

**Minutes of the Board of Trustees**  
**April 26, 2011**

**Attendance:**

**Trustees:**

Attendance: Mr. Leonelli, Mr. Pratt, Ms. Caimano, Mr. Searleman, Mr. Lebowitz, Ms. Irion  
Ms. Nemer, Mr. Toomey, Mr. Rottenstreich , Ms. Putnam, Mr. Sheahan

**Staff:**

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

**Others:**

Mr. Tim Larson, LA Group

Meeting was called to order at 4:06 p.m.by President Richard Leonelli

There was no Public Comment

**Staff Years of Service award**

On behalf of the Library, Ms. McDonald and on behalf of the Friends of Crandall Public Library,  
Ms. Bilodeau honored the following staff for years of service:

Jimmy Zwart for 5 years of service  
Joe Urbonowicz for 10 years of service  
Marcella Devoe for 10 years of service  
Rachel Clothier for 15 years of service  
Stacy Camp for 15 years of service  
Todd DeGarmo for 20 years of service  
Pam Frazier for 30 years of service

Ms. McDonald thanked the Friends and Ms. Bilodeau for their assistance in honoring the staff.  
Mr. Leonelli thanked the staff for their hard work and dedication.

**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 30, 2011. Motion to approve by Mr.  
Searleman seconded by Mr. Rottenstreich and approved as follows: Mr. Leonelli (yes),  
Mr. Lebowitz (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms.  
Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Mr. Pratt (yes), Mr. Searleman  
(yes), Mr. Sheahan (yes).

## **Treasurers Report – March 2011**

Mr. Pratt reported that the total expenses for period ending March 31, 2011 are at 25% of the 2011 budget. It was noted that the Newburger Trust should be included with the other trusts.

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

Ms Putnam commented that the Treasurer's Report would be clearer if the percent column is labeled year to date.

## **Budget Amendments**

Ms. McDonald reported that the following budget amendments need to be approved: Income from the City of Glens Falls for 2011 adjusted downward by \$2,840 due to refund of municipal taxes. Local Library Aid for 2010 adjusted downward by \$1,273. Central Library Aid for 2010 adjusted downward by \$8,103. The 2010 aid payment was received March 2011.

A motion was made by Mr. Searleman and seconded by Ms. Putnam to accept the revised budget amendments for March 2011, and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Mr. Pratt (yes), Mr. Searleman (yes), Mr. Sheahan (yes).

## **Approval of Warrant, April 1, 2011- April 26, 2011 bills & payroll**

A motion was made by Mr. Searleman and seconded by Ms. Putnam to accept the Warrant, April 1, 2011- April 26, 2011 bills & payroll and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Mr. Pratt (yes), Mr. Searleman (yes), Mr. Sheahan (yes).

## **Committee Reports**

### **Personnel Committee**

Motion was made by Mr. Searleman and seconded by Mr. Rottenstreich to approve the appointment of Marc Merkle, BTOP Grant Computer Assistant from 3/28/11 to 9/20/12, 18 hours per week at a rate of \$15.86 per hour and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms.

Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Mr. Pratt (yes), Mr. Searleman (yes), Mr. Sheahan (yes).

### **Friends of Crandall Public Library**

Mr. Sheahan reported that the Friends are preparing for the upcoming June Book Sale. The Friends voted to fund Staff Recognition, fall music programming, Ballet trip tickets to SPAC, and Selected Shorts.

Note: The Board of Trustees is hosting a reception to meet the Friends Board on: Tuesday June 7 at 5 p.m. in the Holden Meeting Room. Board members need to be there to show support for all the Friends do to support the Library. This is their annual meeting (they meet 4-5 p.m. if you want to attend).

### **Action Items:**

1. Approval of Legal Notice on Trustee petitions to The Chronicle for publication on Thursday, May 12, 2011
2. Approval of Legal Notice on Trustee petitions to The Post-Star for publication on Sunday, May 15, 2011  
**Note: Trustee petitions are due between August 24 and at the latest, August 31, 2011 by 4 p.m.**
3. Approval of low quote for carpet tiles for two entrance ways @ \$3,683.30 from Flooring Environment.
4. Approval of Underwriting Agreement and Trade Contract specifics with WAMC for Selected Shorts advertising. Both parties provide promotion. This is a "trade" agreement meaning it's in-kind. It's the same agreement we had with them last year.
5. Permission for Pam Frazier, Guin Forshey, Steve Ray Christine McDonald [1/2 day] and Kathy Naftaly to attend a presentation by Carson Block [June Garcia gives him high marks] providing outstanding library and informational services using technology at the Clifton Park/Halfmoon Library on Wednesday April 27, 2011 sponsored by SALS. Cost: travel. Bob Sheahan is also attending. Cost: travel
6. Permission for Richard Frost to use a photo from the Special Collections (Fisher 864: Hotel Champlain vans at the Empire Garage) in his book about the Hotel Champlain. Credit line with photo required. No fee.
7. Approval of contract with Symphony Space to present two Selected Shorts Programs, June 4<sup>th</sup> and 5<sup>th</sup>.
8. Approval for Sue Laing, Andrea Herman, Kathy Naftaly, Guin Forshey, Frank Pelkey, Adelaide Leibold and Christine McDonald to attend "Fresh Practices for the Community Focused Library" presented by national library consultants

Joan Frye Williams and George Needham at Clifton Park Public Library either May 16 or 17. This workshop is part of the 2010/2011 LSTA grant series aimed to help library staff and trustees obtain the skills to best work with the many diverse groups of people who are using their libraries daily. Travel cost covered by the grant, no other costs.

