

**Board of Trustees
Crandall Public Library**

**AGENDA
February 1, 2012**

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|---|--------------|
| 1. Call to order | S. Searleman |
| 2. Public Comment | S. Searleman |
| 3. Correspondence and Press (see board pass around file for actual correspondence) | |
| 4. Approval of Board of Trustees Minutes: January 5, 2012 | S. Searleman |
| 5. Treasurers Report, December, 2011
A. Budget Amendments | P. Irion |
| 6. Approval of Warrant, January 15 & 30, 2012 bills & payroll
A. Peer Review of Fuller & LaFiura | C. Davis |
| 7. Committee Reports
None | |
| 8. Friends of Crandall Public Library | W.McKnight |
| 9. SALS | D. Nemer |
| 10. Director's Report & Action Items:
A. Strategic Plan: Accomplished in 2011 | C. McDonald |
| B. Action items: | |
| 1. Approval of contract for speaker Malachy McCourt booked through Blue Flower Arts, LLC to appear at Crandall Public Library on March 14, 2012 for a Memoir Reading. Cost \$3,828 funded by the Friends. | |
| 2. Approval for Adirondack Security for Annual Software Support Plan for the Library's security system and replacement of a security device in Folklife Center Gallery. Total cost \$1,172. | |

3. Permission for Todd DeGarmo to attend a local history workshop at the Schenectady County Historical Society on February 9, 2012. Cost: travel at approximately \$49.95.
4. Permission for Todd DeGarmo to attend the NYS Folk Arts Roundtable in Saratoga Springs, New York May 23-May 25, 2012. Cost: Travel \$21.65 and food. No housing costs.
5. Permission for Christine McDonald, Frank Pelkey, Kevin Rogan and Kathy Naftaly to attend a free workshop at SALS called Serving Older Adults with Panache between 9:00 am and 12:00 pm on February, 6, 2012. Cost: Travel.
6. Approval of Bid from ARCON Construction & Management Services, Inc. for \$23,900 for the NYS Lighting Project Grant for the Travel & Biography Room. Two bids received (Gross Electric, Inc. \$51,800).
7. These are based on the Action items from the March 30, 2011 Board meeting. They are for standing meetings during the year:
 - a. Approval for Christine McDonald and/or Kathy Naftaly to attend a monthly of SALS Board meetings in Saratoga Springs. Cost: Travel.
 - b. Permission for Christine McDonald to attend NYLA Council meetings Feb. 9, Mar. 10, Sept. 13, & Nov. 7, 2012 usually in Guilderland. Cost: Travel.
 - c. Permission for Christine McDonald to attend Central Library Director's meetings. Held irregularly. Cost: Travel.
 - d. Permission for Christine McDonald and/or Kathy Naftaly to attend SALS Director's Council meetings. Cost: Travel.
 - e. Permission for Kathy Naftaly to attend NYLS Public Library Section Board meetings. Usually at NYLA annual meeting: 2012 in Saratoga Springs. Cost: Travel.
 - f. Permission for Kathy Naftaly to attend JA Joint Automation Council Meetings every other month in Clifton Park (Tentative schedule 1/18/2012, 3/7/2012, 5/9/2012, 7/11/2012, 9/12/2012, 11/14/2012) and subcommittee meetings such as ecommerce. Cost: Travel.
 - g. Approval for Kathy Naftaly to attend JA PAC Steering Committee Meetings. No meetings are currently scheduled. Cost: Travel.
 - h. Permission for Pam Frazier to attend local School Library Council meetings. Cost: Travel.
 - i. Permission for Sue Laing and/or Kathy Naftaly and/or designated staff to attend JA Operations Committee meetings. Cost: Travel.
 - j. Permission for Kevin Rogan to attend CDLC Reference Services Interest Group meetings. Meets several times a year. Cost : travel.
 - k. Permission for Andrea Herman to attend Overdrive Collection Development meetings. Scheduled as needed. Cost: Travel.
 - l. Approval for Todd DeGarmo and/or Erica Burke to attend meetings and training sessions on the CDLC Digital Database Project. No meetings are currently scheduled. Cost: Travel.
 - m. Permission for Guin Forshey to attend CDLC Consumer Health meetings. Scheduled irregularly. Cost: Travel.
 - n. Permission for Todd DeGarmo to attend CDLC Documentary Heritage Program meetings as scheduled in 2012 (TBA). Cost: Travel
 - o. Approval for Todd DeGarmo to attend Heritage Hall Committee Meetings. Cost: no expense.
 - p. Permission for Todd DeGarmo to attend meeting of the NYSCA Folkarts Panel as he is a member. Cost: Travel and food.
 - q. Permission for Todd DeGarmo to attend NYLA Archives Committee meetings. Scheduled irregularly. Cost: Travel.
 - r. Permission for Todd DeGarmo to NYLA Archives Committee meetings (meets irregularly). Cost: Travel.

11. Department Reports

- K. Naftaly, Assistant Library Director, III
- A. Herman, Adult Services
- L. Shanks, Development Director
- P. Frazier, Children's Department
- T. DeGarmo, Folklife

12. Old Business

- | | |
|---|-----------------------------|
| A. Filling open position in Queensbury | Board Development Committee |
| B. Warren County Aid 2012 | Finance Committee |
| C. Revision of Investment Policies | Finance Committee |
| D. Code of Ethics and Conflict of Interest Policies | Executive Committee |
| E. Decision on investing \$15,000 from Watson bequest,
currently in GFNB Temp. Fund (possibly for bike rack project) | Finance Committee |
| F. Revision of Suspension Policy | Executive Committee |
| G. Second notice of change to By-Laws to be voted on Feb. 29, 2012 | |

13. New Business

- | | |
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| A. Meetings with Glens Falls National Bank, TD Bank,
Key Bank about invested accounts | Finance Committee |
| B. 2012 Budget process and deadlines | Finance Committee |
| C. 2012 Budget Amendments | Finance Committee |
| D. Meeting Room Policy | Executive Committee |

14. Executive Session (if needed)

15. Adjournment

**The next Board Meeting is
Wednesday, February 29, 2012
4:00 pm
Holden Meeting Room**