

Board of Trustees Crandall Public Library

AGENDA March 2, 2011

4:00 pm

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: February 3, 2011 R. Leonelli
5. Treasurers Report – January, 2011 [Motion to approve] B. Pratt
 - a. Budget Amendments for November 2010 report: Revised Budget amendments for November 2010.
[1] Motion to approve needed to accept the revised November 2010 budget amendments
 - b. Budget Amendments December 2010- revised [Motion to approve]
 - c. Budget Amendments January 2011 [Motion to approve]
7. Project Budget [Motion to approve] B. Pratt
8. Approval of Warrant, February 1, 2011- February 28, 2011 bills & payroll B. Pratt
9. Committee Reports
 - A. Executive Committee R. Leonelli
[1] Report on February 16, 2011 meeting
 - B. Other
10. Friends of Crandall Public Library R. Sheahan
11. SALS D. Nemer
12. Director's Report & Action Items: C. McDonald
 - A. Report on the Strategic Plan. Meetings with staff and June Garcia February 9-10. Next steps
 - B. NYS funding- not received for 2010 but promised in 4-6 weeks

Action items:

1. Approval for Terry Bell, Purchasing Agent, Senior Account Clerk to attend a one day seminar @ the Queensbury Hotel on April 27 for "Payroll Law 2011" @ a cost of \$199, presented by Fred Pryor Seminars.
2. Approval for Christine McDonald and Kathleen Naftaly to attend NYLA Advocacy Day March 1, 2011 to meet with NYS Legislators on Library funding. Cost: Travel to SALS; lunch.
3. Approval for Guin Forshey to attend the workshop "BTOP Evaluate and Sustain Workshop," on April 18-19, Geneva, NY. The NYS BTOP grant covers \$200 expenses plus travel @ \$0.51 per mile. Not likely this will cost Crandall at all.
4. Approval for Christine McDonald and Kathleen Naftaly to attend the Public Library Section of NYLA's Spring Conference. Cost: \$30 registration each, travel to Westchester County and one night hotel.
5. Permission for Dorie Stevenson and Julia Stuckman to attend Summer Reading Planning all-day workshop in Saratoga Springs on Wednesday, March 16, 2011. Cost: \$30.00 (\$15.00 each) plus travel.
6. Permission for Frieda Toth to attend Teen Behavior (In the Library) afternoon workshop in Saratoga Springs on Wednesday, March 16, 2011. Cost: travel.
7. Permission for Todd DeGarmo to be a guest speaker (presenting our 2008 Quebec cultural exchange) for the cultural tourism symposium, "Bridges to the Future: Empowerment through Collaboration in Cultural Heritage Tourism", hosted by the Upstate Institute at Colgate University and the NY Cultural Heritage Tourism Network, on Friday, March 18, 9 am to 3:30 pm. Cost: Travel; Hotel at the Hamilton Inn=\$110 + taxes; food at daily rate of \$50.00. NYSCA expense. I have asked that Todd request some reimbursement for being a guest speaker.
8. Central Book Aid cost if approved by the SALS Central Library Committee: Permission to enter into contract with Library Ideas, LCC to purchase Freegal a downloadable web-based music service. Cost \$11,800 plus a one-time set up fee of 150.00.

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

- 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

Committee to Accomplish

- Personnel
Personnel
Personnel
Executive
Executive

- F. Budget Committee meeting with Glens Falls National Bank set for 4 p.m. Wednesday, March 9th 2011 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**