

**Board of Trustees
Meeting Minutes
June 27, 2012**

Attendance:

Trustees: Mr. Sheahan, Ms. Putnam, Ms. Caimano, Mr. Searleman, Ms. Irion, Mr. Leonelli, Ms. Newcomb, Ms. Nemer, Mr. Pratt, Mr. Lebowitz, Ms. Vanderminden, Mr. Rottenstreich

Absent: Mr. Toomey, Mr. Gannon

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

Guests: None

Meeting was called to order at 4:04 p.m. by President Sandy 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 May 30, 2012 that was sent via email was made by Ms. Nemer, seconded by Mr. Rottenstreich. **Motion carried.**

Treasurer's Report – April & May 2012

Motion to approve April Treasurer's report, Budget Amendments and Increase amount for Grove Associates from \$ \$5,000 to \$5,675 was made by Ms. Caimano, seconded by Ms. Putnam. Motion carried.

Motion to approve the May Treasurer's report was made by Ms. Putnam, seconded by Ms. Nemer. Motion carried.

Approval of Claims Auditor Report

Motion was made by Ms. Caimano, and seconded by Mr. Leonelli to accept the Auditor's report as per Mariagnes DeMeo and the Warrants for June 15, 2012 bills and payroll. Motion carried.

Committee Reports

Joint Finance and Personnel – First meeting to discuss the 2013 budget was held on June 20th. The next meeting will be held on July 17th at 4:00 pm

Friends of Crandall Public Library

Mr. Sheahan reported for the Friends. They approved the extension for the stage in the Community Room as well as the purchase of refrigerator magnets. They raised \$13,100 at the June book sale.

He also indicated that they like the idea of both Boards meeting once or twice per year.. On October 2nd there will be a reception with the Friends.

SALS

SALS hired a former Board member, Bob Jefferies as a paid Treasurer. The NYS Public Library Grant match was approved. The 75% match for the construction grant is for a maximum of 75% match. However, depending on demand, it can be anywhere between a 25% to 75% match. This is much different than originally thought.

Director's Report

The SALS Annual Statistical Report shows Crandall circulation as decreasing. All of our circulation is not being counted, ex: Freegal, eBooks and other electronic material.

Action items:

1. Accept the Memorandum of Understanding between Crandall Public Library and Health Promotion Center at Glens Falls Hospital to enter into participation in the Creating Healthy Places to Live, Work and Play Worksite Wellness initiative of the NY State Department of Health.
2. Retro-active permission for Todd DeGarmo to retrieve two maps from the Northeast Document Center in Andover, MA on May 4, 2012. Items could not be shipped as we had to inspect and sign for condition. Cost: Travel and lunch. Total: \$243.57.
3. Retro-active permission (received notice on 6/8) for Christine McDonald to attend a NYSCA grant workshop, Regional Economic Development Council's Art Projects Grant Program on Tuesday, June 26, 2012. Cost: Travel.
4. Permission to register for two NYLA marketing webinars, "Bite-Sized Marketing" and "Getting Your Message Out" on Tuesday July 17th and Tuesday July 24th. Reference and Children's staff will attend. Cost: Group viewing rate is \$75 for each session for NYLA members (CPL is a member).
5. Permission for archivist Erica Burke to give a talk, "The 22nd NY Volunteer Infantry: An Illustrated Time Line" at the Wilton Historical Society, Wilton, NY on Wednesday, September 5th, in the evening. Cost: travel.
6. Permission for Todd DeGarmo to meet at Camp Chingachgook on Lake George to discuss joint project. Dates: irregular. Cost: travel.
7. Retroactive permission for Todd DeGarmo to attend NY Folklore Society meeting in Schenectady, NY rescheduled to June 21, 2012 (prior to our next Board meeting). Cost: travel.
8. Permission for C. McDonald to attend the 6-26-12 New York State Council on the Arts workshop on a new grant funding opportunity through the Consolidated Funding Application. Costs: Travel to the NYS Museum, Albany.
9. Approval to submit four projects to the Beach Foundation grant for: Selected Shorts in 2013; Children's Summer Programming/Staffing for 2013; Folk Music Programs 2013; Robert Pinsky Program with the Glens Falls Symphony Orchestra, November 10, 2013.
10. Approval to submit the NYS Consolidated Funding Application to the NYS Department of Labor for computer training for the long term unemployed, \$100,000.
11. Permission to apply for the NYSCA Tourism Grant due July 16, 2012.
12. Permission for Todd DeGarmo to apply for the NYS Consolidated Funding Application: Art Project Grant (via NYSCA & the Regional Economic Development Council).

Motion was made to approve items #1-11 by Ms. Newcomb, seconded by Ms. Irion. Motion carried

Motion was made to approve item #12 was made by Mr. Pratt, seconded by Ms. Newcomb. Motion carried.

Department Reports

K. Naftaly, Assistant Library Director III

None.

A. Herman, Adult Services

None

P. Frazier, Children's Department

Ms. Frazier reported that the summer reading program starts tomorrow. Dan Stec, Chairman, Warren County Board of Supervisors will be attending the kick off festivities at 2:30 pm.

T. DeGarmo, Folklife Center

None

L. Shanks, Development Director

Ms. Shanks reported that the Love Your Library Raffle went very well. She thanked everyone who helped sell tickets. We have \$7,500 in sponsors so far for the Henry Crandall Award Gala. Auction items are coming in. The date was changed to September 18th.

Old Business

Committee to Accomplish

A. Filling open position in Queensbury

Board Development

Committee meets June 14, 2012.

Mr. Sheahan indicated that five Trustee terms are up next year in 2013. The Committee is planning ahead. Most members plan to run again for another term. So far there is one opening that will need to be filled. There was discussion regarding shortening the length of the term. We will need legislation to do that. He feels there may be more interest in running for the position if the commitment was for a shorter length of time.

B. Warren County Aid 2012

Finance Committee

C. Revision of Investment Policies

Finance Committee

D. Decision on investing \$178,781 from Watson bequest, currently in GFNB Temporary Fund (possibly for the Bike Rack project)

Finance Committee

E. Revision of Suspension Policy

Executive Committee

F. Revision of By-Laws

Executive Committee

By-Laws to be updated as per recommendation of NYCON Attorneys. Mr. Searleman is waiting to hear from NYCON regarding their recommended changes.

New Business

A. Meetings with TD Bank, Key Bank about invested accounts

Finance Committee

B. 2013 Budget process and deadlines

Finance Committee

C. Meeting Room Policy

Executive Committee

D. Questions regarding Film projecting

Finance Committee

E. Request change of the Credit Card Policy to add Administrative Assistant

Executive Committee

Motion was made for E. by Ms. Putnam, seconded by Ms. Caimano to change the Credit Card Policy to add Administrative Assistant. Motion carried.

Mr. Searleman indicated that NYCON has some additional courses coming up that look like good possibilities for Board members to attend.

Adjournment:

Motion to adjourn was made by Ms. Newcomb, seconded by Mr. Lebowitz. Motion carried.
Meeting adjourned 4:58 pm

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
Wednesday, July 25, 2012
4:00 pm
Holden Meeting Room**