

**Minutes of the Board of Trustees  
June 30, 2010**

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

**Board Members Absent:** Mr. Dee, Mr. Toomey, Mr. Pratt, Ms. Vanderminden

**Staff Present:**

Ms. Christine McDonald, Ms. Kathy Naftaly, Ms. Lynn Shanks, Ms. Andrea Herman, Ms. Pamela Frazier, Ms. Terry Bell, Ms. Mary Stevens

Mr. Leonelli called the meeting to order at 4:03 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.

Mr. Leonelli reported that he is in receipt of a letter of resignation, due to a change in residency (Queensbury to Glens Falls) from Mr. Benjamin Pratt, Vice-President of the Board of Trustees. Mr. Searleman made the motion to accept with deep regret the resignation of Mr. Pratt, seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Lebowitz (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes).

**Minutes**

Mr. Searleman motioned to approve the minutes of the May 26, 2010 meeting as presented, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Lebowitz (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes).

**Treasurers Report/Project Budget**

Ms. Caimano reviewed the May 2010 report, which is at 42% of the 2010 budget. Income to-date is at 72.6%. Operating costs are at 36.86% of the budget. Ms. Caimano also reviewed the construction project budget, which had not changed since last month. Mr. Searleman moved to approve the May 2010 Treasurers Report for the operating

budget and the Construction Project budget as presented, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Lebowitz (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes).

### **Approval of Warrant**

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

### **Committee Reports**

#### **PERSONNEL COMMITTEE:**

Ms. McDonald summarized what had been discussed at the Personnel Committee meeting which took place on June 9, 2010. Trustees were also provided with the minutes from the meeting:

**Broadband Grant:** Ms. McDonald explained that there would be a possibility for some exposure to unemployment after the grant ends in two years, but that \$31,664 has been budgeted for this in the grant itself to cover possible unemployment costs. The Grant is currently on hold until New York State passes a budget.

**New York State Retirement Incentives:** Ms. McDonald explained the retirement incentives being offered by the State of New York and more specifically the Part A option which offers employees one additional month of service for every year that an employee has worked. For example, if an employee has worked for 24 years, they would receive an additional two years in service credit towards their retirement. The maximum credit is three years. She stated that the Part A option would be most beneficial to the Library. Employees who are eligible for the incentive would have to retire by December 31, 2010.

**Personnel Policies:** Ms. McDonald reviewed the revisions made to the Personnel Policies. Each Trustee was given copies of the changes.

A joint Budget/Personnel Committee meeting was scheduled for Tuesday, July 20, 2010 at 4:00 pm in the Holden Room.

#### **Fund Raising Committee:**

Mr. Leonelli and Ms. Shanks provided an update on plans for the Henry Crandall Award and Reception, which has been scheduled for Friday, October 1, 2010 at the Hiland Park Country Club, from 5:30 to 7:30 pm. The criteria for the award and the nomination process were also reviewed, with some suggested changes made by the Trustees. Once the event receives Board approval, a press release and nomination forms will be distributed to the community in a number of different formats, including the Library website, as well as area newspapers. The Library will also be holding a Love your Library Raffle - the winner of which will be announced at the award reception. The raffle tickets will cost \$25 each with a maximum of 300 tickets to be sold. There will be two winners; one will receive \$500 and the other \$1000.

Ms. Kerr entered the meeting at 4:15 pm.

### **Friends of Crandall Public Library**

Ms. Kerr reported that the June Book Sale was another great success. Ms. McDonald reported that the Friends provided the funds for additional DVD Kwikcases, approved funding for the Holiday Staff Party and also paid for the Library to upgrade the web-searching capabilities of the web page.

### **SALS**

Ms. McDonald reported on a number of SALS workshops being offered to member libraries between now and the end of the year.

### **Director's Report and Action Items:**

Ms. McDonald reported that the NYLA Conference will be taking place in Saratoga Springs this November. A tour of the new library and The Hyde Collection will be offered to attendees of the conference. She also noted that as of the end of May 2010, the Library has had over 176,000 web hits for the year.

