

Revised
2ND DRAFT

**Minutes of the Board of Trustees
January 5, 2011**

Board Members Present: Mr. Leonelli, Mr. Searleman, Ms. Irion, Ms. Caimano, Ms. Putnam, Mr. Lebowitz, Ms. Vanderminden, Mr. Rottenstreich, Mr. Toomey, Ms. Nemer, Mr. Pratt

Board members Absent: Ms. Newcomb, Mr. Sheahan, Mr. Dee

Staff Present:

Ms. Christine McDonald, Ms. Kathy Naftaly, Ms. Andrea Herman, Mr. Todd DeGarmo, Ms. Lynn Shanks, Ms. Cyndi Davis, Ms. Pam Frazier

Guest:

Ms. Charlotte Daly

Mr. Leonelli called the meeting to order at 4:10 pm.

There was no Public Comment.

Mr. Leonelli asked the Board to refer to the Pass Around file being circulated around the table, which included correspondence.

Minutes

Mr. Searleman motioned to adopt the minutes of the December 1, 2010 Board meeting as presented, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes) Ms. Nemer (yes).

Mr. Pratt entered the meeting at 4:20 pm.

Treasurers Report

Ms. Caimano reviewed the November 2010 report, of which income is at 90.9% of the 2010 budget and operating costs are at 85.5% of the budget. Ms. Caimano noted that we were still in good shape. Ms. McDonald reported that the 2010 NY State Aid monies will likely be received at the library system level (SALS) in February. Ms. Caimano suggested that Ms. McDonald ask SALS to have a special meeting when the funds are received to get them released quickly. A general discussion of state funding commitments followed.

After further review of the new format for the Treasurer's Report including how budget amendments are shown by account and that the summary of investments is towards the back, Mr. Searleman motioned to approve the November 2010 Treasurers Report as presented, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Nemer (yes), Mr. Pratt (abstained as not sworn in yet).

After review by Ms. Caimano, Mr. Searleman motioned to approve the budget amendments as presented, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Nemer (yes), Mr. Pratt (abstained as not sworn in yet).

Ms. Caimano pointed out that the Crandall Public Library Project Budget includes a one-time expenditure for accounting software infrastructure in November 2010. Mr. Searleman motioned to approve the project budget as presented, seconded by Mr. Rottenstreich and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Nemer (yes), Mr. Pratt (abstained as not sworn in yet).

Approval of Warrant

After clarification for the Board that the "Check Journals" document is the new designation for the Warrants, Mr. Searleman made a motion to approve the Warrant, December 2, 2010 to January 5, 2011, as presented, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Nemer (yes), Mr. Pratt (abstained as not sworn in yet).

Oaths of Office

Ms. Putnam (Town of Queensbury) and Mr. Pratt (City of Glens Falls who is filling out the term of Ms. Kerr) were administered the Oaths of Office by Mr. Leonelli.

Election of Officers

Mr. Leonelli thanked Ms. Caimano for all of her dedication while serving her 3 year term as Treasurer and for agreeing to continue to serve on the Executive Committee.

Ms. Caimano made the motion to appoint the following slate of Officers for 2011:

Richard Leonelli, President

Sandy Searleman, Vice-President

Patricia Irion, Secretary

Ben Pratt, Treasurer.

The motion was seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr.

Lebowitz (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Nemer (yes), Mr. Pratt (yes).

The Board received copies of the old 2010 Committee list. Mr. Leonelli asked all Board members to consider what committees they would like to participate in for 2011. He stated that he will be in touch with the Trustees on their choices before the February 2nd 2011 Board meeting and the Committee list will be finalized at that time.

Committee Reports

Joint Budget/Personnel Committee:

Mr. Searleman reviewed the Executive Committee meeting of December 29, 2010 and explained that the Committee made the emergency motion to accept Delta Dental as part of Crandall Public Library's health benefits package offered to employees with ratification by the full Board on January 5, 2011 in order to keep employees continuously covered by the Library's benefits package. Because the entire health insurance package came in lower than the adopted 2011 budget the Committee decided to return a one-time \$25/month credit to participating employees to be spent on either their health or dental insurance. The new Health Insurance Plan includes a 5% contribution by individuals, 20% for two person and family.