9. Authorization to contract with Facts on File for the **Access Video on Demand** database offering thousands of non-fiction videos [demo today] for a cost of \$7,500 per year to come from L5410/L5250 Adult Media. We did a trial for several weeks and had over 124 hits on the database. Demo will be available at the meeting and for three days after the meeting.
10. Board permission to destroy obsolete library records: 10 cubic feet of invoices from 2000-2005. (From Todd DeGarmo, Records Manager]
11. Approval for Christine McDonald & Kathy Naftaly to attend the SALS Annual Meeting, May 16, 2011 and Program "Sustainable Strategies for the Community Focused Library." Cost: \$25 per person plus travel for Naftaly.
12. Possible Suspension of Library privileges of one Library customer.
13. Board permission for Erica Burke to attend the NYAC (New York Archives Conference) meeting in Saratoga June 8-10. Cost: Total: ca. \$160 includes registration, mileage, lunch, workshop fee and travel.

Action items #3, #9 and #12 were removed for further discussion. After review by Ms. Donald, Mr. Searleman made the motion to approve all the action items except #3, #9, and #12 seconded by Mr. Pratt and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Mr. Pratt (yes), Mr. Searleman (yes), Mr. Sheahan (yes).

Ms. Donald showed samples of the carpet tiles for the two entrance ways. She explained that the library was only able to obtain two quotes; however, our purchasing policies exceed what is required for municipal bidding and we made a good faith effort to obtain bids.

Mr. Rottenstreich made the motion to approve the quote of \$3,683.30 from Flooring Environment to be paid from the Construction budget seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Mr. Pratt (yes), Mr. Searleman (yes), Mr. Sheahan (yes).

Ms. Naftaly demonstrated the Access Video on Demand database; several preview clips were viewed.

Mr. Pratt made the motion to approve purchase of the Access Video on Demand database at a cost of \$7,500 to be reviewed after one year seconded by Mr. Toomey and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Mr. Searleman (yes), Ms. Irion (yes),

Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Mr. Pratt (yes), Mr. Searleman (yes), Mr. Sheahan (yes).

Ms. Naftaly explained the incident concerning the banning of a library customer. He was removed by the police from the library, later he was arrested for attacking the patron outside the library. He is now in jail; recommended suspension from the library for one year.

Mr. Pratt made the motion to suspend the patron for one year seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes) Mr. Pratt (yes), Mr. Searleman (yes), Mr. Sheahan (yes).

### **Old Business**

Tim Larson of the LA Group passed out maps of Crandall Trust property in City Park with locations for benches and new bicycle racks. He recommended adding 2 new pads for bike racks and purchasing 2 new inverted U bike racks that will provide access for 8 bikes each. He identified locations for placing benches using the same type of benches that are currently in the park, also adding some shrub plantings.

Mr.Searleman made the motion to conceptually move forward with the plan presented seconded by Ms. Rottenstreich and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr.Toomey (yes) Mr. Pratt (yes), Mr. Searleman (yes), Mr. Sheahan (yes).

Ms. McDonald reported that staff is working on preparing a report on the effect the change in Sunday hours will have on scheduling and personnel cost. Mr. Searleman volunteered to work with Mr. Pratt on the code of Ethics Policy.

Mr.Leonelli made the motion to move the Waentig Trust investments to money market funds to avoid management fees seconded by Mr. Toomey and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr.Toomey (yes) Mr. Pratt (yes), Mr. Searleman (yes), Mr. Sheahan (yes).

Mr. Pratt and Ms. Nemer left at 5:30

### **Department Reports**

T. DeGarmo, Folklife Center

Mr. DeGarmo reported that the Folklife programming received \$5,000 from the Friends of Crandall Public Library for fall programs. \$2,500 was received from the Regional Database project; the funds will used to catalog the album collection of the Ann Cornell Folk Music Library. On April 27, the Folklife Center will host the 9<sup>th</sup> annual awards ceremony of the AAUW

Women's History Award essay contest. 444 essays were submitted by 5<sup>th</sup> grade students; 10 winners will read their essays with live entertainment by Zuela, a local band. On April 28, the last concert of the music series will present the Andrew & Noah VanNorstrand Band.

P. Frazier, Children's Department

Ms. Frazier reported that the library now has a subscription to Tumblebooks, ebooks for kids. It includes 300 titles; 165 uses in the first 2 ½ weeks. The Children's Department is making a DVD this week to use to promote the Summer Reading program in the schools.

A. Herman, Adult Services

Ms. Herman reported that the book for the 2011 One Community, One Book read is *The Dirty Life* by Kristin Kimball. It just came out in a paperback edition this month. Red Fox Books will be working with the library to provide book discussions and programming. The Chronicle has agreed to be our Media Sponsor to help promote the events. The kick-off will be held on May 19 in conjunction with the Folklife Center Gallery Reception.

K. Naftaly, Assistant Library Director

Ms. Naftaly passed out copies of the 2010 Annual Report to board Members.

### **New Business**

Ms. McDonald reported that she met with Ms. Davis on the 2012 budget. Fundraising Committee meeting is scheduled for May 11, 2011 at 4:00 pm. Finance Committee meeting is scheduled for May 11, 2011 at 5:00 pm

### **Adjournment**

Mr. Searleman made the motion to adjourn the meeting at 5:44 pm, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Mr. Searleman (yes), Mr. Sheahan (yes).

Respectfully Submitted,

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

The next Board meeting  
will be held on  
Wednesday, May 25, 2011  
at 4:00 pm in the Holden Meeting Room

