

Board of Trustees Crandall Public Library

AGENDA June 29, 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: May 25, 2011 R. Leonelli
5. Treasurers Report – May 2011 [Motion to approve] B. Pratt
6. **Approval of Warrant, May 26, 2011- June 29, 2011 bills & payroll** C. Davis
7. **Committee Reports**
 - A. Personnel Committee S. Searleman
 - [1] Permanent appointment of Linda Webb, Administrative Assistant, Exam #63107 & 1631, At an annual salary \$40,000 as approved by the Personnel Committee 6/8/11
 - [2] Motion – The Personnel Committee recommended at the 6/8/11 meeting that Grove Associates be hired to do Exit Interviews for staff (except pages) for the next 2 years. Fee is \$150 per hour pro-rated if work takes less than that time.
 - B. Finance Committee
 - [1] Motion to invest the Waentig Trust funds as per the Glens Falls National Bank presentation 6/13/11 for Income with Growth and approved unanimously by the committee
 - C. Fund Raising Committee: The committee hasn't met since the last Board meeting. The following items came up since the committee last met.
 - [1] Request to have Executive Committee make the decision about the Henry Crandall Award honoree after the July Board meeting and before the August Board meeting.
 - [2] Inn at Erlowest - Approval of the proposal for the Henry Crandall Award.
 - [3] Wait House fund raising proposal

8. Friends of Crandall Public Library

R. Sheahan

9. SALS

D. Nemer

10. Director's Report & Action Items:

C. McDonald

A. Report on the Strategic Plan: copies were sent or given to the Board in June. Motion to approve.

11. Action items:

1. Approval to submit a grant application with several projects to the Beach Foundation.
2. Approval of Laptop lending policy
3. Approval to purchase the online version of the Dewey Decimal Classification database for final cataloging and reclassifying items now that SALS doesn't do our processing. Cost: \$575 from books.
4. Approval of agreement with ADP to go from software based to web based payroll and time management at same price.
5. Approval of annual maintenance support with Harris Computer Systems Accounting Software.

12. 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

13. Old Business

- A. Any Health Insurance % changes – due by August 2011
- B. Sunday hours – Paying straight time
- C. Code of Ethics Policy
- E. Conflict of Interest Policy

Committee to Accomplish

Personnel

Personnel

Executive-Pratt & Searleman

Executive-Pratt & Searleman

14. New Business

- A. Purchasing Policies revision
- B. Ad Hoc Nominating Committee for new trustees and 2012 officers

Finance

President

15. Executive Session (if needed)

16. Adjournment

**The next Board meeting
will be held on
Wednesday July 27, 2011
at 4:00 pm
in the Holden Meeting Room**