

**Board of Trustees
Meeting Minutes
February 27, 2013**

Attendance:

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

Absent: Mr. Sheahan, Ms. Caimano

Staff: Ms. Naftaly, Ms. Davis, Ms. Webb, Ms. Shanks, Ms. Herman, Ms. Frazier, Ms. Forshey

Guests: Paul Mays and Meghan Brennen of Butler, Rowland, Mays Architects, Wilda MacKnight, Kathleen Kathe, from the Friends of Crandall Public Library.

Meeting was called to order at 4:06 p.m. by President Sanford Searleman.

Public Comment: None

Correspondence and Press (see Board Pass Around file for actual correspondence and press)

Board of Trustees Meeting Minutes

Motion to approve the Board of Trustees Meeting Minutes of January 30, 2013 that was sent via email was made by Mr. Rottenstreich, seconded by Ms. Newcomb. Motion carried.

Treasurer's Report – January, 2013

Ms. Irion reported that beginning of the year revenues are generally slow coming in in January. Revenues are doing well for February. We have received our funds from the Town of Queensbury and the Town of Moreau. Expenses are at 6% and are doing very well. **Motion** to approve the January 2013 Treasurer's Report and Budget Amendments was made by Ms. Irion, seconded by Ms. Nemer. Motion carried.

Approval of Claims Auditor Report

Approval of the February 1 & 15, 2013 Claims Auditor Report for bills & payroll. A **Motion** to approve the Claims Auditor's report was made by Ms. Putnam, seconded by Mr. Rottenstreich. Motion carried.

Committee Reports

A. Personnel Committee

C. Vanderminden

1. Employee Computer, Internet, Social Media and E-mail Usage Policy

The template for the policy was taken from SALS. They want more accountability from staff. Sara Dallas recommended all local libraries to have this in addition to their own policy. SALS Attorneys have already approved it. We will have all employees sign a copy and place it in their personnel file. A *Motion* to accept the Employee Computer, Internet, Social Media and E-mail Usage Policy and to have employees sign off on it annually was made by Ms. Newcomb, seconded by Ms. Vanderminden. Motion carried.

2. Appointment of Kerry Ziegler, Assistant to Library Development Director/Volunteer Coordinator from provisional to probationary effective February 27, 2013 per Civil Service Exam #64026 & 1812. A *Motion* to except the Provisional Appointment of Kerry Ziegler as the Assistant to Library Development Director/Volunteer Coordinator position was made by Ms. Vanderminden, seconded by Ms. Newcomb. Motion carried.

B. Finance

P. Irion

Paul Mays and Meghan Brennen presented a presentation on How Patron Points of Service are Working. They proposed a 2 phase process. Phase I would be unrelated to a grant.

They would develop and revise layouts and furnishing improvements for the following areas:

Area 1 - Teens/Children's

Area 2 - Literature Room

Area 3 - Travel Biography Room

Area 4 - Quiet Reading Porch

Area 5 - Microfilm Station

The cost for Phase I would be \$8,200 plus reimbursable expenses, example; travel costs, account fees, etc. Items for Phase I would mostly be purchased through NYS contracts and would not be purchased under grant funds.

A request for a NYS Division of Library Construction Grant will be solicited for Phase II. It would be a 75/25% split grant with the library paying 25% for the construction. The cost for Phase II will be \$9,600 for the architect fees which are not allowed under the grant plus any reimbursable and account fees. The Grant for Phase II needs to be submitted to SALS by the end of the summer. The Finance Committee recommends the proposed renovations.

Friends of Crandall Public Library

W. MacKnight

Ms. MacKnight indicated that the Friends made approximately \$12,000 at the February book sale. She also informed the Board that she will be sharing attendance at the Board meetings with Kathleen Kathe.

SALS

D. Nemer

Ms. Nemer informed the Board that March 4th and 5th are Library Lobby Days at the Capitol.

Acting Director's Report

Ms. Naftaly indicated that she is working on a proposal from Leslie Kendall of Kendall Development for the staff development day. She will have it ready for the next meeting. The proposed cost will be \$1,500 for her service and all handouts. There is probably going to be a date change to May 30th due to staff scheduling. She indicated that she will talk about how we did meeting goals and objectives for the 2012 Strategic Plan at the next meeting.

