

**Minutes of the Board of Trustees
July 27, 2011**

Attendance:

Trustees: Mr. Leonelli, Ms. Caimano, Mr. Searleman, Ms. Irion, Ms. Newcomb, Mr. Lebowitz, Mr. Pratt, Ms. Vanderminden, Ms. Putnam, Mr. Sheahan.

Absent: Mr. Dee

Excused: Ms. Nemer, Mr. Toomey, Mr. Rottenstreich

Staff: Ms. McDonald, Ms. Naftaly, Mr. DeGarmo Ms. Davis, Ms. Frazier, Ms. Herman, Ms. Webb

Guests: Wilda MacKnight, Friends of Crandall Public Library

Meeting was called to order at 4:08 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

Motion to approve corrected Board of Trustees Minutes of June 29, 2011 was made by Mr. Searleman, seconded by Ms. Newcomb, carried unanimously.

Treasurers Report – May 2011

Mr. Pratt reported that expenses to date should be approaching 50%. Expenses seem to be either close to or under 50%. We have collected 77% of revenues to date.

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

Budget Amendments – There was discussion regarding processing fees and whether the Library could do processing in-house instead of sending it out. It would be much more expensive as per staff. **Motion** to accept the Budget Amendments was made by Mr. Searleman, seconded by Ms. Putnam, carried unanimously.

Approval of Warrant

Motion was made by Mr. Searleman, and seconded by Ms. Putnam to accept the Warrant, June 27, 2011- July 27, 2011 bills & payroll, carried unanimously.

Committee Reports

Personnel Committee

A. Personnel Committee

S. Searleman

[1] Permanent appointment of Cynthia Davis to the position of Accounting/Business Manager based on Civil Service Rule XVII and her status as Accountant under Saratoga County Civil Service with a probational period through March 27, 2012.

Mr. Searleman indicated that it was an honor and privilege to recommend Cyndi for the position.

Motion to approve the permanent appointment of Cynthia Davis, Accounting/Business Manager by Mr. Searleman, seconded by Ms. Caimano, carried unanimously.

B. Joint Personnel and Finance Committee

[1] Approval of 2012 employee health insurance contribution rates at 20% for Family and Plus one and 8% for Individual.

Motion was made by Mr. Searleman and seconded by Ms. Caimano, carried unanimously.

[2] Only one person on staff has indicated they will decline health insurance therefore the \$1,000 employee incentive to decline the Library's health insurance would not benefit the Library at this time.

Tabled until the August meeting date.

[3] Discussion of First Draft 2012 Proposed Budget

Senator Little intervened regarding the NYS Retirement budget figures [still pending correct figures]. The NYS Office of Real Property still doesn't have the growth factor. The 2% tax levy excludes a portion of the NYS retirement bill. Mike Swan at Warren County Real Property and Chris Aldrich from Saratoga County Real Property will have to sign off on our budget.

Finch Pryun's assessment was lowered. Due to that we will have to pay back approximately \$6,000.

[4] Approval to accept Quantum Engineering's proposal from Curt Wilsey for \$2,900 plus out-of-pocket expenses to develop bid specifications, final drawings, all bid documents required for public bidding for the lighting project in the Travel/Biography Room. After some discussion a **Motion** was made by Mr. Searleman, seconded by Ms. Caimano, carried unanimously, the Library will need to get 3 bids. The cost will be between \$18,000 and \$21,000. The funds will come half from the Capital Reserve Fund and half from a NYS Construction Grant.

Friends of Crandall Public Library

Mr. Sheahan introduced Wilda MacKnight. He indicated that Ms. MacKnight will join us for every Board meeting so that the Friends are aware of what is going on at the Library. It will help for better communication.

SALS

Regarding the Central Library grant, after deliberations, there was no cut to personnel.

Director's Report

Ms. McDonald indicated that she spoke with June Garcia regarding reporting circulation and door counts and we have until 2013 to reach the numbers. She will do quarterly reports on the numbers for door counts and circulation. She thanked the Friends for purchasing the Bumble

Bears books for the “Read To Me” program. NYS Construction Grants don’t cover landscaping which is a substantial part of the bike rack project. The damage to the screen in the Community Room is due to high humidity. We are working to try to resolve this issue.

Action items:

