

**Minutes of the Board of Trustees
March 2, 2011**

Attendance:

Trustees: Mr. Leonelli, Mr. Pratt, Mr. Searleman, Ms. Irion, Ms. Nemer, Mr. Toomey, Mr. Rottenstreich, Ms. Vanderminden, Ms. Newcomb

Staff:

Ms. McDonald, Ms. Naftaly, Ms. Shanks, Ms. Davis, Ms. Herman, Ms. Frazier, Mr. DeGarmo

The Meeting was called to order at 4:07p.m.by President Richard Leonelli.

There was no Public Comment

Correspondence and Press (Board pass around file was available)

Approval of Board of Trustees Minutes: February 3, 2011. Motion to approve by Mr. Searleman seconded by Mr. Rottenstreich and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Ms. Vanderminden (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Newcomb (yes).

Treasurers Report – December, 2010, B. Pratt/ Davis

The Treasurer Report for January 2011 was reported by Ben Pratt and Cynthia Davis, Accounting/Business Manager.

Motion to approve the Treasurer's Report by Mr. Searleman seconded by Mr. Rottenstreich and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Newcomb (yes),

Budget Amendments:

A motion was made by Mr. Searleman and seconded by Ms. Newcomb to accept the revised budget amendments for November 2010, and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Ms. Vanderminden (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Newcomb (yes),

A motion was made by Mr. Searleman and seconded by Ms. Newcomb to accept the revised December 2010 budget amendments and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Ms. Vanderminden (yes), Mr. Pratt (yes), Mr. Toomey (yes), Mr. Searleman (yes), Ms. Newcomb (yes),

A motion was made by Mr. Searleman and seconded by Ms. Newcomb to accept the January 2011 Budget Amendments and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Newcomb

Approval of Warrant, February 1, 2011- February 28, 2011 bills & payroll

A motion was made by Mr. Searleman and seconded by Mr. Rottenstreich to accept the Warrant, February 1, 2011- February 28, 2011 bills & payroll and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Newcomb (yes),

Committee Reports

Executive Committee

Mr. Leonelli reported on the February 16, 2011 meeting. At that meeting five patrons were suspended for three months, Board approval is needed to pay \$72 to the NYS Liquor authority for the Friday evening Mini-Golf fund raiser and for payment of \$225 from AFLAC for an employee's FSA payment. Motion was made by Mr. Searleman and seconded by Ms. Newcomb to approve the recommendations of the Executive Committee to pay \$72 to the NYS Liquor authority for the Friday evening Mini-Golf fund raiser and for payment of \$225 from AFLAC for an employee's FSA payment and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Ms. Vanderminden (yes), Mr. Pratt (yes), Mr. Searleman (yes), Mr. Toomey (yes), Ms. Newcomb (yes),

10. Friends of Crandall Public Library

In the absence of Mr. Sheahan who is a Trustee and on the Friends Board, Ms McDonald reported that the Friends met to mail out their annual appeal letter.

11. SALS D. Nemer, SALS Trustee

Ms. Nemer attended the SALS meeting; she reported they discussed a 10% state funding cut for SALS, the mini-grants for summer reading programs. Central and State aid will be cut and approval for construction grants has been delayed.

12. Director's Report & Action Items:

McDonald

C.

A. Report on the Strategic Plan. Meetings with staff and June Garcia February 9-10. Next steps:

Ms. McDonald reported that a series of meetings have been set up with staff members for refining the activities. She brought up discussion by staff about whether the 9th Goal to start a Community database should be included in the Strategic Plan because of the redundancy. The information is covered by other organizations in the community and can easily be found using the Internet. While the Community Strategic Planning Committee felt it was important, staff agreed that it would not be a productive use of time for the above reasons. Further discussion is encouraged.

A. NYS funding- not received for 2010 but promised by April 1, 2011.

Ms. McDonald reported that she and Kathy Naftaly attended the NYLA Library Advocacy Day on March 1, 2011. They met with Senator Betty Little, Assemblywoman Teresa Sayward, Assemblyman James Tedisco, Senator Hugh Farley and the aide for Assemblywoman Rhoda Jacobs.

After review by Ms. McDonald, Mr. Pratt made the motion to approve the following action items, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Ms. Vanderminden (yes), Mr. Pratt (yes), Mr. Searleman (yes, abstained on action item #8), Mr. Toomey (yes), Ms. Newcomb (yes).

Note: Action item #8 requires a review by our attorney, Wane Judge.

