

Board of Trustees Crandall Public Library

AGENDA July 27, 2011

4:00 pm

1. Call to order R. Leonelli
2. Public Comment R. Leonelli
3. Correspondence and Press (Correspondence in Pass Around File)
4. Approval of Board of Trustees Minutes: June 29, 2011 R. Leonelli
5. Treasurers Report – June 2011 [Motion to approve] B. Pratt
6. Approval of Warrant, June 30, 2011- July 27, 2011 bills & payroll [Motion to approve] C. Davis

7. Committee Reports

A. Personnel Committee

S. Searleman

[1] Permanent appointment of Cynthia Davis to the position of Accounting/Business Manager based on Civil Service Rule XVII and her status as Accountant under Saratoga County Civil Service with a probational period through March 27, 2012.

B. Joint Personnel and Finance Committee

- [1] Approve 2012 employee health insurance contribution rates at 20% Family and 8% Individual
- [2] Approve for 2012 a \$1,000 employee incentive to decline the Library's health insurance (with proof of other coverage) to be paid 6/1/12. Pending information from Staff- may want to hold this until August 31st.
- [3] Discussion of First Draft 2012 Proposed Budget
- [4] Approval to accept Quantum Engineering's proposal from Curt Wilsey for \$2,900 plus out-of-pocket expenses to develop bid specifications, final drawings, all bid documents required for public bidding for the lighting project in the Travel/Biography Room.

8. Friends of Crandall Public Library

R. Sheahan or
W. McKnight

9. SALS

D. Nemer

10. Director’s Report & Action Items:

C. McDonald

A. Report on the Strategic Plan: The plan is on our web site.

11. Action items:

1. Approval to hold the Love Your Library Raffle drawing in the Community Room on Monday, November 7 at 6:00 PM. Ticket sales will begin September 1, 2011.
2. Approval to submit an application to the NYS Racing and Wagering Board for the raffle and drawing November 7, 2011.
3. Approval to accept Quantum Engineering’s proposal from Curt Wilsey for \$2,900 plus out-of-pocket expenses to develop bid specifications, final drawings, all bid documents required for public bidding for the lighting project in the Travel/Biography Room.
4. Approval of Conflict of Interest and Code of Ethics Policies to fulfill Comptroller requirement and Strategic Initiative 3.3, p. 13.
5. Approval of SALS proposed change to the SALS Direct Access 90.3 Plan.
6. **Permission for Kathy Naftaly to apply for competitive admittance to Public Library Association Boot Camp (run by Sandra Nelson and June Garcia) in Nashville, TN from Tuesday October 18 thru noon Saturday October 22, 2011. Cost: \$795 (PLA member), \$439 travel, \$945 (5 nights @ \$189) hotel, \$350 meals. Approximate total: \$2,530 *PLA Results Boot Camp is a weeklong interactive workshop designed to teach practical library management skills and to apply what they learn to real-life problems and issues in their library.**
7. **Adjust IRS mileage rate from 51¢ to 55¢ as per IRS memo effective July 1,2011 [as per Crandall Public Library personnel policy on travel expenses, we use the IRS rate].**

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

On vacation

13. Old Business

- A. Wait House fund raising proposal
- B. Filling open position in Queensbury
- C. Ad Hoc Nominating Committee, 2012 Officers
- D. Purchasing Policies revision
- E. 2010 Audit

Committee to Accomplish

Fund Raising
Board Development Committee
President to appoint
Finance
Fuller & LaFiura September 2011

14. New Business

- A. Invested Account and other accounts-Development Plan
- B. Additions to Strategic Plan relating to fund raising
- C. Revision Investment Policies
- D. Review Capital Reserve Policy

Fund Raising
Fund Raising
Finance
Finance

E. Possible suspension of customer

Board

15. Executive Session (if needed)

16. Adjournment

**The next Board meeting
will be held on
Wednesday August 31, 2011
at 4:00 pm
in the Holden Meeting Room**