1. Approval to hold the Love Your Library Raffle drawing in the Community Room on Monday, November 7 at 6:00 PM. Ticket sales will begin September 1, 2011.
2. Approval to submit an application to the NYS Racing and Wagering Board for the raffle and drawing November 7, 2011.
3. Approval to accept Quantum Engineering’s proposal from Curt Wilsey for \$2,900 plus out-of-pocket expenses to develop bid specifications, final drawings, all bid documents required for public bidding for the lighting project in the Travel/Biography Room.
4. Approval of Conflict of Interest and Code of Ethics Policies to fulfill Comptroller requirement and Strategic Initiative 3.3, p. 13.
5. Approval of SALS proposed change to the SALS Direct Access 90.3 Plan.
6. Approval for NY Library Association conference attendance for Kathy Naftaly, Christine McDonald, NYLA Treasurer and other staff TBA at the 7/27 meeting with costs. The conference will be held in Saratoga. There are approximately 10 people going. The registration is due by August 18th. The cost for Christine and Kathy to attend is between \$270 and \$300 and \$100 for NYLA members. Christine and Kathy will attend for the whole 4 day conference.
7. Approval for Kathy Naftaly to apply for competitive admittance to Public Library Association Boot Camp (run by Sandra Nelson and June Garcia) in Nashville, TN from Tuesday October 18 thru noon Saturday October 22, 2011. Cost: \$795 (PLA member), \$439 travel, \$945 (5 nights @ \$189) hotel, \$350 meals. Approximate total: \$2,530 *PLA Results Boot Camp is a weeklong interactive workshop designed to teach practical library management skills and to apply what they learn to real-life problems and issues in their library. This approval depends on NYLA attendance #6.
8. Adjust IRS mileage rate from 51¢ to **55.5¢** as per IRS memo effective July 1, 2011 [as per Crandall Public Library personnel policy on travel expenses, we use the IRS rate].
9. Permission to submit a grant application to the Best Buy Corporation’s Community Grants program for approximately 6,000 to purchase eight iPads. Volunteers from the Teen Center will use the devices to read electronic versions of children’s books to young children as part of the Bumble Bear Club “Read To Me” program as part of Strategic Goals 1 and 4.
10. Approval of specifications prepared by Peter Dykshoorn, JMZ Architects for additional counters in the New Book Area. This is to re-quote the project.
11. Central Library meeting in Albany on August 19th, for C.McDonald as director [Note: meeting was cancelled].

Motion to approve action items 1, 2, 5-11 (excluding 3&4) by Mr. Searleman, seconded by Ms. Putnam, carried unanimously.

Department Reports

L. Shanks, Development Director

Ms. Caimano indicated that the next Fundraising Committee Meeting will be held on August 2, 2011 at 4:00 pm in the Community Room. They will make a recommendation on the Henry Crandall Award. They have at least 7 nominees.

K. Naftaly, Assistant Library Director III

Ms. Naftaly thanked the Board for sending her to Nashville for the Public Library Association Boot Camp.

A. Herman, Adult Services

Ms. Herman informed everyone that the One Community One Book read “The Dirty Life” is very popular. We have 84 copies and 85% of them are currently out. We had a full house for the Ronstadt Generation music concert. There were over 50 people at the couponing class. We will hold it again in the fall. Ivy Rowe, the Lee Smith novel is set for performance on July 28th.

P. Frazier, Children’s Department

July was very busy. The Bumble Bears are very popular. The Out Reach at Schools program has someone coming in everyday to say they saw me at school. Over 700 have registered for summer classes with over 70 registering online.

T. DeGarmo, Folklife Center

Working on adding numbers to children’s programs. Cooking Camp program is combining local food sources and healthy eating to over 400 children. It runs on 4 Thursday’s in July. There were cooking station set-up and manned with volunteers. The program was a huge success with over 90% of the forms saying the kids liked the program.

Hats off to Erica Burke. She is a great networker. There was an article about NY and Crandall Library in Research Genealogy Magazine. It is great press for the Library.

13. Old Business Accomplish

- A. Wait House fund raising proposal
- B. Filling open position in Queensbury
- C. Ad Hoc Nominating Committee, 2012 Officers
Board Development Committee to meet on August 30th.
Ms. Webb brought it to the Trustees attention that
Patrick Dee’s term should expire on 12/31/2012 not 2013.
- D. Purchasing Policies revision
- E. 2010 Audit- September 2011

Committee to

Fund Raising
Board Development
President to appoint

Finance
Fuller & LaFiura

14. New Business

- A. Warren county Aid 2012
- B. Invested Account and other accounts-Development Plan
- C. Additions to Strategic Plan relating to fund raising
- D. Revision Investment Policies
- E. Review Capital Reserve Policy
Review once per year.
- F. Possible suspension of customer
No issue at this time.

Finance
Fund Raising
Fund Raising
Finance
Finance
Board

Action item #4 Conflict of Interest and Code of Ethics Policies. Motion by Mr. Searleman, seconded by Ms. Irion to put the Conflict of Interest and Code of Ethics Policies on the table for discussion, carried unanimously.

Ms. Caimano indicated that the Conflict of Interest policy would have an effect on Board members. Discussion ensued. It was decided to send the Conflict of Interest Policy to the Executive Committee. If anyone has any comments regarding the policy please send them to said committee.

Ms. Caimano asked to be excused, left at 5:39 pm. Ms. MacKnight left at 5:39 pm

Discussion ensued regarding the proposed 2012 budget.

Ms. Vandermindin left at 5:44 pm

Regarding the 2012 budget the Finance Committee will review budget. There will be a Finance Committee meeting set up during the 3rd week of August. All Board members were asked to review the 2012 proposed budget. They were asked to give any comments before the Finance Committee meeting so their comments can be included in the reworking of the budget.

15. Executive Session (if needed)

16. Adjournment

Motion to adjourn by Mr. Searleman, seconded by Ms. Newcomb, carried unanimously.

Respectfully Submitted,

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

Recorded by Linda Webb, Administrative Assistant

**The next Board meeting
will be held on
Wednesday August 31, 2011
at 4:00 pm
in the Holden Meeting Room**