

**Minutes of the Board of Trustees
March 30, 2011**

Attendance:

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

Staff:

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

Others: Mr. Michael Matis

Meeting was called to order at 4:05p.m. by President Richard Leonelli

There was no Public Comment

Correspondence and Press (see board pass around file for actual correspondence)

Minutes are sent via email to all Trustees; there is a copy of the minutes in the Board pass around.

Approval of Board of Trustees Minutes: March 2, 2011. Motion to approve by Mr. Searleman seconded by Mr. Rottenstreich and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Ms. Vanderminden (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Sheahan (yes)

Treasurers Report – February 2011

Mr. Pratt noted the new format for the Treasures Report. Budget is at 16% of the 2011 budget. Revenues are above because municipalities have paid. 2010 State Aid was received; Ms. McDonald reported the additional State Aid money was put in the Contingency fund.

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

Approval of Warrant, March 1, 2011- March 30, 2011 bills & payroll

A motion was made by Mr. Searleman and seconded by Mr. Toomey to accept the Warrant, March 1, 2011- March 30, 2011 bills & payroll and approved as follows: Mr. Leonelli (yes), Ms.

Irion (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Ms. Vanderminden (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Sheahan (yes)

Committee Reports

Executive Committee

Mr. Leonelli commented that no meeting has been held to review the Code of Ethics Policy; need to set up a date to meet.

Finance Committee

Mr. Pratt reported on Committee meeting recommendation concerning capital funds invested in Glens Falls National and TD Bank. Glens Falls National explained their investment strategy and predictions for the future for the money invested. The committee recommended moving the funds to an invested account with the objective of income with growth. Mr. Searleman made a motion to authorize the funds be moved and seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Ms. Vanderminden (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Sheahan (yes).

Mr. Pratt reported on Committee meeting recommendation concerning Waentig Trust investments. The committee recommended leaving the money in the TD Bank account to use for any shortfalls and to roll the CD into another CD. It was recommended to set up a meeting by May 1st to come up with an investment strategy. Mr. Searleman made a motion to accept the committee report and seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Ms. Vanderminden (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Sheahan (yes).

Personnel Committee

A motion was made by Mr. Searleman and seconded by Ms. Newcomb to approve the appointment of Kerry Ziegler, Volunteer Coordinator/Assistant to the Library Development Director 18 hours/week at a salary of \$18.05/hour. Approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Ms. Vanderminden (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Sheahan (yes).

Friends of Crandall Public Library

Mr. Sheahan did not attend the last Friends meeting; the Friends will be meeting again next week

Director's Report & Action Items

Ms. McDonald reported that the Strategic Plan should be finished by the April Board Meeting. Ms. McDonald thanked trustees for their help with the Mini-Golf fundraiser: Thanks to Rick Leonelli, Patty Irion, Dale Nemer and Tia Vanderminden for attending the Friday night Mini-Golf event and thanks to Barb Caimano who was on the event committee, Ben Pratt (BPSR Law) was the main sponsor for Friday's Puttin' on the Ritz event and Naftali Rottenstreich (Red Fox Books) for decorating a tee.

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

Action items:

