

Minutes of the Board of Trustees November 30, 2011

Attendance:

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

Staff: Ms. McDonald, Ms. Naftaly, Ms. Davis, Ms. Webb
Ms. Herman, Mr. DeGarmo, Ms. Frazier, entered at 4:27pm

Guests: Alan Dean

Meeting was called to order at 4:24 p.m. by President Richard Leonelli

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 October 26, 2011 that was sent via email was made by Ms. Newcomb, seconded by Mr. Searleman. Motion carried.

Treasurers Report – October 2011

Ms. Davis went over the Treasurer's report and budget amendments. **Motion** was made by Mr. Searleman, seconded by Ms. Nemer to approve the Treasurers report and the Budget Amendments. Motion carried.

Approval of Warrant

Motion was made by Mr. Searleman, and seconded by Ms. Caimano to accept the Auditor's report and the Warrant, October 27, 2011 to November 30, 2011 bills and payroll. Motion carried.

Committee Reports

Personnel – They held 2 meetings in November.

Board Development – The committee met on November 17, 2011 to discuss filling the two open positions in Queensbury. They have a potential candidate to fill one position. Ms. Irion has spoken with him and he has agreed to accept the position. Ms. McDonald and Mr. Leonelli will meet with him before the December Board meeting to highlight the position of Trustee. They are still working on a second candidate. Ms. Irion presented the slate of officers for 2012;

President – Mr. Searleman
Vice President- Mr. Pratt
Treasurer – Ms. Irion
Secretary – Ms. Vanderminden

The slate of officers was approved and will be voted on at the next Board meeting.

Friends of Crandall Public Library – Ms. McDonald

They had a very successful book sale in October. Cheryl Bilodeau was in a terrible accident. Our thoughts and well wishes go out to her for a speedy recovery. Pam Loeb will be the new President in January.

SALS

Ms. McDonald attended the SALS meeting.

Director's Report

Discussion of the proposals for the lighting project for the Travel/Biography Room. Ms. McDonald indicated that the bids were too high. The low bid was \$37,000. Curt Wilsey from Quantum Engineering will redo the bid specifications. Motion was made by Ms. Newcomb, seconded by Ms. Nemer to allow the Executive Committee to approve the revised RFP.

There was discussion regarding the confusion on the Warren County voter's ballots. Ms. McDonald suggested that we invite Mary Beth Casey from Warren County Board of Elections in to discuss the issue and try to avoid problems in the future.

Action items:

1. Approval of RFP for Professional Auditing Services
2. Retroactive permission for three staff from the Children's Department to travel to Guilderland Public Library on Thursday, November 17, 2011 to attend a ½ day workshop on Early Literacy Skills. Cost \$25.00 each plus travel for one (carpool).
3. Permission for Linda Webb to attend a Benefits Fair on January 27, 2012 at the Clifton Park-Halfmoon Library. Cost: travel
4. Request for Christine McDonald for work time to attend the Sundance Film Festival, January 19-28, 2012 and \$292 for airfare and \$500 towards hotel (total hotel cost is \$1,100). [Strategic Goal 5].
5. Permission for Lynn Shanks to attend the workshop Women in Development program - Planning Your Year-Round Communications Strategies for 2012 and Beyond presented by Libby Post Wednesday, Dec. 7 in Albany \$30 fee plus travel to/from Albany.
6. Approval of 2012 Holiday and Closings.
7. Approval of Strategic Plan initiative #10: **see below**

Organizational Competencies and Initiatives

10. Collection Development

The Crandall Public Library will budget for growth, maintenance and, as-needed, contraction/expansion of specific collections so that materials purchased reflect community needs.

Initiative 10.1: By June 30, 2012, determine appropriate level of resources for eBooks and other downloadable media for FY 2013.

Initiative 10.2: By December 31, 2012, create or promote easy-to-understand online tutorials to teach users how to download eBooks, audio books and other forms of electronic media to various types of handheld devices and/or computers.

Initiative 10.3 By December 31, 2012, decide if loaning e-Readers is a viable option for circulation of e-materials.

Initiative 10.4 By December 31, 2012, work with SALS, member libraries, the NYS Division of Library Development, NYLA/ALA/PLA and vendors/publishers to determine future methods of cost effective purchasing and distribution of e-materials.

The Crandall Public Library approved Strategic Plan is available on the website at this link: <http://www.crandalllibrary.org/about/documents/CPL2011to2013STRATEGICPLAN.pdf>

Motion to approve action items 1-7 made by Ms. Newcomb, and seconded by Ms. Nemer. Motion carried.

Department Reports

K. Naftaly, Assistant Library Director III

No Report

A. Herman, Adult Services

Ms. Herman indicated that there has been an increase in reference questions this month. Michael Cleary will be here on December 11, 2011. He is a Glens Falls Native.

P. Frazier, Children's Department

Ms. Frazier indicated that circulation is up in all materials this month. The Therapy Dogs program is still active and very popular. The puppet theater originally scheduled for December at Aviation Mall has been rescheduled for February.

T. DeGarmo, Folklife Center

Mr. DeGarmo indicated that the Folklife Gallery currently has the Dreaming Cows display by Betty LaDuke. There is an IPAD station in the gallery as part of the exhibition.

L. Shanks, Development Director

Ms. Naftaly reported for Ms. Shanks. The annual appeal letter went out about 1-1/2 weeks ago. So far \$5,470 has been raised. There was discussion on Henry Crandall Award event. Cost may have been an issue. It was suggested to keep the event in town.

Old Business

- A. Filling open position in Queensbury
- B. 2012 Officers
- C. Warren County Aid 2012
- D. Revision of Investment Policies
- E. Code of Ethics and Conflict of Interest Polices
- F. Revision of By-Laws
- G. Decision on investing \$15,000 from Watson bequest, currently in GFNB Temporary Fund

*E. & F. are being worked on per Mr. Searleman.

*G. Holding it over for possible bike racks.

Committee to Accomplish

- Board Development
- Board Development
- Finance Committee
- Finance Committee
- Executive Committee
- Executive Committee

- Finance Committee

New Business

- A. Patron Patrick J. Casey suspension. Executive Committee
- B. Additional suspensions Executive Committee
- C. Suspension Policy Executive Committee
Ms. McDonald and Ms. Naftaly are revising it.
- D. Information requested by Annette Newcomb on 11/21/11 for "...a summary of the inservice, workshops, conferences, and educational opportunities that we offered all employees at CPL for the year 2011: who went to them and how many days/partial days were involved in each." Personnel Committee
Information provided at the 11/30/11 meeting.

At 5:07pm, Mr. Searleman moved that the Board go into executive session to discuss a personnel matter. Motion was seconded by Ms. Caimano. Motion carried.

At 5:40pm, Mr. Searleman moved that the Board go back into regular session. Motion was seconded by Ms. Vanderminden. Motion carried.

Ms. Nemer made a motion, seconded by Ms. Putnam to provide professional development support to the director and will engage Grove Associates for the professional development support to be initiated no later than December 31, 2011 at a rate of \$150.00 per hour, not to exceed \$5,000.00. The engagement for services to be initiated by the chairman of the personnel committee. Motion carried.

Adjournment

Motion to adjourn was made by Mr. Searleman, seconded by Ms. Newcomb. Motion carried. Meeting adjourned 5:47pm

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
Thursday, January 5, 2012
4:00 pm
Holden Meeting Room, 2nd floor**