

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

Attendance:

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

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

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

Guests: Maury Thompson – *The Post-Star*

Meeting was called to order at 4:07 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 February, 2013 that was sent via email was made by Ms. Newcomb, seconded by Mr. Leonelli. Motion carried.

Treasurer's Report – February 2013

Ms. Irion reported that Revenues are at 59% and doing well for February. Expenses are at 17% and are doing very well. There are 2 Budget Amendments for February. **Motion** to approve the February 2013 Treasurer's Report and Budget Amendments was made by Ms. Irion, seconded by Ms. Newcomb. Motion carried.

Approval of Claims Auditor Report

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

Committee Reports

Search Committee

Mr. Searleman reported there were 29 applicants that applied for the position of Library Director. Of those, 23 met the minimum requirements for the position. There were six candidates chosen for the first round of interviews. Those interviews were done via Skype on March 20th. There are four remaining candidates who will be interviewed on April 8th. Dan Bradbury will be emailing the resumes to the Board, probably in a lock box. Mr. Searleman stated that procedurally the Board of Trustees will make the decision as to who will be hired. He indicated that the Management Team members will fill out a form for each candidate that will be tabulated by the Bradburys. The results will be given to the Board members. The Board will make the final decision. Once they pick a candidate and that person accepts the position they will most likely start negotiations for the salary. The Bradburys will make all contact with the selected candidate as well as the three not selected. Only Board members and the Bradburys will be involved in the interviews. It will be done in Executive session.

Friends of Crandall Public Library

Ms. Kathe indicated that the Friends would like to increase the amount given to staff for longevity. It would have to be done through the Library and the Friends would then reimburse the Library.

SALS

Ms. Naftaly report on SALS this month. She indicated that they received an email from the state that they have increased the Library budget by 4 million over last year's amount. It is still way under where it was.

Mr. Searleman reminded everyone that SALS Annual Meeting will be held May 20th at the Great Escape. It will be their 55th anniversary.

Acting Director's Report

Ms. Naftaly reported how Crandall Public Library did or did not meet its Strategic Plan for 2012. She indicated that the attendance goal was met but that circulation was down a bit. It could possibly be due to the new lending policy at Saratoga Springs Library. Their circulation has gone up where ours has gone down. The State Annual Report is completed and ready for approval.

Action items:

1. Approval of NYS Annual Report
2. Approval of agreement from the MVLS/SALS Joint Automation Project
3. Approval of the Letter of Agreement between Crandall Public Library and the Queensbury Hotel for the Henry Crandall Award Gala Friday, September 6, 2013
4. Approval of Professional Development Workshop Proposal from Kendall & Associates for the May 30, 2013 Staff Development Day. Cost: \$1,500 including travel expenses and materials.
5. Permission for Frank Pelkey to attend the asynchronous eCourse, "Introduction to Geospatial Literacy." Cost: \$50.00
6. Permission for Kathy Naftaly to attend the asynchronous ALA eCourse "Rethinking Library Instruction: Libraries as Social Learning Centers" with Paul Signorelli. Cost: \$175.00
7. Permission for Kathy Naftaly to attend the Leadership Adirondack Alumni Breakfast sponsored by ARCC at the Glen at Hiland Meadows, Wednesday, April 10, 2013. Cost: \$15.00
8. Permission for Todd DeGarmo to attend "Cultural Heritage Archives: Networks, Innovation & Collaboration; A Symposium at the Library of Congress" hosted by the American Folklife

Center, Washington DC, September 26-27, 2013 (+ 1 side meeting day + 2 travel days). Estimated cost: registration + travel + hotels + meals=\$1,200.

9. Bibliotheca Service and Maintenance/Extended Warranty Quote \$32,716.51 to be prorated per set-up date.

A *motion* to accept action items # 1-9 was made by Ms. Newcomb, seconded by Ms. Vanderminden. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman indicated there is a “Battle of Books” going on as a National Library Week celebration. It should be a lot of fun. You can vote for your 5 favorite all time books either on the web or paper ballot. There will be three prizes and the winners will be announced on April 19th. The spring film flyers are being mailed. Today is our intern’s last day. She was a huge help. The program scheduled from the snow day has been rescheduled for April 8th. Other programs in March were Travel on a Budget and Free and Legal Resources for Elders.

L. Shanks, Development Director

Ms. Shanks indicated that the Henry Crandall Award nominations deadline is Sunday at 5:00 pm. As of today there have been no new nominees. There are 12 nominees from prior years. The Love Your Library Raffle is going well. There is still time to buy and sell tickets. Lynn will be sending out a final eblast. She asked that you turn in any unsold tickets as soon as possible.

P. Frazier, Children’s Department

Ms. Frazier indicated that during spring school vacation week, April 1st – 5th they will be showing the Red Dog movies in collaboration with WHMT. Curious George will pay the library a visit during school vacation week. Ms. Frazier passed out a list of the upcoming programs for vacation week.

T. DeGarmo, Folklife

Mr. DeGarmo indicated that the opening reception for the Adirondack Folk School was very successful. There have been three Folklife concerts so far this spring all of which were filled to capacity. He also stated that Erica Burke and he are both doing some publishing. He passed around a copy of the newsletter *Voices* which he is the Acquisitions Editor and *The Journal of New York Folklore*.

Meet Your Staff – Pat Durkin – Maintenance

Our guest staff member this month was Pat Durkin, Head of Maintenance. Mr. Durkin explained how he was able to save the library \$12,000 last year in energy costs. He also eliminated some services in the new cleaning contract for 2013 saving approximately \$30,000 for the year. All-in-all he stated that the building is in pretty good condition.

Old Business:

1. Update suspension for A. J. Huntington IV to reflect the 1 year date February 14, 2014.
A letter for a 1 year suspension was mailed and has not been picked up by Mr. Huntington. He has not been in the Library since he was suspended.

New Business:

1. Food and beverage policy for Library sponsored events K. Naftaly
Some partners have inquired about serving alcohol such as wine or beer at their events held in the library. The library rarely allows alcohol to be served, except under stringent

guidelines. It becomes a liability issue if the library is buying or selling the alcohol but if it is a catered event we may be able to do it. Mr. Pratt asked Ms. Naftaly to contact Mr. Rhodes, President, of the Crandall Trust as to his thoughts on whether or not it would be possible.

2. Filling open position in Queensbury Board Development Committee
Ms. Irion will be moving out of the district at the end of April creating an open position in the Town of Queensbury.
- 3 2014 Budget process and deadlines Finance Committee
Ms. Naftaly apprised that she is starting the beginning process of the 2014 budget. There will be a raise in the minimum wage next year that will have to be factored in.
4. Patron suspension - Rebecca Middlebrook until May 28, 2013 Executive Committee

Executive Session

None

Adjournment

A *Motion* to adjourn was made by Ms. Newcomb, seconded by Mr. Leonelli. Motion carried. Meeting adjourned at 5:04 p.m.

Respectfully Submitted,

Christina Vanderminden
Secretary of the Board of Trustees

Recorded by Linda Webb
Administrative/Human Resource Assistant

The next Board Meeting
Annual Meeting
May 1, 2013
4:00 pm
Holden Meeting Room