a "portable library" (in the form of an electronic kiosk which is now being manufactured) which Ms. McDonald and Ms. Naftaly were able to see and examine at the PLA Conference. It has the ability to distribute books, DVDs, books on CD etc. for circulation. The thought is to partner with the new branch of the YMCA which is being built in Moreau. This would enable residents in Moreau to return items and check certain items out in their own area, without having to come to the Library, which would provide good circulation assistance as well as good public relations. The approximate cost is \$125,000 to \$150,000 and Ms. McDonald would look into the possibility of applying for a New York State Construction Grant for this purpose. Ms.

McDonald will speak with the vendors to get more specific information and discussions with the YMCA will also take place.

Mr. Toomey made the motion to go into Executive Session at 5:30 pm, seconded by Mr. Pratt and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes).

Mr. Lebowitz made the motion to come out of Executive Session at 5:33 pm, seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes).

Adjournment

Mr. Pratt made the motion to adjourn the meeting at 5:34 pm, seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Kerr (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (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, May 26th, 2010
at 4:00 pm in the Holden Meeting Room**