

## **DRAFT**

### **Minutes of the Board of Trustees May 25, 2011**

**Attendance:**

**Trustees:** Mr. Leonelli, Ms. Caimano, Mr. Searleman, Ms. Irion, Ms. Nemer, Ms. Putnam, Ms. Newcomb, Ms. Vanderminden, Mr. Toomey

**Staff:** Ms. McDonald, Ms. Naftaly, Ms. Shanks, Ms. Davis, Ms. Frazier

**Others:** Allyssa Collins, Eliza Mubley, Alyxx Hall, students from Glens Falls High School.

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

There was no Public Comment.

**Correspondence and Press** (see Board Pass Around file for actual correspondence and press)

Approval of Board of Trustees Minutes: April, 26 2011. Motion to approve by Mr. Searleman seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Ms. Vanderminden, Ms. Putnam (yes), Ms. Newcomb (yes).

**Treasurers Report – April 2011**

Ms. Davis reporting for Mr. Pratt noted that the total expenses for period ending April 30, 2011 were 31.60% of the 2011 budget.

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

**Budget Amendments**

Ms. McDonald reported that the following budget amendment for April 2011 need to be approved: the receipts for Insurance Reimbursements exceeded anticipated revenues so an adjusted amount of \$1,827.50 was moved to the NYS Employees' Retirement expense line.

A motion was made by Mr. Searleman and seconded by Ms. Nemer to accept the revised budget amendments for April 2011, and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Ms. Vanderminden, Ms. Putnam (yes), Ms. Newcomb (yes).

**Project Budget**

A motion was made by Mr. Searleman and seconded by Ms. Nemer to accept the April 2011 project budget including an expense of \$357 for signage approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Ms. Vanderminden, Ms. Putnam (yes), Ms. Newcomb (yes).

### **Approval of Warrant, April 27, 2011- May 25, 2011 bills & payroll**

A motion was made by Mr. Searleman and seconded by Ms. Caimano to accept the Warrant, April 27, 2011- May 25, 2011 bills & payroll and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Ms. Vanderminden, Ms. Putnam (yes), Ms. Newcomb (yes).

### **Committee Reports**

#### **Personnel Committee**

A motion was made by Mr. Searleman and seconded by Ms. Newcomb to approve Justin Spraragen, part-time Computer Assistant effective May 11, 2011 for 19 hours per week at a rate of \$17.18 per hour and to accept the resignation of Cindy Rowzee, Library Assistant, Teens, who is moving out of the area, and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Ms. Vanderminden, Ms. Putnam (yes), Ms. Newcomb (yes). [Mr. Toomey entered the meeting at 4:15 pm.]

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

Ms. McDonald reported for Mr. Sheahan reported that the Friends are preparing for the upcoming June Book Sale.

**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).

#### **SALS**

Ms. McDonald thanked Ms. Caimano and Ms. Naftaly for attending the SALS/CDLC combined annual meeting. Ms. McDonald, Ms. Naftaly and Ms. Herman attended a separate meeting about Central Library services. State aid for these services has been cut 25%. In addition SALS state funding has also been but 25%. Meetings are being coordinated to discuss the future direction of SALS and Joint Automation.

#### **Director's Report & Action Items:**

Ms. McDonald had a two hour phone conversation with June Garcia to discuss progress on the Strategic Plan. Ms. McDonald and Ms. Naftaly are making modifications and will have the finished draft report within the next week or two.

Dormitory Authority of the State of New York (DASNY) has approved construction grant monies—Crandall Public Library can use matching funds out of remaining Capital Reserve Fund for the lighting retrofit in the Travel and Biography Room.

#### **Action Items:**

1. Approval for Guin Forshey and Frank Pelkey to attend Frankenbooks: Understanding the eBook Opportunity, Thursday, June 2, 2011 at the Courtyard by Marriott. Cost: One @ \$85 and one at \$120 plus travel.
2. Approval for Christine McDonald to attend the New York Library Association Council retreat as NYLA Treasurer, September 15-16 in Rhinebeck, NY. Costs paid by NYLA.
3. Permission for Finch Pruyn to use the photograph of the "barefoot papermakers" CLP#1137 on their website.

