

# Board of Trustees Crandall Public Library

## AGENDA January 5, 2011 Organizational Meeting

**4:00 pm**

1. **Call to order** R. Leonelli
2. **Oaths of Office** R. Leonelli
  - Annette Newcomb
  - Ben Pratt
  - Susan Putnam
  - a. **Election of Officers**
  - b. **2011 Committee Assignments**
- Public Comment** R. Leonelli
3. **Correspondence and Press** (see board pass around file for actual correspondence)
4. **Approval of Board of Trustees Minutes: December 1, 2010** R. Leonelli
5. **Treasurers Report – October, 2010** B. Caimano
  - a. Budget Amendments
6. **Project Budget** B. Caimano
7. **Approval of Warrant, December 2, 2010 to January 5, 2011 bills & payroll** B. Caimano
8. **Committee Reports**
  - A. **Joint Budget/Personnel Committee:** S. Searleman/B. Caimano
    1. Promotional provisional appointment of Steven Ray, Computer Specialist, effective 1/1/2011 at an annual salary of \$41,205.
    2. Approval of Health Insurance Plan which includes a 5% contribution by individuals, 20% for two person and family coverage, and \$25/month credit towards employees' net premiums for health or dental insurance.
    3. Dental Plan Change from Guardian to Delta Dental
    4. Resignation of Mary Stevens, Secretary II, effective January 7, 2011
    5. Permanent Appointment of Anne Nelson, PT Library Clerk at a base salary of \$11.99/hour, effective January 5, 2011, with final probationary review scheduled for October 5, 2011.
  - B. **Executive Committee** R. Leonelli
    1. **Meeting 12/29/10**
      - A. Adoption of revised 12/29/10 Warren County Civil Service job description for Computer Assistant

- B. Deletion of position of Secretary II
- C. Addition of Warren County Civil Service position: Administrative Assistant adopted by Warren County, 11/14/2005.
- D. Adoption of salary range for Administrative Assistant: \$30,000-43,500.

**9. Friends of Crandall Public Library**

M. Kerr/R. Sheahan

**10. SALS**

D. Nemer

**11. Director's Report & Action Items:**

C. McDonald

**A. Report on where we are with the Strategic Plan**

**B. NYS funding 2010, not received**

**Action items:**

1. Approval of change in standard mileage rates for travel reimbursement to 51 cents per mile as per IRS for business miles driven
2. Approval for designation of The Post-Star and The Chronicle as the official newspapers for notification purposes.
3. Approval of the appointment for 2011 of Judge & Duffy as the Library's Attorney.
4. Review and approval of the Library Mini Golf Contract for 2011
5. Approval to apply to the Glens Falls Foundation for the Foodways exhibition scheduled for March to October 2011. We will request funding for associated programming. Application to be submitted at the end of February for a March 20 deadline.
6. Authorization to start using online cash management for the Library's checking [three accounts] and savings accounts [two].
7. Permission for the Library to stay open late on Friday, April 29, 2011 for a program by Julia Spencer-Fleming.
8. Permission for Erica Burke to attend digitalization project meeting February 2, 2011 at CDLC in Albany. Cost: travel (at approximately \$61.20)
9. Permission for Lisa Lehman of Lehman Graphic Arts to use Crandall Photo #2221 (Hovey Pond, man and dog) for Town of Queensbury informational sign at Hovey Pond. The sign must contain the credit line: "Courtesy of Crandall Public Library's Folklife Center, Glens Falls, NY".
10. Permission for T. DeGarmo to attend "Learn to Photograph Your Art" workshop sponsored by Hubbard Hall, Cambridge, NY, January 29, 2011. Cost: \$78.00 (registration and materials). No travel cost. Purpose: Enhance skills for Indian Basket exhibit.
11. Permission for Todd DeGarmo to attend meeting about digital collections on NYS Heritage web site, January 27, 2011. Cost: Travel to Albany.
12. Permission for Todd DeGarmo to attend Documentary Heritage Program Advisory Committee meeting at CDLC, Albany, Cost: Travel to Albany
13. Authorization for destruction of obsolete CPL records i.e. 2004 audit sheets; Book invoices 2004; Extra film flyers 2010; 2004 Daily deposits; building insurance documents 2002-2004.

**12. 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

**13. Old Business**

1. Health Insurance changes – due by August 2011

2. Sunday hours – Paying straight time

**14. New Business**

A. Budget Committee meeting with Glens Falls National Bank set for 4 p.m. Wednesday January 12, 2011 with Karen Stapleton and Peter Capazzola.

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

**16. Adjournment**

**The next Board meeting  
will be held on  
Wednesday February 2<sup>nd</sup>, 2011  
at 4:00 pm  
in the Holden Meeting Room**