

**Board of Trustees  
Annual Meeting  
Meeting Minutes  
May 22, 2013**

***Attendance:***

**Trustees:** Mr. Searleman, Mr. Leonelli, Mr. Toomey, Mr. Sheahan, Ms. Nemer, Ms. Caimano, Ms. Vanderminden, Mr. Lebowitz, Mr. Toomey left at 4:31 pm, Mr. Lebowitz left at 5:28 pm.

**Absent:** Mr. Rottenstreich, Ms. Putnam, Ms. Newcomb, Mr. Pratt, Ms. Troelstra, Mr. Gannon

**Staff:** Ms. Naftaly, Ms. Webb, Ms. Shanks, Ms. Herman, Ms. Frazier, Terry Bell, Mr. DeGarmo

**Guests:** Wilda MacNight – Friends of CPL, Maury Thompson – *The Post-Star*, Joe Lafiura, Certified Public Accountant, P.C. (left at 4:19 pm)

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 May 1, 2013 that was sent via email was made by Ms. Nemer, seconded by Ms. Vanderminden. Motion carried.

***Treasurer's Report – April 2013***

***No report for April.***

Amendment from May 1, 2013

There were two budget amendments from the May 1, 2013 meeting that were for March, 2013 and one needs to be corrected. NYSCA budgeted amount was estimated at \$46,000 and the actual amount was \$53,000. A ***Motion*** was made to amend and accept the NYSCA grant contingencies due to an increase in the grant was made by Mr. Sheahan, seconded by Mr. Toomey. Motion carried.

***Approval of Claims Auditor Report***

Approval of the May 15, 2013 Claims Auditor Report for bills & payroll. A ***Motion*** to approve the Claims Auditor's report was made by Ms. Caimano, seconded by Ms. Nemer. Motion carried.

## **Committee Reports**

### **Finance**

Review of the 2012 audit

Mr. LaFiura reviewed the 2012 Audit. A copy of the audit will be on file in the business office. A **Motion** to accept the 2012 Audit Report was made by Ms. Nemer, seconded by Ms. Caimano. Motion carried.

### **Personnel**

Appointment of Justin Spraragen, Computer Assistant from provisional to probationary effective May 22, 2013 per Civil Service exam no. 64065 & 1824 at an annual salary of \$32,776. A **Motion** was made by Mr. Leonelli, seconded by Ms. Vanderminden to accept the appointment of Justin Spraragen. Motion carried.

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

Ms. MacKnight reported the next book sale is June 14-16<sup>th</sup>. They have lots of books so far.

### **SALS**

Ms. Nemer reported that several Board members attended the SALS Annual Meeting on May 10<sup>th</sup>. Crandall Library won \$250 towards continuing education for any staff member. The speaker was very good and informative. He spoke about the NYS Open Meetings Law.

### **Director's Report**

Ms. Naftaly thanked the Board for the beautiful quilt that Annette Newcomb made for Staff member Ruth DeMarsh's 50 years at Crandall Library celebration. It was a lovely party and a good time was had by all.

Ms. Naftaly informed the Board that Librarian 1, Jennifer Boyer received a Muslim Journey Bookshelf grant. She is working with Jackie Toubia to discuss some of the books and plan the program.

### **Action items:**

1. Retroactive permission for Guin Forshey to sign up for ALA's Asynchronous eCourse: iPads, Tablets, and Gadgets in the Library: Planning, Budgeting, and Implementation beginning May 13. Cost: \$250.
2. Permission for Kathy Naftaly to attend Camp Finance at Mohonk Mountain House, New Paltz, October 10 and 11, 2013. Cost: \$569 + travel.
3. Approval of Legal Notice for Trustee Petitions for publication in The Chronicle and The Post-Star in June 2013. Trustee petitions are due between August 19 and August 26, 2013 (by 3 pm)
4. Permission for Librarian I, Julia Stuckman to register for the NYLA Leadership & Management Academy's June 2013 classes. Cost: \$140 (\$390 less \$250 certificate from SALS) + travel

A **Motion** to accept action items # 1-4 was made by Ms. Vanderminden, seconded by Ms. Nemer. Motion carried.

### **Department Reports**

A. Herman, Adult Services

Ms. Herman indicated that reference is doing well. She stated that Jennifer Boyer is doing a great job on the film program. She also stated that the Friends are funding a program in October, Sarah Bernhardt. The Friends also gave money to purchase a Nook. Ms. Herman noted that since the new

Library Rules came out patrons have been very supportive and happy with the firmer stand the Library is taking. Things have been pretty quiet. Ms. Herman stated that she has a new intern that started today.

L. Shanks, Development Director

Ms. Shanks announced that the recipient for the 2013 Henry Crandall Award is John Austin. She is moving forward to make the announcement publicly. The new screen at the Glen Street entrance has a new presentation. Kerry did a great job with it.

P. Frazier, Children's Department

Ms. Frazier indicated that there is a new intern in the Teen Department - Nora Burrows who worked as a page here as a teenager. She indicated that they had great attendance during the April school vacation. She attended a Healthy Outreach Program at the YMCA. WMHT is partnering with us for a Curious George event. She is doing out reach in all area schools. The summer flyer for the Children's Department will be ready for the next meeting.

T. DeGarmo, Folklife

The exhibit for the Adirondack Folk School will be on display here until the end of June noted Mr. DeGarmo. Two newspapers will do pieces on the exhibit. The Spring Concert series just ended. The summer Summerland Concert series will begin soon. Mr. DeGarmo indicated that Crandall Library is partnering with the Chapman Museum for Warren County's Bicentennial.

#### **Old Business:**

1. Henry Crandall's Will

Mr. Crandall's will states that alcoholic beverages are not allowed on Library property so no wine, beer or spirits will be allowed for special functions. Ms. Naftaly attended the Crandall Trust meeting and indicated that we will receive an allocation of \$82,500 for 2014.

#### **New Business:**

1. Suspension of patron Patrick Casey. He received a letter for a 3 year suspension.

2. Suspension of patron Marie Remillard. She received a 3 month suspension.

Mr. Lebowitz suggested that we change the rules for suspensions as it is hard to get the Executive Committee together at times, when they are needed due to a suspension. Mr. Lebowitz suggested that perhaps we make a motion to defer consideration for the two above suspensions until we can go over the rules. A *Motion* was made by Ms. Caimano, seconded by Mr. Leonelli. Motion carried. An interim suspension will be made until the next meeting. An Executive Committee meeting will be scheduled prior to the next meeting.

3. Ms. Caimano will replace Ms. Irion as treasurer. A *Motion* was made by Ms. Nemer, seconded by Mr. Leonelli to appoint Ms. Caimano as Treasurer from May 22, 2013 until December 31, 2013. Motion carried. Ms. Caimano will be added to the bank signature cards.

#### **Executive Session**

A *Motion* to go into Executive Session to discuss an Employee Performance Evaluation was made by Ms. Nemer, seconded by Ms. Caimano. Motion carried.

*Motion* to come out of Executive Session was made by Mr. Sheahan, seconded by Ms. Nemer. Motion carried.

**Adjournment**

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

Respectfully Submitted,

Christina Vanderminden  
Secretary of the Board of Trustees

Recorded by Linda Webb  
Administrative/Human Resource Assistant

**The next Board Meeting  
June 26, 2013  
4:00 pm  
Holden Meeting Room**