

# Board of Trustees Crandall Public Library

## AGENDA March 30, 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: March 2, 2011 R. Leonelli
5. Treasurers Report – February, 2011 [Motion to approve] B. Pratt
  - a. Budget Amendments for February 2011 report [Motion to approve]
7. Project Budget, February 2011 [Motion to approve] B. Pratt
8. Approval of Warrant, March 1, 2011- March 30, 2011 bills & payroll B. Pratt
9. Committee Reports
  - A. Executive Committee R. Leonelli
    - [1] Code of Ethics Policy
  - B. Finance Committee
    - [1] Finance Committee's recommendation for investing the capital funds
    - [2] Finance Committee's recommendation for Waentig Trust investments B. Pratt
  - C. Personnel Committee
    - [1] Appointment of Kerry Ziegler, Volunteer Coordinator/Assistant to the Library Development Director 18 hours/week at a salary of \$18.05/hour
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.
  - B. NYS funding- received in March!

### Action items:

1. Authorization to change the April Board meeting date from April 27 to either Monday, April 25 or Tuesday, April 26.

2. Approval of the one year subscription renewal for E\*vents software for the calendar and room reservations on the Library's web page \$3,300 budgeted in Line item L5629.
3. Approval of a 1 year service contract agreement between Image Integrator, LLC and the Crandall Public Library for maintenance of two ST ViewScan STVS1 microfilm readers at a total cost of \$400.
4. Approval of a 2 year warranty/service contract with Mac Source Communications for Polycom video conferencing equipment as part of the BTOP grant at a cost of \$1,146.20.
5. Approval for Cynthia Davis and Terry Bell to attend the NYS Purchasing Forum, Office of General Services, May 18-19. Cost: Travel to Albany.
6. Permission for Jennifer Boyer to attend Readers' Advisory Service program at Schenectady County Public Library on May 5, 2011. Cost \$25 plus travel
7. Permission for Todd DeGarmo to attend the first meeting as a member of the Regional Advisory Group for the Adirondack North Country Association (ANCA)'s Scenic Byway Project, "Experiencing the traditions, foods and culture of the Adirondack North Country, on April 7, 2011, 10 am to 2 pm, at the Adirondack Museum, Blue Mountain Lake, NY. Cost: Travel (to/from Blue Mountain Lake). Lunch provided.
8. Approval for Todd DeGarmo to attend the New York State Folk Arts Roundtable, May 16-18, 2011, Saratoga Springs, NY, "the annual forum for the public folk arts field in New York State devoted to the discussion of ideas, issues, and practices of public folk arts programming. Cost: Travel (Shushan to/from Saratoga instead of hotel) & meals for 3 days (evening sessions, too).
9. Approval for Christine McDonald and/or Kathy Naftaly to attend a monthly of SALS Board meetings in Saratoga Springs. Cost: Travel.
10. Approval for Todd DeGarmo and/or Erica Burke to attend meetings and training sessions on the CDLC Digital Database Project. Currently scheduled meetings are Monday, March 28, 2011 and Wednesday, March 30, 2011. Cost: Travel to Albany.
11. Permission for Kathy Naftaly to attend JA Joint Automation Council Meetings every other month (Tentative schedule 1/4/2011, 3/8/2011, 5/10/2011, 9/13/2011, 7/12/2011 and 11/8/2011) at Clifton Park Halfmoon Library. Cost: Travel.
12. Permission for Kathy Naftaly to attend JA e-commerce Committee Meetings. Cost: Travel.
13. Approval for Kathy Naftaly to attend JA PAC Steering Committee Meetings. Cost : Travel.
14. Permission for Sue Laing and/or Kathy Naftaly and/or designated staff to attend JA Operations Committee meetings.
15. Permission for Guin Forshey to attend CDLC Consumer Health meetings. Scheduled irregularly. Cost: Travel.
16. Permission for Christine McDonald to attend NYLA Board meetings usually in Guilderland. Cost: Travel.
17. Permission for Kathy Naftaly to attend NYLS Public Library Section Board meetings. Usually at NYLA annual meeting: 2011 in Saratoga Springs. Cost: Travel.
18. Approval for Todd DeGarmo to attend Heritage Hall Committee Meetings. Cost: no expense.
19. Permission for Todd DeGarmo to attend meeting of the NYSCA Folkarts Panel as he is a member. Cost: Travel and food.
20. Permission for Todd DeGarmo to attend NYLA Archives Committee meetings. Scheduled irregularly. Cost: Travel.
21. Permission for Pam Frazier to attend local School Library Council meetings [location?]. Cost: Travel.
22. NYLA Archives Committee--DeGarmo (meets irregularly)

## 12. Department Reports

- L. Shanks, Development Director
- K. Naftaly, Assistant Library Director III

- G. Forshey, Health Services/BTOP
- A. Herman, Adult Services
- P. Frazier, Children's Department
- 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

**14. New Business**

- A. Purchasing Policies revision

**Finance**

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

**16. Adjournment**

**The next Board meeting  
will be held on  
either Monday, April 25 or Tuesday, April 26, 2011  
at 4:00 pm  
location TBA**