

**Minutes of the Board of Trustees
August 31, 2011**

Attendance:

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

Absent: Mr. Dee

Excused: Mr. Rottenstreich, Ms. Irion, Mr. Pratt,

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

Guests: None Present

President Richard Leonelli, Jr. opened the floor for Public Comment at 4:01pm.
There was no Public Comment

Meeting was called to order at 4:08 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 July 27, 2011 was made by Mr. Searleman, seconded by Ms. Newcomb. Motion carried.

Treasurers Report – July 2011

Ms. Davis reported that there is a mistake on page 1 of the Treasurer's Report. The last two lines are reversed. It should read Baker Trust 60.08 % and Bequests 100%. She also stated that a few lines need budget revision. We are half way through the year and revenue is at 81% and expenses to date are 50%. **Motion** to approve the Treasurer's Report and Budget Amendment made by Mr. Searleman, seconded by Ms. Nemer. Motion carried.

Approval of Warrant

Motion was made by Mr. Searleman, and seconded by Ms. Caimano to accept the Warrant, July 28, 2011 to August 31, 2011 bills & payroll. Motion carried.

Committee Reports

A. Finance Committee

(1) Ms. Davis presented a PowerPoint on the 2012 Proposed Budget highlights. The presentation was very well received. Mr. Searleman is voiced his concern for cut backs on equipment. Ms. Davis indicated that she consulted with Steve Ray, the head of our IT Department and he indicated that it would be okay to stretch the replacement a bit longer. He will replace equipment on a rolling plan for staff and the public.

(2) Ms. McDonald went over the job description for the proposed Claims Auditor Consultant. The rules for the Library indicate that every Board member must sign off on every invoice that is paid. The Auditor will be another set of eyes to review all invoices and checks. The Auditor will help us comply with the NYS Comptrollers regulations. The consultant that was chosen, Mariagnes De Meo is a retired Warren County employee. She currently works as an independent contractor for several area school districts. She charges \$25.00 per hour. Ms. Davis indicated that she estimates that it will cost \$3,700 per year for her services. She proposed that she start on October 1, 2011. Board members indicated that they would prefer she start a yearly contract beginning January 1, 2012 to December 31, 2012, renewable yearly. It was discussed that she will start on October 1, 2011 on a monthly basis until the new budget begins on January 1, 2012. It was decided that the Board of Trustees would be the supervisor for that position and the Treasurer would be the person that they report to. A **Motion** was made by Mr. Searleman, seconded by Ms. Putnam to approve the position of Claims Auditor Consultant. Motion carried. A second **Motion** was made by Ms. Caimano, seconded by Mr. Searleman to engage Mariagnes De Meo at \$25.00 per hour to be our Claims Auditor for October 1, 2011 to December 31, 2011. Motion carried.

(3) Motion to approve the Finance Committee's recommendation to accept the 2012 Budget was made by Mr. Searleman, seconded by Ms. Putnam. Motion carried. Ms. McDonald indicated that she needs to send the Budget to the NYS Comptroller for review per the new 2% tax cap.

(4) Adoption of the New Purchasing Policy. The Finance Committee reviewed the new Purchasing Policy. Due to new municipal law they want to increase the dollar amount before you have to send out a purchase to bid. There was discussion of acceptance of email quotes. The committee recommended acceptance of email quotes with the following stipulation. Request certification that the person is authorized to sign the quote via email and must provide a signature with the quote. A **Motion** to accept the new Purchasing Policy for Crandall Public Library was made by Ms. Caimano, seconded by Ms. Nemer. Motion carried.

Approval of Resolutions

- a. Approval of 2012 Proposed Budget – **Motion** made by Mr. Searleman, seconded by Ms. Putnam, to approve the 2012 budget. Motion carried.
- b. Approval of Legal Notices – **Motion** made by Mr. Searleman, seconded by Ms. Newcomb to approve Legal notices for Resolutions on the 2012 Budget and open Trustee Position and Legal Notice for Public Hearings. Motion carried.
- c. Approval of Trustee Position – Open position is Queensbury. Petition was received for Patricia Irion. **Motion** to approve made by Mr. Searleman, seconded by Ms. Caimano. Motion carried.
- d. Approval of Budget resolutions for Board of Elections – **Motion** made by Mr. Searleman, seconded by Ms. Putnam to approve the 2012 Budget Resolutions. Motion Carried.

