

**Board of Trustees  
Meeting Minutes  
October 24, 2012**

***Attendance:***

**Trustees:** Mr. Sheahan, Ms. Putnam, Ms. Nemer, Ms. Caimano, Mr. Toomey, Ms. Troelstra, Mr. Searleman, Mr. Lebowitz, Mr. Leonelli, Ms. Newcomb, Mr. Gannon entered at 4:16 pm, Ms. Putnam left at 4:56 pm. Ms. Nemer left at 5:22 pm

**Absent:** Mr. Rottenstreich, Ms. Vanderminden, Mr. Pratt, Ms. Irion

**Staff:** Ms. Naftaly, Ms. Davis, Ms. Webb, Ms. Shanks, Ms. Herman, Ms. Frazier, Ms. Frieda Toth.

**Guests:** Joe LaFiura

Meeting was called to order at 4:07 p.m. by President Sanford Searleman

Mr. Searleman introduced Mr. LaFiura of the Accounting Firm of Fuller & LaFiura. Mr. LaFiura reviewed the completed 2011 Library Audit report. He thanked Ms. Davis for her help during the process. Mr. LaFiura left at 4:31 pm. The firm will be dissolving as of December 1, 2012. They will become separate companies. Board members are concerned what will become of the remaining three year contract with the firm. Mr. Searleman will contact Mr. LaFiura to inquire the status of the remaining 2 years on the contract. Mr. Searleman will also inform Mr. LaFiura that the lateness of the audit has created problems for the Library as it is holding up grant applications that require a copy of the audit. The lateness also resulted in several reports being overdue.

**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 October 3, 2012 that was sent via email was made by Ms. Nemer, seconded by Ms. Putnam. Motion carried.

***Treasurer's Report – September, 2012***

Ms. Davis reported that the Library is at 75% of the budget for 2012. Revenues and expenses are on track at this time.

**Motion** to approve September Treasurer's report was made by Ms. Caimano, seconded by Ms. Newcomb. Motion carried.

A **Motion** was made by Ms. Caimano to approve the Budget Amendments, seconded by Ms. Newcomb. Motion carried.

***Approval of Claims Auditor Report***

Approval of the October 15<sup>th</sup> & 24<sup>th</sup>, 2012 bills & payroll. A ***Motion*** to approve the Claims Auditor's report was made by Ms. Newcomb, seconded by Ms. Nemer. Motion carried

**Committee Reports**

**Finance Committee**

A. Permission to retain architects Paul Mays at \$150/hr and his associate Meghan Brennen at \$100/hour to consult on public service area reconfiguration for submission for next year's NYS Construction Grant Application based on the Finance Committee's recommendations; cost not to exceed \$1,000.

***Motion*** was made to retain architect Paul Mays and his associate Meghan Brennen as consultants for the NYS Construction Grant Application submission, fees not to exceed \$1,000 was made by Ms. Putnam, seconded by Mr. Sheahan. Motion carried. Fee to be paid from Professional Fees account.

B. Mr. May's work will be in conjunction with acceptance of the Bibliotheca Quote for replacement and improvements to the current RFID Self-Check equipment in the Library and give access to a 5 year maintenance plan that if paid in advance saves the Library a total of \$14,625. The proposed upgrade would maintain the same number of check out stations, increase the number of coin machines, improve efficiency, and exhibit more attractive looking machines than the older models. The entire upgrade will cost slightly more than \$83,646.31. A motion to approve the upgrade and present it for full Board approval on October 24 was made by Ms. Caimano and seconded by Ms. Putnam; Motion carried.

***Motion*** was made to approve the upgrade to the Polaris system as it is aging itself out. The improvements will serve more patrons. The motion to spend \$83,646.31 for the upgrade and 5 year maintenance contract with funds coming out of the Watson Bequest was made by Ms. Nemer, seconded by Ms. Newcomb. Motion carried.

***Friends of Crandall Public Library***

Mr. Sheahan reported that the October book sale made over \$12,000

***SALS***

Ms. Nemer was unable to attend the last meeting. Ms. Caimano informed the Trustees that the information for Trustees Online on the NYLA website is a good resource. She recommended that all Trustees check it out.