4. Approval to proceed with getting quotes for three new benches and the new user friendly bicycle racks in different locations.
5. Approval to accept the Jim Girard quote for City Park maintenance. Work will be done April through November at \$12,000 for 8 months. The Library share is 40% or \$4,800 a year [\$600.00 per month for eight months]. Funding would come from Building Maintenance but in the 2012 budget a separate line item would reflect City Park Maintenance.
6. Approval to proceed with the project to add counter space for laptop use in the New Book Area. Funding would come from the Project Fund.

Ms. Caimano made the motion to approve action item #4 seconded by Ms. Putman and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Ms. Vanderminden, Ms. Putnam (yes), Ms. Newcomb (yes), Mr. Toomey (yes).

Ms. Caimano made the motion to approve action item #5 seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Ms. Vanderminden, Ms. Putnam (yes), Ms. Newcomb (yes), Mr. Toomey (yes).

Ms. Nemer made the motion to approve action items #s 1-3 seconded by Ms. Vanderminden and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Ms. Vanderminden, Ms. Putnam (yes), Ms. Newcomb (yes), Mr. Toomey (yes).

Clarification on the three counter project bids in action item #6 will be sought before action is taken.

### **Department Reports Development**

Ms. Shanks, turned the report over to Ms. Caimano who reported on the May 11<sup>th</sup> fundraising meeting. The Mini Golf event's return on investment does not justify a yearly event and it will not be held in 2012. The 2011 Henry Crandall Award Reception will be transitioned into a gala event with a higher ticket price and a significant increase in proceeds. In reviewing the nomination process, the committee has decided to make current Library staff, Trustees and Friends Board members ineligible for the award. No posthumous nominations will be accepted either. The Love Your Library Raffle will correspond with the Henry Crandall Award.

Ms. Shanks reported that the Have A Seat in Glens Falls kick-off event is tomorrow, Thursday, May 26 at noon in front of Glens Falls National Bank.

Ms. McDonald reported that Selected Shorts is moving forward for the event on Saturday, June 4 and Sunday, June 5. Thanks to Davidson Brothers, WAMC, The Leo Cox Beach Philanthropic Foundation and the Friends of Crandall Public Library for funding.

Ms. Naftaly, Assistant Library Director III reported that regional libraries such as Saratoga Springs Public Library and Rutland Free Library, Rutland Vermont are turning to us as inspiration for their own RFIC self check/automated materials handling projects.

Free songs from Freegal downloadable music were captured 450 times between May 1, 2011 and May 23, 2011.

Ms. Frazier, Children's Department reported on their Summer Reading Program promotions and their school visits. The plan to have more programming this summer than ever before to meet the recommendations of the forthcoming Strategic Plan.

Ms. McDonald reported on Mr. DeGarmo's Foodways program in the Folklife Center.

### **Old Business**

The Finance Committee met on May 11, 2011. Ms. Caimano moved and Mr. Searleman seconded that the maturing CD at GF National Bank not be put into another CD but instead it should be placed into a money market account at GF National Bank under the same investment strategy as Crandall Public Library's other money market account and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Ms. Vanderminden, Ms. Putnam (yes), Ms. Newcomb (yes), Mr. Toomey (yes).

### **New Business**

Last week staff hosted a party celebrating employee Ruth DeMarsh's 48 years with the Library. A royal time was had by all.

Mary Beth Casey of the Warren County Board of Elections called Ms. McDonald to tell her that for the 2013 budget we will need to start earlier in April or May 2012 in order to have the finished budget proposal into the counties by early August 2012 due to changes in state regulations.

The Crandall Trust has told Ms. McDonald they have allocated \$80,000 to the 2012 budget. A clarification letter will be sent to Todd D. Valentine and Robert A. Brehm, the co-Executive Directors of the NYS Board of Education, to determine what poll workers may or should legally tell voters—misunderstandings about the location of the Library's vote on the ballot were abundant on election day November 2010. It was suggested to send a copy of this letter to the local election boards in Warren and Saratoga counties. Mr. Leonelli will check with Mr. Pratt before any letter is sent.

### **Adjournment**

Ms. Newcomb made the motion to adjourn the meeting at 5:10 pm, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Ms. Vanderminden, Ms. Putnam (yes), Ms. Newcomb (yes), Mr. Toomey (yes).

Respectfully Submitted,

Patricia Irion

Secretary of the Board of Trustees of Crandall Public Library

**The next Board meeting  
will be held on  
Wednesday June 29, 2011  
at 4:00 pm  
in the Holden Meeting Room**