

**Board of Trustees
Meeting Minutes
February 1, 2012**

Attendance:

Trustees: Mr. Leonelli, Mr. Searleman, Ms. Newcomb, Ms. Nemer, Mr. Toomey, Ms. Irion, Ms. Vanderminden, Mr. Lebowitz, Ms. Caimano, Mr. Rottenstreich, Mr. Gannon entered at 4:19pm

Absent: Mr. Sheahan, Ms. Putnam, Mr. Pratt

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

Meeting was called to order at 4:00 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 January 5, 2012 that was sent via email was made by Ms. Newcomb, seconded by Mr. Leonelli. Motion carried.

Treasurer's Report – December 2011

Ms. Irion went over the Treasurer's report. Our cost for Workers Comp. is more than expected and Mr. Leonelli stated that we need to take a look at Warren County Self Insurance and compare it cost wise with other insurance companies. He also said that we need to review all of our insurance policies. **Motion** was made by Ms. Nemer, seconded by Ms. Caimano to approve the Treasurer's report. Motion carried.

Approval of Warrant

Motion was made by Ms. Newcomb, and seconded by Mr. Rottenstreich to accept the Auditor's report and the Warrant of January 15 & 30, 2012 bills and payroll. Motion carried.

Committee Reports

None

Friends of Crandall Public Library

No report – Just a reminder that the book sale is this coming weekend.

SALS

A save the date card was passed around for the SALS annual meeting on May 21, 2012. At the last meeting they discussed budgetary issues for 2013.

Director's Report

Ms. McDonald and Ms. Naftaly reported on the Strategic Plan 2011 goals accomplished.

Action items:

1. Approval of contract for speaker Malachy McCourt booked through Blue Flower Arts, LLC to appear at Crandall Public Library on March 14, 2012 for a Memoir Reading. Cost \$3,828 funded by the Friends.
2. Approval for Adirondack Security for Annual Software Support Plan for the Library's security system and replacement of a security device in Folklife Center Gallery. Total cost \$1,172.
3. Permission for Todd DeGarmo to attend a local history workshop at the Schenectady County Historical Society on February 9, 2012. Cost: travel at approximately \$49.95.
4. Permission for Todd DeGarmo to attend the NYS Folk Arts Roundtable in Saratoga Springs, New York May 23-May 25, 2012. Cost: Travel \$21.65 and food. No housing costs.
5. Permission for Christine McDonald, Frank Pelkey, Kevin Rogan and Kathy Naftaly to attend a free workshop at SALS called Serving Older Adults with Panache between 9:00 am and 12:00 pm on February, 6, 2012. Cost: Travel.
6. Approval of Bid from ARCON Construction & Management Services, Inc. for \$23,900 for the NYS Lighting Project Grant for the Travel & Biography Room. Two bids received (Gross Electric, Inc. \$51,800).
7. These are based on the Action items from the March 30, 2011 Board meeting. They are for standing meetings during the year:
 - a. Approval for Christine McDonald and/or Kathy Naftaly to attend the monthly SALS Board meetings in Saratoga Springs. Cost: Travel.
 - b. Permission for Christine McDonald to attend NYLA Council meetings Feb. 9, Mar. 10, Sept. 13, & Nov. 7, 2012 usually in Guilderland. Cost: Travel.
 - c. Permission for Christine McDonald to attend Central Library Director's meetings. Held irregularly. Cost: Travel.
 - d. Permission for Christine McDonald and/or Kathy Naftaly to attend SALS Director's Council meetings. Cost: Travel.
 - e. Permission for Kathy Naftaly to attend NYLS Public Library Section Board meetings. Usually at NYLA annual meeting: 2012 in Saratoga Springs. Cost: Travel.
 - f. Permission for Kathy Naftaly to attend JA Joint Automation Council Meetings every other month in Clifton Park (Tentative schedule 1/18/2012, 3/7/2012, 5/9/2012, 7/11/2012, 9/12/2012, 11/14/2012) and subcommittee meetings such as ecommerce. Cost: Travel.
 - g. Approval for Kathy Naftaly to attend JA PAC Steering Committee Meetings. No meetings are currently scheduled. Cost: Travel.
 - h. Permission for Pam Frazier to attend local School Library Council meetings. Cost: Travel.
 - i. Permission for Sue Laing and/or Kathy Naftaly and/or designated staff to attend JA Operations Committee meetings. Cost: Travel.