The Joint Budget/Personnel Committee Reports included items 1 through 5 were presented:

1. Promotional provisional appointment of Steven Ray, Computer Specialist, effective 1/1/2011 at an annual salary of \$41,205.
2. Approval of Health Insurance Plan which includes a 5% contribution by individuals, 20% for two person and family coverage, and \$25/month credit towards employees' net premiums for health or dental insurance.
3. Dental Plan Change from Guardian to Delta Dental
4. Resignation of Mary Stevens, Secretary II, effective January 7, 2011
5. Permanent Appointment of Anne Nelson, PT Library Clerk at a base salary of \$11.99/hour, effective January 5, 2011, with final probationary review scheduled for October 5, 2011.

Mr. Searleman moved for the adoption of the Joint Budget/Personnel Committee Reports as presented, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Nemer (yes), Mr. Pratt (yes).

Executive Committee Meeting

Ms. McDonald discussed how the duties of the new Administrative Assistant position were determined. Ms. Caimano asked about the Civil Service description from Warren County and Ms. McDonald noted that she has worked closely with the county and sent a description of duties which Kathy Barrie at Civil Service responded to saying the duties closely matched their Administrative Assistant job description. The following items were presented:

- A. Adoption of revised 12/29/10 Warren County Civil Service job description for Computer Assistant

B. Deletion of position of Secretary II

C. Addition of Warren County Civil Service position: Administrative Assistant adopted by Warren County, 11/14/2005.

D. Adoption of salary range for Administrative Assistant: \$30,000-43,500.

Ms. Never moved for the adoption of the Joint Executive Report B.A. through B.D. as presented, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Nemer (yes), Mr. Pratt (yes).

Friends of Crandall Public Library

Ms. McDonald reported that she attended the January 4, 2011 Friend of the Library meeting where they discussed the upcoming book sale's need for PR. The group is looking for a member to be the Friends of the Library Gallery Coordinator.

Ms. McDonald suggested that the Friends include in their By-Laws a provision that their President and Treasurer meet their counterparts on the Library Board to discuss Friends budget and financial matters. Another meeting with the Friends of the Clifton Park-Halfmoon Public Library was also suggested.

SALS

No report.

Action Items and Director's Report:

Ms. McDonald thanked Red Fox Books for helping with action item number seven, the appearance of Julia Spencer-Fleming at the Library. Mr. Rottenstreich asked about the exact amount the contract with Library Mini Golf. Ms. Shanks reported that it is a flat fee of \$2,750, a considerable savings from the 2010 contract. Ms. McDonald praised Ms. Shanks for this negotiation in the Library's favor and also explained that item number six is a new practice for the Library.

After these clarifications, Mr. Searleman made the motion to approve the following action items, seconded by Mr. Rottenstreich and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Nemer (yes), Mr. Pratt (yes).

1. Approval of change in standard mileage rates for travel reimbursement to 51 cents per mile as per IRS for business miles driven.
2. Approval for designation of The Post-Star and The Chronicle as the official newspapers for notification purposes.
3. Approval of the appointment for 2011 of Judge & Duffy as the Library's Attorney.
4. Review and approval of the Library Mini Golf Contract for 2011; including serving of beer and wine at the Friday night event.
5. Approval to apply to the Glens Falls Foundation for the Foodways exhibition scheduled for March to October 2011. We will request funding for associated

programming. Application to be submitted at the end of February for a March 20 deadline.

6. Authorization to start using online cash management for the Library's checking [three accounts] and savings accounts [two].

7. Permission for the Library to stay open late on Friday, April 29, 2011 for a program by Julia Spencer-Fleming.

8. Permission for Erica Burke to attend digitalization project meeting February 2, 2011 at CDLC in Albany. Cost: travel (at approximately \$61.20)

9. Permission for Lisa Lehman of Lehman Graphic Arts to use Crandall Photo #2221 (Hovey Pond, man and dog) for Town of Queensbury informational sign at Hovey Pond. The sign must contain the credit line: "Courtesy of Crandall Public Library's Folklife Center, Glens Falls, NY".

