

Minutes of the Board of Trustees October 26, 2011

Attendance:

Trustees: Mr. Leonelli, Ms. Caimano, Mr. Searleman, Ms. Newcomb, Ms. Putnam, Mr. Sheahan, Ms. Nemer, Mr. Toomey, Ms. Irion, Mr. Pratt, Ms. Vanderminden, Mr. Lebowitz. Mr. Rottenstreich entered at 5:17pm

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

Guests: Emily Forbes, Frieda Toth

Meeting was called to order at 4:10 p.m. by President Richard Leonelli

Mr. Leonelli introduced Ms. Toth and Emily Forbes, Page & Teen Advisory Committee (TAG) member. Emily went over some of the highlights of the committee. She passed out some photos of some of the programs that TAG has done recently. The committee meets 4 times per year. The members represent different communities. They are planning a play "Midsummer Night's Dream" in February 2012.

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

Approval of Board of Trustees Meeting Minutes

Motion to approve Board of Trustees Minutes of September 28, 2011 that was sent via email was made by Mr. Searleman, seconded by Ms. Nemer. Motion carried.

Treasurers Report – September 2011

Mr. Pratt went over the Treasurer's report and budget amendments. Revenues are at 89% and expenses are at 75%. We are at approximately 75% through the year. **Motion** was made by Mr. Searleman, seconded by Ms. Caimano to approve the Treasurers report and the Budget Amendments. Motion carried. Ms. Caimano asked Mr. Pratt how utilizing the auditor has been working so far and he stated that it has made things easier for him. The auditor found 1 very minor mistake with .21 in sales tax being paid.

Approval of Warrant

Motion was made by Mr. Searleman, and seconded by Ms. Newcomb to accept the Auditor's report and the Warrant, September 29, 2011 to October 26, 2011 bills & payroll. Motion carried. Mr. Lebowitz questioned whether we still need to approve the warrant now that we have an auditor. Ms. McDonald will check on this.

Committee Reports

None

Friends of Crandall Public Library – Mr. Sheahan

The book sale last weekend was a bit slower than the last one. They made approximately \$12,800.

SALS

Ms. McDonald attended the SALS meeting and indicated that legislation has passed at 75% of construction grants to be paid by the grant and 25% by the Libraries. Currently it is 50-50. Ms. McDonald received the SALS agreement between MVLS and SALS and Crandall Public Library for the Joint Automation Project to be signed by Mr. Leonelli. A motion was made to adopt the SALS agreement as presented by Mr. Searleman, seconded by Ms. Newcomb. Motion carried. The SALS annual meeting will be held on May 3, 2012 at Echo Lake Lodge in Warrensburg. Please mark your calendars.

Director's Report

Ms. McDonald indicated she is looking into prices to purchase additional benches and bike racks for the outside with the Watson Bequest.

Action items:

1. Approval for L. Shanks to attend the Capital District Business Review's Partners in Philanthropy seminar on October 27, 2011 at the Glen Sanders Mansion in Scotia. Fee is \$35.00 plus mileage which should be approximately \$48.00.
2. Approval for K. Ziegler to attend an Email Marketing workshop hosted by MHLS (in Poughkeepsie) December 7, 2011. Fee is \$25.00 plus tolls and mileage approximately \$155.00.
3. Approval of RFP for Lighting Project. _ Prevailing wage added to the RFP.
4. Approval of 2012 holiday closings.
5. *Approval to submit a NYS Consolidated Funding Application for Computer Classes (Strategic Goals)

Motion to approve action items 1-3 & 5 made by Ms. Caimano, and seconded by Ms. Newcomb. Motion carried. Item #4 will be review at November's meeting.

Department Reports

K. Naftaly, Assistant Library Director III
No Report

A. Herman, Adult Services

Kristin Kimball author of The Dirty Life had a standing room only crowd when you spoke here. Laptops are no longer set up in the reading room. Patrons need to sign them out in order to use them. Tonight there is a program on E-books and a writing workshop.

P. Frazier, Children's Department

Ms. Frazier indicated that they had an intro into Spanish for the little kids. The Therapy Dog program is growing. There are now 7 Therapy dogs. There was a 58% increase in this year's Summer Reading Program. She also indicated that the teens are helping with pre-teen groups. She said she had 134.75 volunteer hours last month and could not do all the programs without the volunteers.

T. DeGarmo, Folklife Center

Mr. DeGarmo indicated that there were about 100m people at Maury Thompson's reception for his Book. There were two Tasty Talks in October. Millionaires Row had over 100 people in attendance. The Glens Falls Hospital Guild had over 200 at their reception for their archives.

L. Shanks, Development Director

Ms. Shanks indicated that she is still selling raffle tickets. She asked that all (paid and unpaid) be returned by Friday 10/28. There are presently 103 reservations for the Henry Crandall Award event. The Annual Appeal will go out in mid-November. There are 5500 on the list and will use mail & email blasts.

Old Business

Committee to Accomplish

A. Filling open position in Queensbury

Board Development

A committee meeting was scheduled for November 9th at 4pm for A. & B.

B. 2012 Officers

Board Development

C. Warren County Aid 2012

Finance Committee

E. Revision of Investment Policies

Finance Committee

F. Code of Ethics and Conflict of Interest Polices

Executive Committee

Mr. Searleman and Ms. McDonald went over these as well as the by-laws and will discuss at the November meeting.

The Wait house request for their Annual Appeal was discussed. They sent us a letter as requested at a prior meeting stating that with all their donations of \$50.00 or more they will donate a book to the Teen Center.

New Business

A. Revision of By-Laws

Executive Committee

B. Decision on investing \$15,000 from Watson bequest, currently in GFNB Temporary Fund

Finance Committee

Finance Committee

The Board asked Ms. McDonald to get quotes for a new bike rack and benches.

Director

Christine is working on this.

C. Resolution: The Board of Trustees Authorizes Crandall Public Library to exceed the 2% tax cap in the event the levy exceeds the 2% cap due to miscalculations, erroneous, or incomplete information. (recommended by NY Library Association).

Executive Committee

This would hold us harmless if we have a resolution on file should we go over the 2% cap, example: say we go over by \$10.00. This must be redone every year. Motion made by Mr. Searleman, seconded by Ms. Putnam. Motion carried.

D. Patron Scott Habshi suspension.

Executive Committee

Executive Committee to meet tomorrow (10-27-11) at 5pm to discuss this issue.

Ms. McDonald reported that the repairs to the plaster will be \$1,500 and insurance won't cover it.

Adjournment

Motion to adjourn was made by Mr. Searleman, seconded by Ms. Newcomb. Motion carried. Meeting adjourned 5:26pm

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
Wednesday, November 30, 2011
4:00 pm
Holden Meeting Room, 2nd floor**