

**Board of Trustees
Meeting Minutes
March 21, 2012**

Attendance:

Trustees: Mr. Leonelli, Ms. Newcomb, Ms. Nemer, Ms. Vanderminden, Mr. Rottenstreich, Mr. Pratt, Mr. Lebowitz, Mr. Toomey (entered at 4:14 pm), Mr. Gannon (entered at 4:15 pm), Ms. Davis (left at 4:27 pm).

Absent: Mr. Sheahan, Ms. Putnam, Ms. Caimano, Mr. Searleman, Ms. Irion

Staff: Ms. McDonald, (left at 4:38 pm and returned at 4:40 pm), Ms. Naftaly, Ms. Davis, Ms. Webb, Mr. DeGarmo, Ms. Frazier, Ms. Shanks.

Guests: Ms. MacKnight

Meeting was called to order at 4:08 p.m. by Vice President Ben Pratt

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 29, 2012 that was sent via email was made by Mr. Leonelli, seconded by Ms. Nemer. Motion carried.

Treasurer's Report – January 2011

Ms. Davis reviewed the Treasurer's report. We have received 100% of our funding from the Town of Queensbury and the Town of Moreau. We have received our NYSCA funding. We purchased 16 new computers. **Motion** was made by Mr. Rottensteich, seconded by Ms. Newcomb to approve the Treasurer's report. Motion carried.

Approval of Claims Auditor Report

Motion was made by Ms. Nemer, and seconded by Ms. Newcomb to accept the Auditor's report as per Mariagnes DeMeo and the Warrant of March 14 & 21, 2012 bills and payroll. Motion carried.

Committee Reports

Personnel - Motion to accept the appointment of Linda Webb, Administrative Assistant from Probationary to Permanent status, effective 3/13/12 was made by Ms. Nemer, seconded by Ms. Newcomb. Motion carried.

Friends of Crandall Public Library

Ms. MacKnight

The next book sale will be held in June.

SALS

Ms. Nemer reported there was no meeting this month as it was NYLA Legislative Day in Albany on March 6th. Christine and Kathy attended Legislative day. They met with several representatives.

Director's Report

Ms. McDonald spoke about The PLA conference she and Ms. Naftaly attended in Philadelphia last week. It was very informative and they learned a lot especially about E-books, including what to expect in the future with them.

Ms. McDonald went over the specifications of the \$50,000 NYSDOL grant. We will need to train and graduate at least 72 unemployed workers who have gone thru the program from May 2012 to May 2013. They will need to become employed for at least 35 hours per week for a minimum of 3 months after graduating from the program to be counted. Ms. McDonald apprised that she and Ms. Naftaly are researching federal grants that would help keep the BTOP program going.

Action items:

1. Approval of the \$50,000 NYS DOL grant.
2. Approval of the "Benefits" section for the various funding levels for the Business Partners program brochure.
3. Approval for staff members Gail Malvuccio and Julia Stuckman to attend an ALA Editions Workshop (webinar) (Hire, Train and Supervise Shelves). Cost: \$90.00.
4. Approval to pay invoices from Wal-Mart, Bank of America Credit Card, Amazon and other misc. invoices that need to be paid between the March 21, and May 2, Board Meetings so as not to incur interest charges.

*****Added during the meeting:

5. Approval of funding for a new product called Freading. It brings E-Books to us similar to Freegal and Overdrive. It will allow for multiple users at the same time. It will be available to Crandall card holders only. It will cost \$5,000 and we have it in the book budget. Ms. McDonald stated that we will be receiving a large bequest and we can use some of those funds for E-Books. We are making up a plaque to honor the person who made the bequest to us and we are currently looking at the best place to place it in the Library.

6. Ms. Frazier is seeking approval to send 3 people to a workshop on E-Books. There is a group rate for 3 or more people of \$110.

Motion to approve Action Items 2-6 was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried.

A Motion was made by Ms. Newcomb, seconded by Ms. Nemer to approve Action Item 1, \$50,000 NYS Department of Labor Unemployed Worker Training grant. Crandall Public Library will facilitate the program and training will be subcontracted to Northeast Career Planning. Motion carried.

Department Reports

K. Naftaly, Assistant Library Director III

Ms. Naftaly thanked the Trustees for letting her go to the PLA conference.

A. Herman, Adult Services

Ms. Herman expounded that Reference Librarians are having challenges with e-readers. Patrons expect us to know how to use all of them. She also thanked the Friends for enabling us to present Malachy McCourt. It was a full house. He gave a very cheery performance.

P. Frazier, Children's Department

Ms. Frazier reported that the February vacation week was amazing. We had the best attendance ever with 744 people attending programs. Ms. Frazier thanked Dorie Stevenson for getting a \$975 grant from Stewarts. The grant will be used for a camcorder and tripod as well as a puppet show.

T. DeGarmo, Folklife Center

Mr. DeGarmo passed out a bookmark with information about the live Folklife concerts. He thanked the Friends for helping to underwrite the program. The Adirondack Folk School in Lake Luzerne has workshops to learn how to make handmade crafts.

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. Ms. Shanks also thanked the Board for approving the Business Partners brochure.

Old Business

A. Filling open position in Queensbury	Committee to Accomplish Board Development
B. Warren County Aid 2012	Finance Committee
C. Revision of Investment Policies	Finance Committee
D. Code of Ethics and Conflict of Interest Polices	Executive Committee
E. Decision on investing \$15,000 from Watson bequest, currently in GFNB Temporary Fund (possibly for the Bike Rack project)	Finance Committee
F. Revision of Suspension Policy	Executive Committee
G. Revision of By-Laws, 1 st notice	Executive Committee
H. Meetings with Glens Falls National Bank, TD Bank, Key Bank about invested accounts	Finance Committee
I. 2013 Budget deadlines	Finance Committee
J. Conflict of Interest Form	Executive Committee

New Business

A. Possible Suspension (there was no suspension)	Executive Committee
--	---------------------

Adjournment:

Motion to adjourn was made by Ms. Newcomb, seconded by Mr. Leonelli. Motion carried. Meeting adjourned 5:11pm

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, May 2, 2012 - 4:00 pm
Holden Meeting Room**