

Board of Trustees Crandall Public Library

AGENDA May 25, 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: April 26, 2011 R. Leonelli
5. Treasurers Report – April, 2011 [Motion to approve] B. Pratt
6. Budget Amendments for April 2011 report [Motion to approve] B. Pratt
7. Project Budget, April 2011 [Motion to approve] C. Davis
8. Approval of Warrant, April 28, 2011- May 25, 2011 bills & payroll C. Davis
9. Committee Reports
A. Personnel Committee S. Searleman
 - [1] Provisional appointment of Justin Spraragen, part-time Computer Assistant effective May 11, 2011 for 19 hours per week at a rate of \$17.18 per hour.
 - [2] Acceptance of the resignation of Cindy Rowzee, Library Assistant, Teens, who is moving out of the area.
10. Friends of Crandall Public Library R. Sheahan

Note: The Board of Trustees is hosting a reception to meet the Friends Board on: Tuesday, June 7th 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].
11. SALS D. Nemer
12. Director's Report & Action Items: C. McDonald

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

13. Action items:

1. Approval for Guin Forshey and Frank Pelkey to attend Frankenbooks: Understanding the eBook Opportunity, Thursday, June 2, 2011 at the Courtyard by Marriott. Cost: One @ \$85 and one at \$120 plus travel.
2. Approval for Christine McDonald to attend the New York Library Association Council retreat as NYLA Treasurer, September 15-16 in Rhinebeck, NY. Costs paid by NYLA.
3. Permission for Finch Pruyn to use the photograph of the "barefoot papermakers" CLP#1137 on their website.
4. Approval to proceed with getting quotes for three new benches and the new user friendly bicycle racks in different locations.
5. Approval to accept the Jim Gerrard quote for City Park maintenance. Work will be done April through November at \$12,000 for 8 months. The Library share is 40% or \$4,800 a year [\$600.00 per month]. Funding would come from Building Maintenance.
6. Approval to proceed with the project to add counter space for laptop use in the New Book Area. Funding would come from the Project Fund.

14. Department Reports

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

15. Old Business

- A. Any Health Insurance % changes – due by August 2011
- B. Sunday hours – Paying straight time- additional staff needed
- C. Exit Interview Procedures
- D. Code of Ethics Policy
- E. Conflict of Interest Policy

- G. Finance Committee's recommendation for Waentig Trust investments

Committee to Accomplish

Personnel
Personnel
Personnel
Executive
Executive [Pratt and Searleman
will present to the committee]
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 June29, 2011
at 4:00 pm
in the Holden Meeting Room**