

**Board of Trustees
Crandall Public Library**

**AGENDA (REVISED)
November 30, 2011**

4:00 pm

A meeting of the Personnel and Finance Committees will be held at 4 p.m. prior to the regular Board meeting. All Trustees are on either Personnel or Finance therefore, we won't need to meet on a separate date.

Personnel and Finance Committee AGENDA: Will be sending information out late Tuesday

1. Discussion of health insurance options
2. Approval of health insurance option for benefitted employees

Board of Trustees Meeting Agenda

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| 1. Call to order | R. Leonelli |
| 2. Public Comment | R. Leonelli |
| 3. Correspondence and Press (see board pass around file for actual correspondence) | |
| 4. Approval of Board of Trustees Minutes: October 26, 2011 | R. Leonelli |
| 6. Treasurers Report October, 2011 | B. Pratt |
| 7. Approval of Warrant, October 27, 2011 to November 30, 2011, bills & payroll | C. Davis |
| 8. Committee Reports | |
| 1. Personnel | S. Searleman |
| 2. Board Development | P. Irion |
| 9. Friends of Crandall Public Library | R. Sheahan/W.McKnight |
| 10. SALS | D. Nemer |
| 11. Director's Report & <i>Action Items:</i> | C. McDonald |
- Discussion of the proposals for the lighting project for the Travel/Biography Room
- Action items:**
1. Approval of RFP for Professional Auditing Services

2. Retroactive permission for three staff from the Children's Department to travel to Guilderland Public Library on Thursday, November 17, 2011 to attend a ½ day workshop on Early Literacy Skills. Cost \$25.00 each plus travel for one (carpool).
3. Permission for Linda Webb to attend a Benefits Fair on January 27, 2012 at the Clifton Park-Halfmoon Library. Cost: travel
4. Request for Christine McDonald for work time to attend the Sundance Film Festival, January 19-28, 2012 and \$292 for airfare and \$500 towards hotel (total hotel cost is \$1,100). [Strategic Goal 5].
5. Permission for Lynn Shanks to attend the workshop Women in Development program - Planning Your Year-Round Communications Strategies for 2012 and Beyond presented by Libby Post Wednesday, Dec. 7 in Albany \$30 fee plus travel to/from Albany.
6. Approval of 2012 Holiday and Closings.
7. Approval of Strategic Plan initiative #10: **see below**

Organizational Competencies and Initiatives

10. Collection Development

The Crandall Public Library will budget for growth, maintenance and, as-needed, contraction/expansion of specific collections so that materials purchased reflect community needs.

Initiative 10.1: By June 30, 2012, determine appropriate level of resources for eBooks and other downloadable media for FY 2013.

Initiative 10.2: By December 31, 2012, create or promote easy-to-understand online tutorials to teach users how to download eBooks, audio books and other forms of electronic media to various types of handheld devices and/or computers.

Initiative 10.3 By December 31, 2012, decide if loaning e-Readers is a viable option for circulation of e-materials.

Initiative 10.4 By December 31, 2012, work with SALS, member libraries, the NYS Division of Library Development, NYLA/ALA/PLA and vendors/publishers to determine future methods of cost effective purchasing and distribution of e-materials.

The Crandall Public Library approved Strategic Plan is available on the website at this link:
<http://www.crandalllibrary.org/about/documents/CPL2011to2013STRATEGICPLAN.pdf>

12. Department Reports

- K. Naftaly, Assistant Library Director, III
- A. Herman, Adult Services
- L. Shanks, Development Director
- P. Frazier, Children's Department
- T. DeGarmo, Folklife

13. Old Business

- A. Filling open positions in Queensbury
- B. 2012 Officers
- C. Warren County Aid 2012
- D. Revision of Investment Policies
- E. Code of Ethics and Conflict of Interest Policies
- F. Revision of By-Laws
- G. Decision on investing \$15,000 from Watson bequest, currently in GFNB Temp. Fund

- Board Development Committee
- Board Development Committee
- Finance Committee
- Finance Committee
- Executive Committee
- Executive Committee
- Finance Committee

14. New Business

- A. Patron Patrick J. Casey suspension. Executive Committee
- B. Additional suspensions Executive Committee
- C. Suspension Policy Executive Committee
- D. Information requested by Annette Newcomb on 11/21/11 for "...a summary of the inservice, workshops, conferences, and educational opportunities that we offered all employees at CPL for the year 2011. I would like is a list of the above opportunities, who went to them and how many days/partial days were involved in each."
Because of the holiday, and the time it takes to compile this information, it will be ready for the 11/30/11 meeting. Personnel Committee

15. Executive Session (will be held)

16. Adjournment

The next Board Meeting

Wednesday, December 28, 2011

4:00 pm

Holden Meeting Room