

**Board of Trustees  
Meeting Minutes  
August 29, 2012**

***Attendance:***

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

**Staff:** Ms. Davis, Ms. Webb, Ms. Shanks, Ms. Herman, Mr. DeGarmo

**Guests:** None

Public Hearing was opened at 4:05 p.m. by President Sandy Searleman. Being there was no public comment, the Public Hearing was closed at 4:06 p.m.

Meeting was called to order at 4:07 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 July 25, 2012 that was sent via email was made by Ms. Putnam, seconded by Mr. Rottenstreich. Motion carried.

***Treasurer's Report – July, 2012***

**Motion** to approve July Treasurer's report was made by Ms. Irion, seconded by Ms. Nemer.

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

A **Motion** was made by Mr. Pratt, seconded by Ms. Irion to approve a Resolution for signatures on the Commercial Signature Cards. Also resolution for signature card for access to the Safe Deposit box at Glens Falls National Bank. As per the Board of Trustees, it is to allow the following people authority to access the box, Kathleen Naftaly and Todd DeGarmo. Motion was to also authorize the following persons to have access to all accounts at Glens Falls National Bank, Sanford Searleman, President, Ben Pratt, Vice President, Patricia Irion, Treasurer, Christina Vanderminden, Secretary, Kathleen Naftaly, Acting Director. Motion carried.

***Approval of Claims Auditor Report***

Approval of the August 15 & 23, 2012 bills and payroll to be made at the October 3, meeting.

## **Committee Reports**

### **Finance**

There was a meeting held on August 23, 2012 and Ms. Irion gave a report on the 2013 budget. Ms. Davis presented two different options to the committee. The committee decided to take the option that stays within the 2% tax cap. Ms. Davis went through the highlights of the budget.

### **Board Development**

Denise Troelstra of Queensbury has agreed to fulfill the open Queensbury position until the end of 2012 when the term ends. She has filed a petition to run for the position's five year term ending in 2017. She was the only candidate to file a petition for Queensbury. Her name will be on the Ballot in the November 6, 2012 election. A **Motion** to accept the candidate to fill Patrick Dee's term ending on December 31, 2012 was made by Mr. Sheahan, seconded by Ms. Nemer. Motion carried.

### **Approval of Resolutions**

- A. Approval of the 2013 Proposed Budget

**Motion** to accept (A) the proposed budget as presented was made by Ms. Newcomb and seconded by Ms. Putnam. Motion carried.

- B. Approval of Legal Notices

- C. Approval of Trustee Petitions

- D. Approval of Budget Resolutions for the Board of Elections

- E. Approval of annual resolution allowing Library to exceed 2% tax cap in the event of errors

**Motion** to accept Resolutions (B-E) was made by Ms. Caimano, Seconded by Mr. Rottenstreich. Motion carried.

### ***Friends of Crandall Public Library***

None – They do not meet again until September. Staff would like to thank the Friends for subsidizing the price of the ticket for Christine's retirement dinner which allowed more staff members to attend.

### **SALS**

Meetings resume in September.

### ***Acting Director's Report***

Ms. Naftaly asked the Board members for clarification as to what they would like to see in her Director's report. She reported that Utica National Insurance did a walk-through of the building and we are in excellent shape. She also discussed the possibility of Cyber Insurance. She has asked for a quote.

### **Action items:**

1. NYLA Conference in Saratoga the week of November 7-10 2012. Frank Pelkey, Kevin Rogan, Guin Forshey, Kathy Naftaly, Adelaide Leibold, Tala-Henry Halabi, Julia Stuckman, plus 4 staff members from Circulation will go on a day pass, total cost not including travel is: \$915.00.
2. Crandall Public Library will officially sign on to the campaign of unwasteNY.org, a program sponsored by the NYS Public Service Commission to encourage a statewide 15% reduction in energy usage by 2015. The free partnership includes reading materials for the public and energy efficiency workshops.
3. Permission for Kathy Naftaly (and possible additional staff) to attend 3rd Annual EBook Summit webinar at SALS, Wednesday, October 17 from 10 a.m. to 5 p.m. Cost: travel