***Acting Director's Report***

1. Ms. Naftaly indicated that she attended a Crandall Trust Meeting.
2. Ms. Naftaly thanked all the Trustees who attended the Budget Public Hearings. Only one person showed up during the hearings.
3. Ms. Naftaly showed all the incident reports from the last few weeks. She indicated that the staff handles all reports with the utmost professionalism and in a timely manner.
4. According to the last SALS meeting Ms. Naftaly attended she indicated that Libraries will be moving away from certain numbers in circulation and attendance. They are looking into what kind of data is being used and in making it more customer friendly—quality vs. quantity. She will have more information in the future.

**Action items:**

1. Approval for Linda Webb to attend an EAP seminar on October 30, 2012 – Are You Safe? Free, no travel.
2. Approval for Tala Henry-Halabi and one additional staff member to attend *Get Real: Getting Kids Excited About NonFiction* at SALS in Saratoga Springs, either December 5 or December 6, 2012. Cost \$30 (\$15.00 each) plus travel.
3. Retroactive approval to pay Peter Sisario for travel costs and lunch for his presentation “Finding Your Italian Ancestors” at CPL on Saturday, October 13, 2012. Total cost: \$72.93.
4. Approval for one staff member to attend Safety & Health Management Training for Warren County Self-Insured Fund Participants on Wednesday, November 7 at the Warren County Center, Lake George. Cost: travel.
5. Permission to submit a \$7,500 grant request to the Alfred Z. Solomon Charitable Trust to help with our cash match for a 2013 CFA grant submitted (in partnership with Long Island Traditions, Brooklyn Arts Council, Erie Canal Museum) this past summer for the project: "On the Water: Maritime Arts & Traditions of Lake George."
6. Permission to host the ARCC's “Eggs & Issues” breakfast in the Christine L. McDonald Community room Tuesday, November 20 at 7:30 a.m. for 50 to 70 attendees.

A *Motion* to approve items #1-6 was made by Ms. Newcomb, seconded by Ms. Caimano. Motion carried.

**Department Reports**

*A. Herman, Adult Services*

Ms. Herman indicated that the Travel seminars are doing well. She is planning more for next year. She indicated that Author James Kunstler will be coming on November 14<sup>th</sup>. She informed the Trustees that things are going well in Reference. She also stated that there have been some very unique requests in the Internet Room.

*L. Shanks, Development Director*

Ms. Shanks informed the Trustees that Kerry Zeigler is back from a family leave of absence. Ms. Shanks is currently working on the Annual Appeal. There will be an option that would allow donors to pick where they would like their donation to go ex; Children's Folklife, etc. Ms. Shanks stated that she will be working on the Business Partners project after Annual Appeal is over. She indicated that Annual Appeal the letter will go to approximately 4000 people.

*P. Frazier, Children's Department*

Ms. Frazier indicated that Children's programs are getting better and attendance is improving. She passed out a list of special events that are coming up in the near future.

*Frieda Toth, - Teen Librarian*

Ms. Toth presented a PowerPoint presentation on the Teen Center. She also indicated that the Graphic Novel section has grown from a few books to a whole wall. They are something that many teens enjoy reading. She informed the Trustees that the teens make it part of their goal to give back to the community and she is very proud of them for that. As an example they asked for donations at some of their performances, plays and various functions for different charities. At their last event the donations went to the ASPCA's wish list.

**Old Business**

A. Decision on investing \$178,781 from Watson bequest, currently in GFNB Temporary Fund

**Committee to Accomplish**

Executive Committee

**New Business**

A. Patron Suspension

Executive Committee

Recommend suspension for Ken Colton is for one year. *Motion* was made by Mr. Sheahan, seconded by Ms. Newcomb. Motion carried.

**Adjournment:**

*Motion* to adjourn was made by Ms. Newcomb and seconded by Ms. Caimano. Meeting adjourned at 5:49 p.m. Motion carried.

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, November 28, 2012  
4:00 pm  
Holden Meeting Room**