

**Please contact Kathy Naftaly 792-6508 x288 with your reservation for the SALS Annual meeting at the Holiday Inn, Saratoga, Monday May 16<sup>th</sup> at 6 p.m., \$25 per person**

## **Board of Trustees Crandall Public Library**

### **AGENDA April 26, 2011**

**4:00 pm**

1. **Call to order** R. Leonelli
2. Public Comment R. Leonelli
3. Staff Years of Service Award C. Bilodeau/  
C. McDonald
4. Correspondence and Press (**see board pass around file for actual correspondence**)
5. Approval of Board of Trustees Minutes: March 30, 2011 R. Leonelli
6. Treasurers Report – March, 2011 [Motion to approve] C. Davis
7. Budget Amendments for March 2011 report [Motion to approve]
8. Project Budget, March 2011 [Motion to approve] C. Davis
9. **Approval of Warrant, April 1, 2011- April 26, 2011 bills & payroll** C. Davis
10. **Committee Reports**
  - a. **A. Personnel Committee** S.  
Searleman
  - b. [1] Appointment of Mark Merkle, BTOP Grant Computer Assistant from 3/28/11 to September 30, 2012, 18 hours per week at a rate of \$15.86 per hour.
11. **Friends of Crandall Public Library** R. Sheahan

**Note: The Board of Trustees is hosting a reception to meet the Friends Board on: Tuesday, June 7<sup>th</sup> at 5 p.m. in the Holden Meeting Room. We need you to be there to show your support for all the Friends do to support the Library. This is their annual meeting. [They meet 4-5 p.m. if you want to attend].**

## 12. SALS

Director's

### Report & Action Items:

C. McDonald

A. Report on the Strategic Plan. Meetings with staff / June Garcia.

B. NYS funding for 2011: funding has been cut.

Central Library Aid will be \$82,500 (Budgeted \$83,000) Loss of \$500

Local Library Aid will be about \$12,966 (Budgeted \$13,000) Loss of \$ 34

Central Book Aid held at SALS was also reduced; minus funds spent = \$50,500 available

**Notice: We have made every effort to procure 3 quotes for carpeting specified by Design Network for the Glen Street and Park entrances. We were only able to obtain two quotes. We would like to take the low quote. I wanted you to be informed about this. The low quote was \$3,683.30; the other quote was \$3,860.25. Our policies exceed what is required for municipal bidding in NYS.**

## 13. Action items:

1. Approval of Legal Notice on Trustee petitions to The Chronicle for publication on Thursday, May 12, 2011
2. Approval of Legal Notice on Trustee petitions to The Post-Star for publication on Sunday, May 15, 2011

**Note: Trustee petitions are due between August 24 and at the latest, August 31, 2011 by 4 p.m.**

3. Approval of low quote for carpet tiles for two entrance ways @ \$3,683.30 from Flooring Environment.
4. Approval of Underwriting Agreement and Trade Contract specifics with WAMC for Selected Shorts advertising. Both parties provide promotion. This is a "trade" agreement meaning it's in-kind. It's the same agreement we had with them last year.
5. Permission for Pam Frazier, Guin Forshey, Steve Ray Christine McDonald [1/2 day] and Kathy Naftaly to attend a presentation by Carson Block [June Garcia gives him high marks] providing outstanding library and informational services using technology at the Clifton Park/Halfmoon Library on Wednesday April 27, 2011 sponsored by SALS. Cost: travel. Bob Sheahan is also attending. Cost: travel
6. Permission for Richard Frost to use a photo from the Special Collections (Fisher 864: Hotel Champlain vans at the Empire Garage) in his book about the Hotel Champlain. Credit line with photo required. No fee.
7. Approval of contract with Symphony Space to present two Selected Shorts Programs, June 4<sup>th</sup> and 5<sup>th</sup>.
8. Approval for Sue Laing, Andrea Herman, Kathy Naftaly, Guin Forshey, Frank Pelkey, Adelaide Leibold and Christine McDonald to attend "Fresh Practices for the Community Focused Library" presented by national library consultants Joan Frye Williams and George Needham at Clifton Park Public Library either May 16 or 17. This workshop is part of the 2010/2011 LSTA grant series aimed to help library staff and trustees obtain the skills to best work with the many diverse groups of people who are using their libraries daily. Travel cost covered by the grant, no other costs.
9. Authorization to contract with Facts on File for the **Access Video on Demand** database offering thousands of non-fiction videos [demo today] for a cost of \$7,500 per year to come

from L5410/L5250 Adult Media. We did a trial for several weeks and had over 124 hits on the database. [Demo will be available at the meeting and for three days after the meeting.](#)

10. Board permission to destroy obsolete library records: 10 cubic feet of invoices from 2000-2005. (From Todd DeGarmo, Records Manager]
11. Approval for Christine McDonald & Kathy Naftaly to attend the SALS Annual Meeting, May 16, 2011 and Program "Sustainable Strategies for the Community Focused Library." Cost: \$25 per person plus travel for Naftaly.
12. Possible Suspension of Library privileges of one Library customer.
13. Board permission for Erica Burke to attend the NYAC (New York Archives Conference) meeting in Saratoga June 8-10. Cost: Total: ca. \$160 includes registration, mileage, lunch, workshop fee and travel.
- 14.

#### 14. Department Reports

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

#### 15. Old Business

A. Bike racks in City Park

#### Committee to Accomplish

Tim Larson, LA Group will be at the meeting

B. Any Health Insurance % changes – due by August 2011

Personnel

C. Sunday hours – Paying straight time- additional staff needed

Personnel

D. Exit Interview Procedures

Personnel

E. Code of Ethics Policy

Executive

F. Conflict of Interest Policy

Executive

G. Finance Committee's recommendation for  
Waentig Trust investments

Finance

#### 16. New Business

A. Purchasing Policies revision

Finance

#### 17. Executive Session (if needed)

#### 18. Adjournment

**The next Board meeting  
will be held on  
Wednesday May 25, 2011  
at 4:00 pm  
in the Holden Meeting Room**