- j. Permission for Kevin Rogan to attend CDLC Reference Services Interest Group meetings. Meets several times a year. Cost: travel.
- k. Permission for Andrea Herman to attend Overdrive Collection Development meetings. Scheduled as needed. Cost: Travel.
- l. Approval for Todd DeGarmo and/or Erica Burke to attend meetings and training sessions on the CDLC Digital Database Project. No meetings are currently scheduled. Cost: Travel.
- m. Permission for Guin Forshey to attend CDLC Consumer Health meetings. Scheduled irregularly. Cost: Travel.
- n. Permission for Todd DeGarmo to attend CDLC Documentary Heritage Program meetings as scheduled in 2012 (TBA). Cost: Travel
- o. Approval for Todd DeGarmo to attend Heritage Hall Committee Meetings. Cost: no expense.
- p. Permission for Todd DeGarmo to attend meetings of the NYSCA Folkarts Panel as he is a member. Cost: Travel and food.
- q. Permission for Todd DeGarmo to attend NYLA Archives Committee meetings. Scheduled irregularly. Cost: Travel.
- r. Permission for Todd DeGarmo to attend NYLA Archives Committee meetings (meets irregularly). Cost: Travel.

A motion was made by Ms. Newcomb and seconded by Mr. Rottenstreich to approve Action items 1-7 (a.- r.)

Department Reports

K. Naftaly, Assistant Library Director III
Reported on the Strategic Plan

A. Herman, Adult Services

Ms. Herman indicated that her focus for 2012 will be e- books. She purchased 6 e-readers for the Outreach program. She indicated that Overdrive is funded thru SALS. She explained how e-books are purchased and used. When Libraries in the SALS system purchases e-books, they are available system wide, not just at Crandall. Therefore, there are long waiting times to get ebooks. A discussion ensued on e-books. We will spend \$7,500 to purchase ebooks from Central Book Aid i.e. system-wide purchases. We share them with all SALS Library patrons. Crandall will also spend book budget funds for ebooks. Unfortunately once the books are purchased they don't have another life. They can't be sold.

P. Frazier, Children's Department

Ms. Frazier reported that all circulation has gone up especially audio books. Programming for school vacation week is in place. The teens are presenting "A Midsummer Night's Dream" in February.

T. DeGarmo, Folklife Center

Mr. DeGarmo indicated that there is a new exhibit "Odetta" from the book of the same name by Stephen Alcorn. The music series will start in mid-March and run until the end of April. Thank you to the Friends for making it possible. There will also be a summer and fall music series this year.

L. Shanks, Development Director

Ms. Shanks reported that she and Ms. McDonald have been going out to meet big businesses to get their suggestions on the business donations materials we are putting together. So far they have had

three meetings with four people from area banks. The materials will be ready for the board to review soon.

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

- *A. Ms. McDonald has a couple of people in mind for the open position.
- *B. Ms. McDonald suggested keeping communication open with the county.
- *E. Jack Lebowitz will help with this fund.
- *F. Ms. McDonald and Ms. Naftaly are working on this policy.
- *Second notice is given today (February 1, 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. Meeting Room Policy

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

Mr. Searleman thanked all the officers from last year, especially Mr. Leonelli for his stewardship over the last three years.

Adjournment:

Motion to adjourn was made by Mr. Rottenstreich, seconded by Mr. Leonelli. 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/Human Resource Assistant

**The next Board meeting will be
Wednesday, February 29, 2012
4:00 pm
Holden Meeting Room**