Action items:

1. Approval for Terry Bell, Purchasing Agent, Senior Account Clerk to attend a one day seminar @ the Queensbury Hotel on April 27 for "Payroll Law 2011" @ a cost of \$199, presented by Fred Pryor Seminars.
2. Approval for Christine McDonald and Kathleen Naftaly to attend NYLA Advocacy Day March 1, 2011 to meet with NYS Legislators on Library funding. Cost: Travel to SALS; lunch.
3. Approval for Guin Forshey to attend the workshop "BTOP Evaluate and Sustain Workshop," on April 18-19, Geneva, NY. The NYS BTOP grant covers \$200 expenses plus travel @ \$0.51 per mile. Not likely this will cost Crandall at all.
4. Approval for Christine McDonald and Kathleen Naftaly to attend the Public Library Section of NYLA's Spring Conference. Cost: \$30 registration each, travel to Westchester County and one night hotel.
5. Permission for Dorie Stevenson and Julia Stuckman to attend Summer Reading Planning all-day workshop in Saratoga Springs on Wednesday, March 16, 2011. Cost: \$30.00 (\$15.00 each) plus travel.
6. Permission for Frieda Toth to attend Teen Behavior (In the Library) afternoon workshop in Saratoga Springs on Wednesday, March 16, 2011. Cost: travel.
7. Permission for Todd DeGarmo to be a guest speaker (presenting our 2008 Quebec cultural exchange) for the cultural tourism symposium, "Bridges to the Future: Empowerment through Collaboration in Cultural Heritage Tourism", hosted by the Upstate Institute at Colgate University and the NY Cultural Heritage Tourism Network, on Friday, March 18, 9 am to 3:30 pm. Cost: Travel; Hotel at the Hamilton Inn=\$110 + taxes; food at daily rate of \$50.00. NYSCA expense. I have asked that Todd request some reimbursement for being a guest speaker.
8. Permission to enter into contract with Library Ideas, LCC to purchase **Freegal** a downloadable web-based music service. Cost \$11,800 plus a one-time set up fee of 150.00. The cost will come from the Adult Media materials budget L5250 & 5410 [\$74,936 for 2011].
9. Permission for Guin Forshey to attend *What Do They Do When They Get There? Understanding How Patrons Interact With Your Web Site Through Usability Testing* presented by the Capital District Business Librarians Group Thursday, March 10, 2011 at the William K. Sanford Town Library, Loudonville, NY. Cost: Travel.

12. Department Reports

L. Shanks, Development Director

Ms. Shanks reported that the Mini-Golf event is moving along well, somewhat behind in sponsorship which could be a reflection of the economy. She thanked Bartlett, Pontiff, Stewart and Rhodes for their sponsorship of Puttin' on the Ritz event on Friday evening. She encouraged everyone to make their reservations early; March 11 is the deadline for the Friday evening event. Online reservation system is working well. Volunteers are needed; all Board members are encouraged to help. Media sponsor for Have a Seat is the Albany Times Union with a benefit of \$20,000 in free ad space; since they are not a local paper the added exposure should help tourism. Forty chairs and forty artists are signed up. PR for all the events is starting to go out including e-blasts and Facebook posts.

K. Naftaly, Assistant Library Director III

Ms. Naftaly reported over 570 uses of electronic resources in January

Andrea Herman, Adult Services

Ms. Herman reviewed the usage for downloadable audio and downloadable eBooks. The wireless print station is almost up and running and staff will have a chance to practice downloading eBooks and use the iPad and e-readers next week at a staff technology in-house workshop coordinated by Guin Forshey.

P. Frazier, Children's Department

Ms. Frazier reported a successful creative writing workshop was held in January. She represented the library at the Cyber Safety meeting in South Glens Falls; free booklets on cyber safety are available in the children's department. A very exciting event is planned for April a performance of Jigsaw Jones by Art Power, children's books made into musical theater.

T. DeGarmo, Folklife Center

Mr. DeGarmo reported the Folklife Gallery new exhibit is almost complete; the exhibit includes interactive iPad stations, mock-ups of locally produced items and information on restaurants operating in the area. The exhibit is encouraging patrons to record memories of old area restaurants. The Teen Center is involved in the exhibit; they have been challenged to collect contemporary restaurant menus. Programming with the Children's Department will include a program using produce from the farmer's market. Live storytelling sessions will be held in March and a series of concerts are planned for April.

13. Old Business

Committee to Accomplish

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| A. Health Insurance changes – due by August 2011 | Personnel |
| B. Sunday hours – Paying straight time | Personnel |
| C. Exit Interview Procedures | Personnel |
| D. Code of Ethics Policy | Executive |
| E. Conflict of Interest Policy | Executive |
| F. Budget Committee meeting with Glens Falls National Bank set for 4 p.m. Wednesday, March 9 th 2011 with Karen Stapleton and Peter Capozzola. | |

Ms. Vanderminde left at 5:30 pm

14. New Business

The library received a letter 2/22/11 from NYS Deferred Compensation to allow staff to make contributions to a Roth IRA. Mr. Pratt made the motion to approve the program for employees to make contributions to Roth IRAs through the NYS Deferred Compensation Plan, seconded by Mr. Searleman

and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Pratt (yes), Mr. Searleman (yes), Mr. Toomey (yes), Ms. Newcomb (yes).

Ms. McDonald and Ms. Naftaly recommended 3 months suspensions for the following patrons:
Adam Warrington: for harassing staff and using another person's library card for Internet access.
Steve Suba: for disruptive behavior.

Mr. Pratt made a motion to suspend the above individuals from the library for three months, seconded by Mr. Searleman and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Pratt (yes), Mr. Searleman (yes), Mr. Toomey (yes), Ms. Newcomb (yes).

Ms Newcomb made a motion to adjourn the meeting seconded by Mr. Searleman and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Pratt (yes), Mr. Searleman (yes), Mr. Toomey (yes), Ms. Newcomb (yes).