

**Board of Trustees
Meeting Minutes
February 29, 2012**

Attendance:

Trustees: Mr. Leonelli, Mr. Searleman, Ms. Newcomb, Ms. Nemer, Mr. Toomey, Ms. Irion, Ms. Vanderminden, Mr. Rottenstreich, Mr. Gannon, Mr. Pratt

Absent: Mr. Sheahan, Ms. Putnam, Ms. Caimano, Mr. Lebowitz.

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

Guests: Ms. MacKnight

Meeting was called to order at 4:02 p.m. by President Sanford Searleman

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 February 1, 2012 that was sent via email was made by Mr. Rottenstreich, seconded by Ms. Newcomb. Motion carried.

Treasurer's Report – January 2011

Ms. Irion reviewed the Treasurer's report. **Motion** was made by Ms. Irion, seconded by Ms. Newcomb to approve the Treasurer's report. Motion carried.

Approval of Warrant

Motion was made by Mr. Pratt, and seconded by Ms. Nemer to accept the Auditor's report as per Mariagnes DeMeo and the Warrant of February 15 & 28, 2012 bills and payroll. Motion carried.

Committee Reports

Personnel - Motion to accept the appointment of the following staff member from Probationary to Permanent status Justin Spraragen, Library Computer Assistant, effective 2/11/12 and the Retirement of Ellen Mangine effective February 29, 2012 was made by Mr. Pratt, seconded by Ms. Vanderminden. Motion carried.

Friends of Crandall Public Library

Ms. MacKnight reported that the February book sale brought in over \$13,000. They have approved the purchase of a LCD screen for the Library. They have ordered 2500 bags to sell at .50 apiece.

SALS

Ms. Nemer reported that the SALS annual meeting is on May 21, 2012. March 6th is Library Advocacy Day in Albany. SALS is working on replacing their servers.

Director's Report

Ms. McDonald indicated that NYCON will provide us 10 hours of free training for Board development. Board members agreed that they should accept the training sessions as they can be very helpful. Ms. McDonald is working with Jack Lebowitz on the bike racks. She is trying to get additional funds for the project. ARCON won the bid for the lighting project in the travel/biography room and will hopefully start on it very soon.

Action items:

1. Approval of NYS Annual Report.
2. Contract approval for Evanced Solutions, LLC for 1 year renewal of Events Software (\$1,732.50) and Room Reserve Software (\$1,732.50) for a total cost of \$3,465.00.
3. Permission for Erica Wolfe Burke to attend the New England Archives Conference on March 23-24, 2012 at Wesleyan University, CT. She is scheduled to speak as a part of the panel called "Strategies for Engaging Your Constituents." Estimated costs: Conference registration: gratis. Travel, roundtrip @ 350 miles = \$175, Hotel (Middletown Inn), \$130 conference rate x 2 nights = \$260 Meals, 3 days x \$50 per day (will save receipts) = \$150, Subtotal = \$585. Also apply the honorarium of \$125 as speaker, for an estimated total of \$460.
4. Approval for Christine McDonald to attend a SALS sponsored program on Community Marketing Planning with Libby Post at the Town of Chester Library. Mileage & no other costs- covered by SALS grant. Date (TBA)
5. Love Your Library Raffle - Approval of dates for the 2012 Love Your Library Raffle: Ticket Sales begin April 1, drawing held Thursday, May 31 at the Library.
6. Henry Crandall Award - Approval of date and venue for the 2012 Henry Crandall Award gala event: Friday, September 14 at The Queensbury Hotel. Approval of nomination timeline: Award nominations accepted starting March 1 with an April 30 deadline. Recipient will be decided at May 30 board meeting and announced in June.
7. Approval to apply for a grant from the Build-a-Bear Workshop Foundation. Requesting \$2,500 for children's reading programs.
8. Approval of contract with Symphony Space to present two Selected Shorts Programs on April 27th and 28th.
9. Approval of revised Policy form, Request for Evaluation of a Magazine in the Crandall Public Library Collection to read Magazine/Newspaper.
10. Mr. Searleman has requested a date change of the April 25, 2012 Board meeting to May 2, 2012.
11. Approval for Guin Forshey to attend "Computers in Libraries" conference March 21-23, 2012 in Washington, D.C. Cost: approximately \$800.00.

Motion to approve Action Items 1-11 was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried.

Department Reports

K. Naftaly, Assistant Library Director III

Ms. Naftaly reported on the Strategic Plan. She is working with Diane Robinson on new ways to count statistics.

A. Herman, Adult Services

None

P. Frazier, Children’s Department

Ms. Frazier reported that program attendance and circulation increased in January. They will be doing the Search and Rescue Dog program for older kids. Early literacy programs will be held on a weekly basis.

T. DeGarmo, Folklife Center

Mr. DeGarmo indicated that Warren County is celebrating its Bi-Centennial so there has been quite a bit of activity in archives with folks looking things up. He spoke of the 2nd Saturday Family History Series. Folklife concerts start March 15th and run until April 26th.

L. Shanks, Development Director

Ms. Shanks reported that we are very grateful to the Friends for purchasing the LCD screen for the Library. The Henry Crandall Award nominations start on March 1st with the deadline date April 30th. We will be selling Love Your Library raffle tickets beginning April 1st.

Old Business

A. Filling open position in Queensbury

Ms. Newcomb was appointed the temporary chairperson so she can search for a trustee to fill the open position.

B. Warren County Aid 2012

C. Revision of Investment Policies

D. Code of Ethics and Conflict of Interest Polices

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

F. Revision of Suspension Policy

G. Revision of By-Laws

Mr. Searleman and Ms. McDonald need to go over the By-Laws again and will bring it to the March 2012 meeting.

Committee to Accomplish

Board Development

Finance Committee

Finance Committee

Executive Committee

Finance Committee

Executive Committee

Executive Committee

New Business

A. Meetings with Glens Falls National Bank, TD Bank, Key Bank about invested accounts

B. 2013 Budget deadlines

C. Questions regarding film projecting

Will we be able to use 35mm until 2013? Retro fit for digital?

D. NYCON Trustee education

F. Conflict of Interest form

Finance Committee

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Executive Committee

Executive Committee

Adjournment:

Motion to adjourn was made by Mr. Pratt, seconded by Ms. Newcomb. Motion carried. Meeting adjourned 4:45pm

Respectfully Submitted,

Christina Vanderminden
Secretary of the Board of Trustees of Crandall Public Library

Recorded by Linda Webb
Administrative/Human Resource Assistant

**The next Board meeting will be
Wednesday, March 21, 2012
4:00 pm
Holden Meeting Room**