

**Minutes of the Board of Trustees
July 28, 2010**

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

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

Staff Present:

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

Others: Nancy O'Brien, ADK Talk

Mr. Leonelli called the meeting to order at 4:04 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 June 30, 2010 meeting as presented, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Nemer (yes), Mr. Sheahan (yes).

Treasurers Report

Ms. Caimano reviewed the June 2010 report, which is at 50% of the 2010 budget. Income to-date is at 75%. Operating costs are at 42.81% of the budget. She also reviewed the Budget Amendments, which includes an adjustment due to Warren County aid having been reduced by \$20,100. Mr. Searleman moved to approve the report and amendments as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Ms. Nemer (yes), and Mr. Sheahan (yes).

Mr. Toomey entered the meeting at 4:12 pm.

Project Budget and Amendments

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

Approval of Warrant

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

Committee Reports

Personnel Committee:

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

1. Resignation of Emma Scripture, Page, effective August 6, 2010
2. Permanent Appointment of Guinevere Forshey, FT Librarian II, from Civil Service List #306
3. Permanent Appointment of Frieda Toth, FT Librarian II, from Civil Service List #306
4. Permanent Appointment of Ann Marie Bilodeau, PT Librarian I, from Civil Service List #305
5. Permanent Appointment of Karen Tinney, PT Librarian I, from Civil Service List #305
6. Permanent Appointment of Jennifer Boyer, FT Librarian I, from Civil Service List #305
7. Permanent Appointment of Frank Pelkey, FT Librarian I, from Civil Service List #305
8. Permanent Appointment of Kevin Rogan, FT Librarian I, from Civil Service List #305
9. Permanent Appointment of Julia Stuckman, FT Librarian I, from Civil Service List #305
10. Permanent Appointment of Sandra Busteded, PT Library Clerk, from Civil Service List #304
11. Permanent Appointment of Matthew Nelson, PT Library Clerk, from Civil Service List #304

Budget/Personnel Committee:

Mr. Searleman reported on the July 20, 2010 joint Budget/Personnel Committee meeting, which included a discussion of the real estate revaluation which has taken place in the Town of Moreau. Ms. McDonald has spoken with Michael Swan, Director of Warren County Real Property Tax Services who explained that due to this revaluation, it is impossible to compare 2011 with 2010 numbers. As has been done in the past, people

will still be able to calculate their Library tax on our website by plugging in their actual assessment. A discussion followed regarding whether or not to show “average assessments” this year in the 2011 Budget materials that are provided to the public. The Public Hearing on the 2011 budget will take place just prior to the next regular Board of Trustees meeting on August 25, 2010 at 4:00 pm. The committees are still working on finalizing the budget. An additional meeting of the joint Budget/Personnel Committee was scheduled for August 17, 2010 at 4:00 pm in the Holden Room.

Fund Raising Committee:

Ms. Caimano reported that the committee met on July 27, 2010 to discuss the nominations for The Henry Crandall Award. Five nominations were received and reviewed. The committee is unanimously recommending that the recipient of the first Henry Crandall Award be Dick Bartlett. The award reception will take place on October 1, 2010 at the Hiland Park Country Club. Mr. Searleman motioned to approve the recommendation, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Ms. Nemer (yes), Mr. Sheahan (yes), and Mr. Toomey (yes).

Director’s Report and Action Items:

Ms. McDonald reported that the money for the Broadband Grant is due to be released shortly. She is hoping to apply for a New York State Construction Grant for improved lighting in the Travel/Biography section.

After review and the addition of the following items: Permission for the Library to remain open until 9:00 pm on Friday, November 5, 2010 for an author talk and book signing by Janet Loughrey, author of Saratoga in Bloom, and permission to apply for a New York State Construction Grant, Mr. Searleman made the motion to approve the following action items, #1-7 and #9, (Item #8 was already approved), seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Mr. Toomey (yes).

1. Approval of contract for Strategic Plan Consultant- June Garcia
2. Approval for Christine McDonald as newly elected Treasurer of the NY Library Association to attend the NYLA Council Meeting and Retreat on strategic planning on September 23rd and 24th (Thursday-Friday) in Albany.
3. Approval of contract with Hiland Park Country Club for October 1st, 2010 for the Henry Crandall Award Reception.
4. Approval for Christine McDonald, Kathy Naftaly, Pam Frazier, Adelaide Leibold, Guinevere Forshey, Andrea Herman, Kevin Rogan, Frank Pelkey, Karen Hilfiger, Jennifer Boyer, Sue Laing, and Gail Malvuccio to attend the NYLA Annual Conference in Saratoga Springs, on November 3-6, 2010. Cost not to exceed \$2,064
5. Acceptance of low bid from All-Pro Cleaning Services for \$64,400.
6. Approval for Ellen Mangine and Stacy Camp to attend Advanced Polaris Technical Services Training at SALS, August 5th, 2010, at 9:00 am. Cost: travel
7. Approval for Erica Burke to attend “Life in the Past Lane”, the annual conference for Genealogists run by the Friends of the Silvio Conte branch of the National Archives, in

- Williamstown, MA, on September 18th, 2010. Cost: \$35 plus travel.
8. Approval of the recommendation from the Fund Raising Committee that Richard Bartlett be the recipient of the 2010 Henry Crandall Award.
 9. Approval for Sue Laing to attend the Polaris Users Group Conference in Syracuse, NY, September 30th – October 2nd, 2010. Cost: \$250 plus travel.

Department Reports:

Mr. DeGarmo reported on the positive public feedback which has been received regarding the three exhibits currently on display in The Folklife Center. He spoke briefly about plans he is developing for a Food Ways exhibit this winter. The Folklife Center conducted two workshops last month; Managing Historic Photos and Guess What I Collect. He also gave a talk in Indian Lake –“Folk Arts All Around Us”.

Ms. Frazier reported that 820 children have signed up for the summer reading program. Every student in every area school in the Library District was seen in June through the Children’s Outreach Program. The Teen Center had 1,419 uses in June.

Reporting for Ms. Herman, Ms. Naftaly noted that the music program – Flame – was a tremendous success with a full house and a very moving performance. Also, internet usage is up 13% from June of last year.

Ms. Shanks reported on the Love Your Library Raffle. She asked the Trustees to please see her for the tickets. Scoville Jewelers is the sponsor and has donated \$1000. They will provide a \$25 store credit for every \$25 Raffle Ticket that is sold.

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

Old Business

Ms. McDonald noted that sometime this fall we will put together an event which will include some of our New York State and Federal officials to announce the implementation of the Broadband Grant.

New Business:

Mr. Leonelli stated that with Mr. Pratt’s resignation, it is necessary to appoint a new Vice President and two new committee chairs. After discussion, Ms. Nemer made the motion to appoint Mr. Searleman Vice President of the Board of Trustees, and Ms. Caimano Committee Chairperson for the Finance and Fund Raising Committees, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Mr. Toomey (yes).

Adjournment

Ms. Caimano made the motion to adjourn the meeting at 5:00 pm, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Ms. Putnam (yes), Ms. Vanderminden (yes), Ms. Nemer (yes), Mr. Sheahan (yes), and Mr. Toomey (yes).

Board of Trustees Minutes July 28, 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, August 25th, 2010
at 4:00 pm in the Holden Meeting Room**