10. Permission for T. DeGarmo to attend "Learn to Photograph Your Art" workshop sponsored by Hubbard Hall, Cambridge, NY, January 29, 2011. Cost: \$78.00 (registration and materials). No travel cost. Purpose: Enhance skills for Indian Basket exhibit.

11. Permission for Todd DeGarmo to attend meeting about digital collections on NYS Heritage web site, January 27, 2011. Cost: Travel to Albany.

12. Permission for Todd DeGarmo to attend Documentary Heritage Program Advisory Committee meeting at CDLC, Albany, Cost: Travel to Albany

13. Authorization for destruction of obsolete CPL records i.e. 2004 audit sheets; Book invoices 2004; Extra film flyers 2010; 2004 Daily deposits; building insurance documents 2002-2004.

Ms. McDonald noted that worn carpet tiles are being replaced in the Internet room and that carpet will be added at the entrances. Public service area modifications are being reviewed in order to enhance efficiency and customer service. Ms. McDonald also reported on the status of the strategic planning process. June Garcia will return February 9 and 10, 2011 for more meetings with staff. Statistics are being gathered to support the development of goals and objectives.

Department Reports:

Ms. Shanks reported that the Annual Appeal letters have already raised \$15,352; this is already an increased net from last year as this year's mailing was cheaper with a narrow target audience. The average gift is about \$100.

Library Mini Golf will be a two-day affair March 18 and March 19, 2011. The ARCC Young Professionals will co-host with the Friday night portion of the event.

Ms. Naftaly complemented the staff but especially the circulation public service staff for responding positively to our library automation system (returns/self-check) being out-of-service from mid-morning to early-evening due to a Time Warner/Verizon equipment problem south of the Glens Falls region. Our patrons were served seamlessly even though we had to revert to paper, pencil and scanners to check out materials.

Ms. Herman thanked Red Fox Books for their continued support.

Ms. Frazier listed a number of programs that the Children's Department was involved with in November including the Spelling Bee, the in-house production of "Carnival of the Animals," the Chronicle Book Fair and special programs for school vacation week. Librarian Julia Stuckman has launched a Children's Department Facebook page. The Winter Reading Program is called "Be a Monster Reader" and Red Fox Books has donated t-shirts as teen prizes. Seventy children have already signed up.

Mr. DeGarmo invited the meeting attendees to view the long-awaited new Folklife Department sign after the meeting. Todd also invited the Board to the Department's upcoming exhibition, Foodways, which begins in March.

Please also refer to the reports which were e-mailed to you.

Old Business:

Mr. Searleman thanked those who coordinated the retirement party for the three Crandall retirees. He noted the three speakers (Christine McDonald, Kathy Naftaly and Andrea Herman) did a good job and that the library should be proud of the event.

New Business:

A Budget Committee meeting with Glens Falls National Bank has been set for 4 p.m. Wednesday January 12, 2011 with Karen Stapleton and Peter Capazzola.

Mr. Leonelli had a bravo regarding the Crandall Public Library published in the Post-Star.

Ms. McDonald has been working on Selected Shorts programming for June 4 and 5, 2011. Funding will come from the Beach Foundation and the Friends of Crandall Public Library.

Mr. Searleman has requested that Trustees send him their information about the Director's evaluation as soon as possible.

Ms. Caimano initiated a brief discussion of meeting dates. No changes were made.

Adjournment

Ms. Newcomb made the motion to adjourn the meeting at 5:25 pm, seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Nemer (yes), Mr. Pratt (yes).

Respectfully Submitted,

Patricia Irion
Secretary of the Board of Trustees
of Crandall Public Library

Board of Trustees Minutes January 5, 2011

Recorded By: Kathy Naftaly

**The next meeting
of the Crandall Public Library
Board of Trustees will be
Wednesday, February 2nd, 2011
at 4:00 pm in the HOLDEN ROOM**