

## **Minutes of the Board of Trustees June 29, 2011**

### ***Attendance:***

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

**Absent:** Ms. Vanderminden, Mr. Pratt, Mr. Rottenstreich, Mr. Dee, Mr. Sheahan, Ms. Putnam,

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

Meeting was called to order at 4:04 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 Meeting Minutes***

One correction to the Minutes of May 25, 2011. Correction as follows - Page 3 under Department Reports, Development, and The line should read The Love Your Library Raffle will be held separate from the Henry Crandall Award.

**Motion** to approve corrected Board of Trustees Minutes of May 25 2011 was made by Mr. Searleman, seconded by Ms. Newcomb, carried unanimously.

### ***Treasurers Report – May 2011***

Ms. Davis reported that revenues to date are at 75% and computer software is at 98% of the 2011 budget because it is paid up front at the beginning of the year.

It was noted that investments dropped slightly last month. Mr. Lebowitz inquired as to whether the book value versus the market value is what it costs us for our investments. Ms. Davis stated that book value is not cost. We just met with the bank to realign the investment strategy for the Capital Fund. Ms. Newcomb asked if we make enough from the fund to pay for it. It has increased in value. Funds budgeted from the Endowment were transferred into the budget in 2010 because State funds were delayed.

**Motion** to approve the Treasurer's Report by Mr. Searleman, seconded by Ms. Newcomb, carried unanimously.

### ***Approval of Warrant***

Mr. Leonelli inquired as to whether the check report could be run in a different order. Ms. McDonald advised against a condensed report because Board members wouldn't know what we were paying for.

**Motion** was made by Mr. Searleman, and seconded by Ms. Nemer to accept the Warrant, May 26, 2011- June 29, 2011 bills & payroll, carried unanimously.

## Committee Reports

### **Personnel Committee**

1. Permanent appointment of Linda Webb, Administrative Assistant, effective as of June 13, 2011, Exam #63107 & 1631, At an annual salary \$40,000 as approved by the Personnel Committee 6/8/11.

**Motion** to approve the permanent appointment of Linda Webb, Administrative Assistant by Mr. Searleman, seconded by Ms. Caimano, carried unanimously.

2. The Personnel Committee recommended at the 6/8/11 meeting that Grove Associates be hired to do Exit Interviews for staff (except pages) for the next 2 years. Fee is \$150 per hour pro-rated if work takes less than that time.

**Motion** for Grove Associates to do Exit Interviews was made by Mr. Searleman, seconded by Ms. Newcomb, carried unanimously.

### **Finance Committee**

A motion to invest the Waentig Trust funds as per the Glens Falls National Bank presentation 6/13/11 for Income with Growth was approved unanimously by the committee. Received information on how to invest monies that were in CDs and converted to cash then put into a money market account while awaiting Board action. Recommendation was to invest the Waentig Trust in the same manner as the Capital Reserve Funds.

**Motion** to invest the Waentig Fund with the Glens Falls National Bank, Income with Growth objective by Ms. Caimano, seconded by Mr. Searleman, carried unanimously.

### **Fund Raising Committee**

The committee hasn't met since the last Board meeting. The following items have come up since the committee last met.

1. Request to have Executive Committee make the decision about the Henry Crandall Award honoree after the July Board meeting and before the August Board meeting. Ms. Shanks would like to have a deadline of July 31<sup>st</sup> for the decision on the honoree. Ms. Caimano suggested that it can be voted on via email and there should be a decision within 2 weeks. Mr. Searleman recommended that the Fund Raising Committee make the recommendation and bring it to the Executive Committee meeting, date to be scheduled.

2. Inn at Erlowest - Approval of the proposal for the Henry Crandall Award.

**Motion** by Ms. Caimano, seconded Ms. Nemer, carried unanimously to accept the proposal from the Inn at Erlowest to host the Henry Crandall Award reception on Friday, October 28, 2011. Tickets will cost \$75.00 per person.