4. Permission for Librarian Kevin Rogan to attend Alternative Reads: Discovering and Sharing Great Indie Fiction Books with Your Patrons on Wednesday, September 19, 2012 at SALS. Cost: travel.
5. Permission for librarian Karen Hilfiger to attend NYLA pre-conference continuing education courses, RDA: What's it all about and RDA: The Cataloging Nitty-Gritty in Saratoga Springs on Wednesday, November 7, 2012. Cost: \$210 registration plus travel.
6. Acceptance of Northeast Career Planning's 6 week addendum to the BTOP contract for \$6,215 so that the program will continue from November 5, 2012 through December 14, 2012.
7. Recommendation to suspend patron Nickalas Vandenburg for 3 months for repeated violations of Internet Policy beginning August 29, 2012 and ending November 29, 2012.
8. Approval to work with Adirondack Broadcasting as exclusive radio media partner to promote select Crandall programs & events for the remainder of 2012 & all of 2013. All promotion and advertising provided by the radio stations will be in-kind, at no cost to the Library.
9. Permission for Sue Laing to attend the annual Polaris User's Group Conference in Syracuse, NY, October 3rd through 5th. Conference registration is \$325; hotel \$260 (\$130 x 2 nights); food \$150 (\$50 x 3 days) and travel and tolls \$281.60. Total: \$1,016.60

**Department Reports**

A. Herman, Adult Services

There is a Creative Non-Fiction Writing Workshop by Megan Taylor coming up. Author Brandon Mendelson, Humorist and Critic, will be at the Library on September 10<sup>th</sup>.

L. Shanks, Development Director

Ms. Shanks indicated that reservations for the gala have been very slow coming in. She asked for Board members to help to pass out invitations. She has sent out an e-blast today.

P. Frazier, Children's Department

Things are going great with the summer reading program.

T. DeGarmo, Folklife Center

Mr. DeGarmo reported that the new fall exhibit is open; "Dance Masks of Guatemala" and it will be on display until the end of December. There will be a reception on September 20<sup>th</sup> with Mr. & Mrs. Contento for the opening of the exhibit. The fall Folklife Concert Series is starting up.

**Old Business**

A. Warren County Aid 2012

Finance Committee members should attend county meeting.

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

**Committee to Accomplish**

Finance Committee

Executive Committee

**New Business**

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

Finance Committee

B. 2013 Budget process and deadlines

Finance Committee

**President's Report**

Mr. Searleman thanked all the Board members for contributing to Christine's retirement. On behalf of the Board of Trustees and in Honor of Christine McDonald and as a token of appreciation for her many, many years of service to Crandall Public Library, we will name the Community Room in her honor. A *Motion* was made by Mr. Pratt, seconded by Ms. Putnam to rename the Community Room in Crandall Public Library the Christine L. McDonald Community Room. Correct wording to be chosen. Motion carried, unanimously.

Mr. Pratt inquired about the continuation of the film program. Ms. Naftaly indicated that Librarian Jenn Boyer will be taking over the program and will have a program in place for the fall.

**Executive Session:**

**Motion** to go into Executive session at 5:14 pm was made by Mr. Pratt, seconded by Ms. Newcomb. Motion carried.

Mr. Pratt moved to appoint Kathy Naftaly as Acting Director of Crandall Public Library beginning August 25, 2012, at an annual salary of Eighty thousand dollars (\$80,000) to be pro-rated from August 25, 2012 and ending at the discretion of the Board of Trustees. This salary is not subject to the proposed salary increase as of January 1, 2013. Motion seconded by Ms. Caimano. Motion carried.

Vice President Ben Pratt agreed to chair the October 3, 2012 Board meeting as President Sanford Searleman will be unable to attend.

A **Motion** to come out of Executive session at 5:35 p.m. was made by Ms. Nemer, seconded by Ms. Caimano. Motion carried.

**Adjournment:**

**Motion** to adjourn was made by Ms. Newcomb and seconded by Mr. Rottenstreich. Meeting adjourned at 5:40 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, October 3, 2012**  
**4:00 pm**  
**Holden Meeting Room**