

Board of Trustees Crandall Public Library

AGENDA February 3, 2011

4:00 pm

1. **Call to order** R. Leonelli
2. **Oaths of Office** R. Leonelli
Annette Newcomb
3. **2011 Committee Assignments** R. Leonelli
3. **Public Comment** R. Leonelli
4. **Correspondence and Press** (see board pass around file for actual correspondence)
5. **Approval of Board of Trustees Minutes: January 5, 2011** R. Leonelli
6. **Treasurers Report – December, 2010** B. Pratt
 - a. Budget Amendments for November 2010 report: Revised Budget amendments for November 2010.
 - [1] Rescind motion to accept the budget amendments as presented at the January 5, 2011 Board of Trustees meeting.
 - [2] Motion needed to accept the revised November 2010 budget amendments as presented on February 2, 2011
 - b. **Budget Amendments December 2010**
7. **Project Budget** B. Pratt
8. **Approval of Warrant, January 6, 2011- January 31, 2011 bills & payroll** B. Pratt
9. **Committee Reports**
 - Personnel:** R. Leonelli
 - A. Appointment of Cindy Watkins, Custodian, full time Permanent from Exam #294 at an annual salary of \$21,802 effective 1-18-11.
 - B. Executive Committee** R. Leonelli
 - Meeting 01/12/11**
 - A. Mr. Pratt made a motion seconded by Barbara Caimano authorizing IATS services to provide credit card payments and reservations through the eTapestry company for Crandall Public Library and approved as follows: Mr. Rick Leonelli (yes), Mr. Mike Toomey (yes), Mr. Ben Pratt (yes), Ms. Barbara Caimano (yes), Mr. Sanford Searleman (yes).
10. **Friends of Crandall Public Library** R. Sheahan
11. **SALS** D. Nemer
12. **Director's Report & Action Items:** C. McDonald
 - A. **Report on where we are with the Strategic Plan**

B. NYS funding

Action items:

1. Approval for Andrea Herman to attend a series of meetings (February 9, March 9, April 13, May 11 and June 8, 2011) at CDLC on Resource Sharing. Cost: Travel.
2. Approval for Kevin Rogan to have retroactively attended Reference Services Interest Group - "Library Marketing and Outreach Success Stories" at CDLC on January 20, 2011 and to attend future meetings on March 17, May 19 and July 21. Cost: Travel.
3. Approval of Executive Committee motion to authorize IATS services to provide credit card payments.
4. Permission to purchase software from PrinterOn (\$395.00) and a one-year renewable maintenance agreement (\$100.00) to enable the public to print from wireless applications while in the Library.
5. Permission to renew Harris accounting software package at the annual contract fee of \$1,450.00.
6. Approval for Erica Burke to attend New York Genealogical and Biographical Society tour of the New York City Municipal Archives on March 4, 2011. The NYG&B publication New York Researcher has asked Erica to write an article about the genealogy and local history resources in the Folklife Center. The cost for the program is \$20 (because we have a membership). Travel: approx. \$215. To be sponsored by Folklife Funds.
7. Permission for Pam Frazier and Dorie Stevenson to submit a \$900 grant application to the Stewart's Holiday Match Grant for portable lapel microphones, a puppet stage and puppets for Children's programming for all ages of children.
8. Approval for Christine McDonald and Kathy Naftaly to attend *Advocacy 3.0: Using Social Media and Mobile Marketing* presented by Libby Post at the Wolf Road Marriott, Monday, February 28, 2011 (Pre-Advocacy Day). Fee is \$120 total plus travel.
9. Permission to sign lease agreement with TransFirst to upgrade obsolete credit card terminal equipment for 2 years at \$39.98/month with \$150 rebate.

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

Committee to Accomplish

- A. Health Insurance changes – due by August 2011
- B. Sunday hours – Paying straight time
- C. Exit Interview Procedures
- D. Code of Ethics Policy
- E. Conflict of Interest Policy
- F. Budget Committee meeting with Glens Falls National Bank with Karen Stapleton and Peter Capazzola.

14. New Business

15. Executive Session (if needed)

16. Adjournment

**The next Board meeting
will be held on
Wednesday March 2, 2011
at 4:00 pm
in the Holden Meeting Room**