Action items:

1. Permission for Karen Tinney to represent Crandall Public Library at Healthy Kids Day at the YMCA, Saturday, April 27, 2013. Cost: travel.
2. Permission for Erica Burke to attend a workshop with Stephen Morse on April 27, 2013 in NYC. Costs: \$60 registration and travel (approx. \$245)
3. Permission for at least 6 staff to attend Tuesday, March 19th, Core Curriculum workshop (what public librarians need to know about CORE) with Paige Jaegar 1-3 pm SALS training room or your computer. Cost: Free
4. Permission for no more than 4 staff to attend Wednesday, March 20th PLS Virtual Spring Symposium 11- 6 pm at SALS. Cost: Travel to SALS via carpool.

Department Reports*A. Herman, Adult Services*

Ms. Herman indicated that Federal and NYS tax forms are now available at the Library. She noted that iPad; Kindle and Kindle Fire classes in January were not very well attended. People do not seem to be attending the classes but are calling and or coming into the Library to ask questions about the units. In January, we held a Writing Workshop Series; of four workshops facilitated by local author, Bernice Mennis.

L. Shanks, Development Director

Ms. Shanks indicated that March 3rd is Love Your Library Day at the Adirondack Phantoms games and tickets must be purchased in advance to receive the discount. As of today approximately 140 raffle tickets have been sold.

P. Frazier, Children's Department

Ms. Frazier indicated that January was a good month for Children's. Seven programs were cancelled due to bad weather or sickness at the schools. Over 1,300 attended programs during school vacation. Circulation in children's has been very good. It has been increasing for pre-school through 2nd grade.

T. DeGarmo, Folklife

Mr. DeGarmo is not in today and Ms. Naftaly suggested that folks check the library's web site to see what events are coming up for the Folklife Center.

Meet Your Staff – Guin Forshey – Reference.

Our guest staff member this month was Guin Forshey from Reference. Ms. Forshey facilitated the BTOP Grant as well as facilitates the NYS Department of Labor Training Grant. Ms. Forshey provided an overview of the BTOP Grant from October 2010 to December 2012. Sadly, the grant came to an end in December 2012.

Old Business:

1. Upgrades to Customer Service Areas. A Motion was made to accept the contract from Butler, Roland, Mays and give the authority to the President, Mr. Searleman to sign the contract for Phase I & Phase II of the upgrades to the Customer Service Areas. The cost for Phase I will be \$8,200 plus reimbursable expenses. Phase II to cost \$9,600 plus reimbursable expenses for a total of \$17,800. Funds for Phase I to come out of the leftover Construction Grant monies. Funds for Phase II to pay the architect fees will come out of Professional fees. There are also bequest monies that can be used for the upgrades.

New Business:

1. Suspension of patron Adoniram (A.J.) Huntington IV.
A **Motion** was made by Mr. Gannon, seconded by Ms. Nemer to suspend Mr. Huntington for 5 years for using another person's library card and for the theft of DVDs. Motion carried. A **Motion** to rescind the previous motion was made by Ms. Putnam, seconded by Mr. Pratt. Motion carried. A letter has already been sent to Mr. Huntington for a 2 month suspension for the use of another patron's library card. Ms. Naftaly is to send a second letter to Mr. Huntington for a 5 year suspension for theft of DVDs. The Board will defer discussion until the next Board meeting so that the patron has time to receive the letter and come before the Board if he so chooses.
2. Suspension of patron Jason Wright
A **Motion** was made by Mr. Pratt, seconded by Ms. Vanderminden to suspend Mr. Wright for 2 months for using another patron's library card. Motion carried.

Executive Session

Personnel Issue – A **Motion** to go into Executive Session at 5:43 p.m. was made by Mr. Pratt, seconded by Mr. Rottenstreich. Motion Carried.

A **Motion** to accept the resignation of Abby Berkheimer was made by Ms. Vanderminden, seconded by Ms. Putnam. Motion carried.

Adjournment

A **Motion** to adjourn was made by Mr. Rottenstreich, seconded by Ms. Nemer. Motion carried.
Meeting adjourned at 5:51 p.m.

Respectfully Submitted,

Christina Vanderminden
Secretary of the Board of Trustees

Recorded by Linda Webb
Administrative/Human Resource Assistant

The next Board Meeting
Wednesday, March 27, 2013
4:00 pm
Holden Meeting Room