The board gave permission to Ms. McDonald to contact Mr. Dee regarding his resignation.

Friends of Crandall Public Library

Mr. Sheahan and Mr. Leonelli will attend the Friend's meeting on September 6, 2011 at 4:00pm.

SALS

Per Ms. Nemer there is no report as SALS does not meet during the summer.

Director's Report Next month there will be Budget Amendments for Town of Moreau. Ms. McDonald indicated that Ms. Naftaly is working with department heads on a survey to see how our Patron's feel we are doing. The door count was down in July. Self-check is at 82%. A grant was sent to the Wood Foundation for \$27,000 for new bookshelves and a handicapped desk for Circulation. We hope to get the balance of \$5,000 from the Friends. The bike racks are on hold as they do not qualify for a NYS Construction Grant.

Action items:

1. Permission for staff member Guin Forshey to sign-up for ALA TechSource Webinar on Integrating iPads and Tablet Computers into Library Services on October 13 and October 20, 2011. Cost: \$85.00.
2. Approval of professional fee of \$3,000 for Steven Alcorn for the conception and installation of an exhibition of folk legend Odetta. Funding by NYSCA Folk Grant
3. Approval of Hillary Jordan's contract for \$2,500 to speak on Sunday, October 9, 2011. Funding by NYSCA Literature Grant.
4. Approval to submit Wood Foundation grant for \$27,000.
5. Approval of 2012 Board of Trustee meeting dates, subject to revisions.
6. Approval for as many staff as possible to attend a SALS paid for Library Journal/School Library Journal's virtual conference: "Ebooks: the new normal." Cost is travel via carpooling. Date is October 12, 2011.

Motion to approve action items 1-6 made by Ms. Newcomb, seconded by Mr. Sheahan. Motion carried. Ms. McDonald congratulated Ms. Shanks on a job well done on writing the Wood Foundation Grant.

Department Reports

K. Naftaly, Assistant Library Director III

Ms. Naftaly spoke of the new survey results she is currently going over. Primary figures show that the people are happy with the Library and the service they received.

A. Herman, Adult Services

Ms. Herman informed everyone that due to the power outages there have been a lot of folks coming in to the Library with their own computers. They have also been charging their laptops and cell phones. There will be 3 amazing authors coming in October, Kristin Kimball, Hillary Jordan and Christopher Bohjalian.

P. Frazier, Children's Department

Ms. Frazier indicated that the Children's Department had a very exciting month during July. There was a 30% increase in participation. There were 45.4% more children and parents that attended workshops.

T. DeGarmo, Folklife Center

Mr. DeGarmo was not present but other staff member's mentioned his published story about his 2 Story Chicken Coop.

L. Shanks, Development Director

She is selling the Love Your Library Raffle Tickets starting on September 1st. She has 300 tickets to see by November 1st. She indicated that she has received several sponsorships for the Henry Crandall Award.

Old Business

- A. Filling open position in Queensbury
- B. 2012 Officers
- C. 2010 Audit
- D. Warren County Aid 2012
- E. Revision of Investment Policies
- F. Code of Ethics and Conflict of Interest Polices

Committee to Accomplish

- Board Development
- Board Development
- Fuller & LaFiura- September 2011
- Finance Committee
- Finance Committee
- Executive Committee

New Business

- A. Revision of By-Laws
- B. Decision on investing \$15,000 from Watson bequest, currently in GFNB Temporary Fund
The Board asked Ms. McDonald to get quotes for a new bike rack and benches.
- C. Approve of New Purchasing Policy

- Executive Committee
- Finance Committee
- Finance Committee

- Fund Raising

Mr. Lebowitz left at 5:21pm

Mr. Toomey asked about the Taste of the North Country event setting up in the park. The Trust (Mr. Rhodes) needs to approve the set up being 10 feet off the sidewalk.

Adjournment

Motion to adjourn was made by Ms. Newcomb, seconded by Mr. Sheahan. 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 held on
Wednesday, September 28, 2011
at 4:00 pm
Holden Meeting Room, 2nd floor**