

Meeting Minutes of the Board of Trustees January 5, 2012

Attendance:

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

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

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

Guests: Wilda MacKnight, Friends

Meeting was called to order at 4:00 p.m. by President Richard Leonelli

Two Trustees, Patricia Irion and Kyle Gannon both of Queensbury received the Oath of Office. Ms. Irion's term was renewed for 5 more years and Mr. Gannon is new to the Board filling an unexpired term until 2013. He is the Principal of Queensbury Intermediate School. Mr. Lebowitz notarized the paperwork.

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 November 30, 2011 that was sent via email was made by Mr. Searleman, seconded by Ms. Nemer. Motion carried.

Treasurers Report – November 2011

Mr. Pratt went over the Treasurer's report. There will be minor budget revisions later. The year-to-date activity is on target for 2011. Expenses are at 82.21% and Income is at 93.68%. All remaining 2011 Budget Amendments will be approved at the February 1, 2012 Board meeting. **Motion** was made by Mr. Searleman, seconded by Ms. Nemer to approve the Treasurers report minus the Budget Amendments. Motion carried.

Approval of Warrant

Motion was made by Mr. Searleman, and seconded by Ms. Newcomb to accept the Auditor's report and the Warrant of December 28, 2012 bills and payroll. Motion carried.

Committee Reports

Personnel – Mr. Searleman, Committee Chairman made a motion seconded by Ms. Vanderminden to appoint the following staff members from Probationary to Permanent status:

1. Susan Burkley
2. Lynn Shanks
3. Ann Nelson
4. Cindy Watkins

Motion carried.

Executive - Mr. Leonelli reported that the committee met to review the RFP for the Lighting Project for room 227 (Travel & Biography Room). Quantum Engineering Co., P.C. has rewritten the specs for the project. The original RFP specified specific fixtures. The new RFP will be for specific light fixtures or "equal fixtures." A motion was made by Mr. Searleman, seconded by Ms. Nemer to ratify the new RFP for the Lighting Project. Motion carried.

Friends of Crandall Public Library – Ms. MacKnight

Ms. MacKnight reported the next book sale is the first weekend in February. They are looking into getting some bags to hand out for free. They probably won't have them in time for the next book sale.

SALS

Next meeting will be January 17, 2012.

Director's Report

Ms. McDonald reported that we are up to date on the Strategic Plan for 2011 with a full report ready for the 2/1/12 meeting once 2011 statistics are available,

Action items:

1. Approval of firm for Professional Auditing Services [received two bids]
2. Code of Ethics and Conflict of Interest Policy [Strategic Initiative 3.3 due 12/31/2011]
3. Request for Christine McDonald to attend the New York Library Association webinar on "Lean Library Management" by John Huber. Cost is \$25.00.
4. Approval of standard mileage rates for travel reimbursement at 55.5 cents per mile as per IRS for business miles driven.
5. Approval for designation of The Post-Star and The Chronicle as the official newspapers for notification purposes.
6. Approval of the appointment for 2012 of Judge & Duffy as the Library's Attorney.
7. Approval for Lynn Shanks to apply for a Ronald McDonald House \$3,500 grant for the summer 2012 Read to Me Program.

Ms. Davis reported that we received 2 bids for Professional Auditing Services. The lowest bid was from Fuller and LaFiura. They have been great in the past. There was discussion on whether to change auditors every 3-5 years. Mr. Pratt felt it could be a risk maintaining the same auditor for each contract period. Our policy states that that we have to do an RFP every 3-5 years. Mr. Searleman recommended that we switch auditors every time we do an RFP. Mr. Pratt made a motion, seconded by Mr. Searleman to approve the auditing services of Fuller & LaFiura for 2012 & 2013. Motion carried.

Action item #2, Ms. McDonald will send both policies to the Executive Committee. Action item #3 was cancelled as Ms. McDonald will not be available for the webinar. The library purchased the book and she and Ms. Davis will read it.

Mr. Pratt made a motion, seconded by Ms. Newcomb to approve Action items #4-7. Motion carried.

Department Reports

K. Naftaly, Assistant Library Director III
Under New Business

A. Herman, Adult Services
Malachy McCourt will be here on March 14, 2012.

P. Frazier, Children’s Department
Ms. Frazier indicated that The Rotary donates books every month that are signed by their guest speakers. She attended The Chronicle book fair. The Children’s Department had 114 volunteer hours in November. Children’s staff attended NYLA and Window’s 7 training. Teens had a good November. They held a Charlie Brown Thanksgiving. The Winter Reading program is starting soon for both children’s and teens.

T. DeGarmo, Folklife Center
“Dreaming Cows” exhibit ended last night. The exhibit, “Odetta, The Queen of Folk” by Stephen Alcorn starts tomorrow. The Friends made a donation for the music series.

L. Shanks, Development Director
Ms. Shanks reported that the Annual Appeal donations are currently at \$19,200. Donations are now ahead of last year as well as the number of donors. We have many new donors this year. Social media seems to be helping. Ms. Shanks and Ms. McDonald will meet with individual business owners in the next week or so to seek donations.

Old Business

- A. Filling open position in Queensbury
- 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

Committee to Accomplish

- Board Development
- Finance Committee
- Finance Committee
- Executive Committee
- Finance Committee
- Executive Committee
- Executive Committee

*D. & G. are being worked on per Mr. Searleman.

*E. Holding it over for possible bike racks.

*First notice is given today (January 5, 2012) for changes to the by-laws. It will be voted on at the February 29, 2012 Board meeting.

New Business

- A. Meetings with Glens Falls National Bank, TD Bank, Key Bank about invested accounts
- B. 2012 Budget process and deadlines
- C. 2012 Budget Amendments
- D. Patron Suspensions

- Finance Committee
- Finance Committee
- Finance Committee
- Executive Committee

Ms. Naftaly reported two patrons for suspension to the Executive Committee. The suspension should be given orally and backed up by a certified letter. A certified letter is always sent and often it is

returned to us as undeliverable. It is then placed in the patron's folder unopened. A motion to suspend Kierstan Contompasis and Jerrod Dingman for a period of 1 year (January 5, 2012 to January 5, 2013) was made by Mr. Pratt, seconded by Ms. Nemer. Motion carried.

Election of Officers:

A vote on one ballot was taken to elect new officers for 2012. All approved.

Adjournment

Motion to adjourn was made by Ms.Nemer, seconded by Mr. Toomey. Motion carried. Meeting adjourned 5:03pm

Respectfully Submitted,

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

Recorded by Linda Webb, Administrative Assistant

**The next Board meeting will be
Wednesday, February 1, 2012
4:00 pm
Holden Meeting Room**