3. Wait House fund raising proposal - Ms. Caimano indicated that the Wait House wants to have a fund raiser where every person who sponsors a donation above a certain amount will donate a book to Crandall Library's Teen Center. Ms. Shanks will get all the information and bring it back to the full Board. We would be lending our name, Crandall Public Library to their fund raiser and the letter would need to be approved by the Board of Trustees prior to the mailing.

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

The Friends made over \$14,000 at the June book sale. They are off for the summer.

## **SALS**

Ms. McDonald went to a SALS meeting yesterday and indicated that the 2% tax cap was discussed. There is no word on New York State Retirement cap yet. Bob Jeffords was reappointed as Treasurer.

## ***Director's Report***

Ms. McDonald indicated that the door counts were down in many area libraries this winter probably due to the winter weather. They are starting to catch up now.

We would like to submit a NYS Construction Grant for added bike racks and benches.

Carpeting at the Glen Street entrance will be replaced as we received the wrong panels.

Strategic Plan: **Motion** to approve the Strategic Plan 2011 – 2013 by Mr. Searleman, seconded Ms. Newcomb, carried unanimously was approved as presented but subject to changes.

## ***Action Items:***

1. Approval to submit a grant application with several projects to the Beach Foundation.
2. Approval of the Laptop Lending policy
3. Approval to purchase the online version of the Dewey Decimal Classification database for final cataloging and reclassifying items now that SALS doesn't do our processing. Cost: \$575 from books.
4. Approval of agreement with ADP to go from software based to web based payroll and time management at same price.
5. Approval of annual maintenance support with Harris Computer Systems Accounting Software at a cost of \$2250.

**Motion** to approve action items 1-5 by Mr. Searleman, seconded by Ms. Caimano, carried unanimously.

## **Department Reports**

**L. Shanks**, Development Director  
Reported under the Fund Raising Committee.

**K. Naftaly**, Assistant Library Director III  
Defer to new business.

**A. Herman**, Adult Services

Ms. Herman informed us an intern from Syracuse University who started in May and finished in June was a huge help.

Ronstadt Generations is coming July 13<sup>th</sup>. The Singer is Linda Ronstadt's brother.

At the end of July, Ivy Rowe, a one woman show will be performed by Barbara Bates Smith.

The QuadrATOMIC Saxophone Quartet was awesome. We had an excellent response, over 150 people attended on June 13th.

**P. Frazier**, Children's Department

Kick-off party for summer reading program included a concert, parade, kids dressed as their favorite book characters. Monday was the beginning of sign up for summer July programs. All

are full. People shared how appreciative they are for the programs. In May we went to all the schools to promote the summer reading program.

**Old Business**

- A. Any Health Insurance % changes – due by August 2011
- B. Sunday hours – Paying straight time
- C. Code of Ethics Policy
- D. Conflict of Interest Policy

**Committee to Accomplish**

- Personnel
- Personnel
- Executive-Pratt & Searleman
- Executive-Pratt & Searleman

**New Business**

It was recommended that the Board have a Board Development meeting to discuss trustee openings. Ms. Irion will schedule a meeting.

Ms. Naftaly indicated that a customer was caught taking toilet paper from the bathrooms. Permission was granted to ban the customer from the library for 3 months. If it continues after she is let back in the Police will be called.

**Motion** to ban Kierstin Conompais for three months made by Ms. Nemer, seconded by Mr. Searleman and carried unanimously.

Permission was given for the Art in the Park – Sidewalk for Chalk to use the sidewalks around the library.

Ms. McDonald sent around a list of possible dates for next year’s Board meetings.

Ms. McDonald indicated she and Dr. Kathy Braico took some Spanish language books from Kiwanis with her on her trip to Guatemala and the Nueva Santa Rosa librarian was very grateful to receive them.

**Adjournment**

**Motion** by Mr. Searleman, seconded by Ms. Caimano to adjourn the meeting at 5:21 pm, carried unanimously.

Respectfully Submitted,

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

Recorded by Linda Webb, Administrative Assistant

**Next Board Meeting  
Wednesday July 27, 2011  
4:00 pm  
Holden Meeting Room**