

**Minutes of the Board of Trustees
May 26, 2010**

Board Members Present: Mr. Leonelli, Ms. Irion, Ms. Caimano, Mr. Searleman, Mr. Toomey, Ms. Nemer, Ms. Newcomb, Ms. Putnam, Ms. Vanderminden, Mr. Rottenstreich, Mr. Lebowitz, Mr. Sheahan

Board members Absent: Mr. Dee, Ms. Kerr, Mr. Pratt

Staff Present:

Ms. Christine McDonald, Ms. Kathy Naftaly, Ms. Andrea Herman, Ms. Lynn Shanks, Mr. Todd DeGarmo, Ms. Terry Bell, Ms. Mary Stevens

Mr. Leonelli called the meeting to order at 4:05 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. Searleman motioned to approve the minutes of the April 28, 2010 meeting as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes), Mr. Sheahan (yes).

Treasurers Report

Ms. Caimano reviewed the April 2010 report, which is at 33.33% of the 2010 budget. Income to-date is at 70.2%. Operating costs are at 31.89% of the budget. Mr. Searleman moved to approve the April 2010 report as presented, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes), Mr. Sheahan (yes).

Budget Amendments

After review by Ms. Caimano, Mr. Searleman made the motion to approve the budget amendments as presented, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Mr. Toomey

(yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes), Mr. Sheahan (yes).

Project Budget and Amendments

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

Approval of Warrant

Mr. Searleman made a motion to approve the Warrant as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes), Mr. Sheahan (yes).

Committee Reports

Personnel Committee:

Mr. Searleman noted that a meeting of the Personnel Committee has been scheduled for June 7, 2010 at 4:00 pm in the Holden Room (this meeting was subsequently changed to June 9, 2010 at the same time and place)

Mr. Searleman motioned to approve the following resignation and appointment, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes), Mr. Sheahan (yes).

1. Resignation of Amy Weeks, Library Clerk/Page, effective 7/27/10
2. Temporary appointment of Matthew Nelson, PT Custodian, effective 6/1/10 at \$11.63/hr.

Friends of Crandall Public Library

The next Friends Book Sale is scheduled for June 11th, 12th and 13th.

SALS

Ms. McDonald reported that the cost to circulate items is going up from 9 cents to 10 cents per item. She also showed the Board members the SALS Program of the Year Award which was received by the Teen Group for their Shakespeare play performance.

Director's Report and Action Items:

Ms. McDonald reported that the Selected Shorts program was very successful and we will plan on doing this again next year. The Broadband Grant is on hold until New York State passes its budget. She noted that there is a possibility that the Library will have some unemployment exposure related to the hiring of people for the grant since these will be positions that will last for two years which is the duration of the grant. The grant includes some funds for unemployment benefits. It would be enough to cover

unemployment benefits for one year. A joint meeting of the Budget and Personnel Committee to begin the review of the 2011 budget will be scheduled after the Personnel Committee meets in June.

After review, Mr. Searleman made the motion to approve the following action items, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irimon (yes), Ms. Caimano (yes), Mr. Searleman (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes), Mr. Sheahan (yes).

1. Approval for Charlotte Daly and Terry Bell to attend the NYCON webinar: "Healthcare Reform And Your Nonprofit – What You Need to Know Now", on May 20, 2010, 10 am-11:30 am Cost: \$15/per person (webinar took place between Board meetings)
2. Approval for Christine McDonald to attend a SALS-sponsored stress management and coping skills workshop on June 3, 2010 at the Greenwich Free Library, 10:00 am – 1:00 pm. Cost: mileage
3. Approval of Municipal Accounting Software Contract for 6/1/2010 – 5/31/2011 for \$2362.92
4. Approval for Lynn Shanks to attend the NYLA Workshop: "Positioning Your Library as an Essential Service", on May 28, 2010 from 10 am – 3 pm, at the Ramapo Catskill Library System, Middletown, NY. Cost: \$85.00 plus meals, travel.
5. Approval for Tala Henry-Halabi to attend a SALS-sponsored workshop by the Mental Health Players-Improv for Libraries on May 19, 2010 at the Saratoga Springs Public Library, 10:30 am – 2:30 pm. No cost. (workshop took place between Board meetings)
6. Approval for Kevin Rogan to attend the CDLC Reference Service Interest Group Organizational Meeting on June 10, 2010 at 9:30 am at the University at Albany. Cost: mileage
7. Approval for Marcy Devoe to attend a SALS-sponsored workshop on Conflict & Stress Management at the Burnt Hills Library on June 4, 2010. Cost: mileage

Department Reports:

Mr. DeGarmo reported on a New York State Archives workshop being held in the Folklife Center: Managing Old Photographs. There are also three new exhibits in the Folklife Gallery. Two have been coordinated with the "Have a Seat in Glens Falls" Adirondack Chair project. They are: "Come Sit a Spell" and also "This Seat Taken lol" which is an exhibit of miniature Adirondack chairs that were designed and decorated by area children. The other is an exhibit of photographs from the 1968 March for Peace and Equality: "Stand Up and Be Heard".

Ms. Naftaly reported for Ms. Frazier. One of the Children's Department Pages, Michelle Lettus was honored with "Student Employee of the Year" through the Capital District Library Council. Ms. Frazier and Ms. Stevenson are attending a workshop about working with the entire spectrum of the autistic population. They will share techniques in handling autistic persons of all ages.

Ms. Herman reported on the three writer's programs which took place in April. The shelving project is completed. The entire Reference Department staff worked very hard moving all the books in order for this project to be completed successfully. The Music

Series is continuing. One of the groups who have performed, “The Lost Radio Rounders” received an excellent review. “Reference 24/7” is up and running.

Ms. Naftaly reported that she served on a focus group for automated library systems with different libraries represented including universities, colleges and different public libraries. Every time the focus group asked “does your system do this” she was able to say “yes”. It was quite gratifying to see what a great product we have in the Polaris system.

Ms. Shanks reported that the brochures for the “Have a Seat in Glens Falls” project are out in the building. The brochures provide a map of where the chairs will be located throughout downtown Glens Falls. The ribbon-cutting is taking place tomorrow. This is the culmination of a year and half long planning process and is an exciting time for Glens Falls. The chairs will be out on view before Memorial Day, mainly on Glen Street. An estimate of what the Library can expect in proceeds from the event is between \$5,000 and \$10,000. A Fund Raising Committee meeting will be scheduled in the near future to discuss, among other items, moving forward with the Henry Crandall Award and Reception.

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

Old Business:

The Board members were provided with copies of a draft of the Capital Reserve Policy. This will be further reviewed with the Finance Committee. The Strategic Plan consultant, June Garcia will be here on September 15th at 4:00 pm to work with the full Board.

New Business:

After discussion, Ms. Nemer made the motion to reinstate the \$1.00 charge for Library card replacements, seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (no), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes), Mr. Sheahan (yes).

Adjournment

Mr. Rottenstreich made the motion to adjourn the meeting at 4:56 pm, seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Mr. Lebowitz (yes), Mr. Sheahan (yes).

Board of Trustees Minutes May 26, 2010

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, June 30th, 2010
at 4:00 pm in the Holden Meeting Room**