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

1. Approval of the Henry Crandall Award and Reception: October 1, 2010
2. Approval of Henry Crandall Award Nomination process, venue (Hiland Park Country Club), silent auction and Love Your Library Raffle
3. Approval for the ARCC to hold their networking luncheon in the Library Community Room on December 10, 2010. The Library will receive \$5.00 per paid admission
4. Approval to change Library telephone services to Verizon – on the condition that our current telephone service supplier, Cornerstone's rate is higher than Verizon's
5. Approval for the Arts Council for Wyoming County, NY to borrow the Folklife Center's Rodeo Saddle made by Dusty Tinker, from the Folk Arts & Artist collection, for their exhibition, "A Good Ride: the Arts & Traditions of the Attica Rodeo", Perry, NY, June – December 2010
6. Retroactive approval for Erica Burke to attend the workshop "Clues from Family Photos" on June 17, 2010 at the NY Public Library under the auspices of the NY Genealogical and Biographical Society. Cost: mileage- \$212 and meals- \$50
7. Approval of Personnel Policy revisions
8. Approval for Guinevere Forshey to attend a CDLC sponsored class at Albany Medical College: "PubMed for Experts" on July 19, 2010 at 1:00 pm. Cost: travel
9. Permission for the Library to stay open Friday evening, October 15, 2010 for a program by author, Jon Katz on his new novel, Rose in a Storm
10. Approval of discard list per Terry Bell
11. Retroactive permission for Todd DeGarmo to serve on the NYSCA-Folk Arts Panel (in NYC) for reviewing 2011 grants on Tuesday & Wednesday, June 8 & 9, 2010 and for two work days, Monday & Thursday, June 7 & 10 to visit innovative cultural exhibitions in preparation for our own upcoming American Indian exhibitions (Indian Basket Collections, and Indian Camps & Upstate Tourism). Expenses from NYSCA grant were \$100.87.
12. Approval of Legal Notice for RFP for Cleaning Services

13. Approval of two Resolutions to Adopt the 2010 NYS Retirement Incentive – Part A
14. Approval for Christine McDonald to attend a Virtual Summit: eBooks: Libraries at the Tipping Point, presented by Library Journal and School Library Journal on Wednesday, September 29<sup>th</sup>, 2010, a day-long conference to be held online. Cost: \$19.95
15. Approval of Northern Mechanical low bid of \$4,500 for the Archival Room dehumidifier,  
with the funds to come from the construction project budget

### **Department Reports:**

Ms. Shanks reported that she is looking forward to promoting the Henry Crandall Award and Reception as well as the Love your Library Raffle. The sale of the raffle tickets will begin by mid-July. She also provided an update on the “Have a Seat in Glens Falls” summer event.

Ms. Naftaly reported that she has been working with various departments on a number of staffing issues. She also provided an update on the on-line reference question program – “Ask Us 24/7”, reporting that reference staff are finding it to be a fun process that offers many more people access to the ability to ask reference questions to knowledgeable librarians.

Ms. Herman reviewed the various programs and activities that had taken place in June. She also reported that the computer internet room continues to be a very busy place with every computer being utilized during the hours that the Library is open.

Ms. Frazier reported that the Teen Center staff have been helping teenagers who are learning to fill out job applications for the very first time especially online. The Run for Literacy event was also a great success with the Library winning a prize for the best costumes. On July 8, 2010, the teen group will be presenting a play about mythology. Numerous visits were made to area elementary schools in June to promote the summer programs. As of today, 1700 children have signed up for the many children’s programs which are being offered and over 200 children have signed up for the summer reading program.

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

### **Old Business**

**Strategic Plan:** June Garcia will be here on September 15<sup>th</sup>, 2010 to meet with the Trustees at 4:00 pm.

### **Adjournment**

Mr. Searleman made the motion to adjourn the meeting at 5:04 pm, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Lebowitz (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes).

Respectfully Submitted,

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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, August 25<sup>th</sup>, 2010  
at 4:00 pm in the Holden Meeting Room**