1. Authorization to change the April Board meeting date from April 27 to either Monday, April 25 or Tuesday, April 26. (Meeting date changed to Tuesday, April 26)
2. Approval of the one year subscription renewal for E*vents software for the calendar and room reservations on the Library's web page \$3,300 budgeted in Line item L5629.
3. Approval of a 1 year service contract agreement between Image Integrator, LLC and the Crandall Public Library for maintenance of two ST ViewScan STVS1 microfilm readers at a total cost of \$400.
4. Approval of a 2 year warranty/service contract with Mac Source Communications for Polycom video conferencing equipment as part of the BTOP grant at a cost of \$1,146.20.
5. Approval for Cynthia Davis and Terry Bell to attend the NYS Purchasing Forum, Office of General Services, May 18-19. Cost: Travel to Albany.
6. Permission for Jennifer Boyer to attend Readers' Advisory Service program at Schenectady County Public Library on May 5, 2011. Cost \$25 plus travel
7. Permission for Todd DeGarmo to attend the first meeting as a member of the Regional Advisory Group for the Adirondack North Country Association (ANCA)'s Scenic Byway Project, "Experiencing the traditions, foods and culture of the Adirondack North Country, on April 7, 2011, 10 am to 2 pm, at the Adirondack Museum, Blue Mountain Lake, NY. Cost: Travel (to/from Blue Mountain Lake). Lunch provided.
8. Approval for Todd DeGarmo to attend the New York State Folk Arts Roundtable, May 16-18, 2011, Saratoga Springs, NY, "the annual forum for the public folk arts field in New York State devoted to the discussion of ideas, issues, and practices of public folk arts programming. Cost: Travel (Shushan to/from Saratoga instead of hotel) & meals for 3 days (evening sessions, too).
9. Approval for Christine McDonald and/or Kathy Naftaly to attend a monthly of SALS Board meetings in Saratoga Springs. Cost: Travel.
10. Approval for Todd DeGarmo and/or Erica Burke to attend meetings and training sessions on the CDLC Digital Database Project. Currently scheduled meetings are Monday, March 28, 2011 and Wednesday, March 30, 2011. Cost: Travel to Albany.
11. Permission for Kathy Naftaly to attend JA Joint Automation Council Meetings every other month (Tentative schedule 1/4/2011, 3/8/2011, 5/10/2011, 9/13/2011, 7/12/2011 and 11/8/2011) at Clifton Park Halfmoon Library. Cost: Travel.
12. Permission for Kathy Naftaly to attend JA e-commerce Committee Meetings. Cost: Travel.
13. Approval for Kathy Naftaly to attend JA PAC Steering Committee Meetings. Cost : Travel.
14. Permission for Sue Laing and/or Kathy Naftaly and/or designated staff to attend JA Operations Committee meetings.
15. Permission for Guin Forshey to attend CDLC Consumer Health meetings. Scheduled irregularly. Cost: Travel.

16. Permission for Christine McDonald to attend NYLA Board meetings usually in Guilderland. Cost: Travel.
17. Permission for Kathy Naftaly to attend NYLS Public Library Section Board meetings. Usually at NYLA annual meeting: 2011 in Saratoga Springs. Cost: Travel.
18. Approval for Todd DeGarmo to attend Heritage Hall Committee Meetings. Cost: no expense.
19. Permission for Todd DeGarmo to attend meeting of the NYSCA Folkarts Panel as he is a member. Cost: Travel and food.
20. Permission for Todd DeGarmo to attend NYLA Archives Committee meetings. Scheduled irregularly. Cost: Travel.
21. Permission for Pam Frazier to attend local School Library Council meetings [location?]. Cost: Travel.
22. NYLA Archives Committee--DeGarmo (meets irregularly)

Department Reports

Ms. Shanks reviewed her report on Mini Golf Year to Year Comparison. The event was down from last year, the full fee was paid to Library Mini Golf this year and sponsorships were down compared to last year. Still waiting to hear if the Post-Star will bill for the ad that ran on a day the paper was not delivered to most subscribers. It is a very labor intensive event; the fund raising committee will review whether to repeat the event next year. Saturday went very smoothly which may encourage more attendance next year. Have a Seat in Glens Falls is underway with the Times Union as the media sponsor. A fund raising committee meeting will be scheduled to discuss the Henry Crandall award.

Ms. Naftaly complimented the staff for all their hard work and input during Strategic Planning.

Ms. Forshey reported that the BTOP classes are going very well. In February 42 classes were held with 87 participants, there have been 2 job placements. Classes on Facebook and one-on-one sessions for specific topics have been added because of user demand. Ms. Forshey reviewed the responses for Snapshot NY; a great response with many positive comments.

Mr. DeGarmo reported that he was the guest speaker at a Cultural Tourism Symposium on March 18; it was a great way to get the word out about the kind of work that is being done here at Crandall. Mr. DeGarmo questioned if the Board members noticed the large Foodways poster of hot dogs; the large posters can now be printed in house using the new photo printer purchased with NYSCA funds. Mary Gregson will complete the storytelling series this evening; next week the music series will start.

Old Business

Meetings will be scheduled for April on Health Insurance changes (due by August 2011), Sunday hours, Exit Interview Procedures, Code of Ethics Policy and Conflict of Interest Policy.

New Business

Ms. Davis will be reviewing the purchasing policy.

Adjournment

Mr. Searleman made the motion to adjourn the meeting at 4:55 pm, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Ms. Vanderminden (yes), Mr. Pratt (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Sheahan (yes).

Respectfully Submitted,

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

Recorded by Andrea Herman, Librarian III

The next Board meeting
will be held on
Tuesday, April 26, 2011
at 4:00 pm in the Holden Meeting Room