

251 GLEN STREET
GLENS FALLS, NY 12801
792-6508

**Board of Trustees
Meeting Minutes
October 2, 2013**

Attendance:

Trustees: Mr. Searleman, Mr. Leonelli, Mr. Sheahan, Ms. Caimano, Ms. Newcomb, Ms. Johnson, Ms. Troelstra, Ms. Nemer, Mr. Toomey, Ms. Vanderminden, (entered at 4:15 pm)

Absent: Mr. Pratt, Mr. Rottenstreich, Mr. Lebowitz, Mr. Gannon

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

President Sanford Searleman called the meeting to order at 4:15 p.m.

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 August 28, 2013 that was sent via email was made by Ms. Newcomb, seconded by Mr. Leonelli. Motion carried.

Treasurer's Report – August 2013

Ms. Caimano reviewed the August 2013 Treasurer's Report and Budget Amendments.

A ***Motion*** was made to approve the August 2013 Treasurer's Report and Budget Amendments by Mr. Toomey, seconded by Ms. Nemer. Motion Carried.

Approval of Claims Auditor Report

Approval of the September 13 & 27, 2013 Claims Auditor Report for bills & payroll. A ***Motion*** to approve the Claims Auditor reports was made by Ms. Nemer, seconded by Ms. Caimano. Motion carried.

Committee Reports

Personnel

Provisional appointment of the following:

- a. Casey Chwiecko – Library Assistant – Teens-effective date 9/20/2013.

Motion to approve the Appointment of Casey Chwiecko as a part-time Library Assistant at a rate of \$17.97 per hour was made by Ms. Vanderminden, seconded by Ms. Newcomb. Motion carried

Friends of Crandall Public Library

Report given by Ms. Naftaly. The Friends are gearing up for the next book sale on October 25 – 27. The Friends have election signs if anyone would like some. Contact Cheryl Bilodeau. There will be no postcards sent out this year. The polling places will advise voters to turn the page over.

SALS

The 2014 SALS' Annual Trustee Business Meeting will be May 19, 2014 at 5:00 pm at Excelsior Springs, Saratoga. Mark your calendars! Ms. Nemer reported that SALS voted to approve the budget for the Joint Automation. The proposed budget will be sent to all Board Presidents.

Director's Report

Ms. Naftaly thanked the Board for the opportunity to allow her to attend the NYLA Conference in Niagara Falls, NY. She reported that one of the speakers was from Toronto and spoke about the Human Library. She also spoke with the vendor that will be selling us the shelving for our new upcoming project. Ms. Naftaly stated that since she is no longer PLS President she will have more time to work on other things. Mr. Rottenstreich contacted Ms. Naftaly and asked if it would possible to hold the meetings at 4:30 pm until the end of the year so he can attend as 4:00 pm is a conflict with his work schedule. All present members agreed to change the October 23rd & December 4th meetings to 4:30 pm. Ms. Webb will send out reminders. Ms. Naftaly reported that we received a partial award for the NYS Construction grant. It is for 25%, which is equal to \$21,000. The Friends will match the NYS Grant and the balance will come out of the Construction Fund. The Library was awarded a Grant from the Beach Foundation for four projects totaling \$22,800. Employees received information regarding the Affordable Health Care Act that was to be given to them by October 1, 2013. Ms. Naftaly reported that there were not many questions from patrons on Oct 1st regarding the AHCA. Statistics are down, Ms. Naftaly reported, but that seems to be the trend as they go up and down. All libraries are going through the same thing.

Action items:

1. Travel, meals and registration for up to 5 staff members to attend the Public Library Association Conference in Indianapolis, IN March 11-15, 2014. Approximately \$7,000 (based on 3 hotels rooms)
2. Approval of the RFP for Cleaning Services.
3. Approval of the 2014 Holiday closings.

A *Motion* to accept action items # 1-3 was made by Ms. Caimano, seconded by Ms. Nemer. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman stated that the new program, *Literary Knits*, headed up by Librarian Karen Tinney started in September. Most participants attended the afternoon sessions. The first of the five book discussions for *Muslim Journey* was held in September. Jacqueline Touba moderated it. Since there is a waiting list, the program will repeat in the spring. Author Tess Gerritsen was here last Monday. Over 100 people attended. It was awesome! October 17th is the Sarah Bernhardt show.

L. Shanks, Development Director

Ms. Shanks gave a recap of the gala. She thanked everyone who attended and any for any auction items donated. She thanked Ms. Caimano and Ms. Nemer for being on the committee. The gala

raised \$17,000. The Annual Appeal is in the works. That will start after Election Day. There will also be an appeal for Business Partners prospects.

P. Frazier, Children's Department

Ms. Frazier stated that she had a record enrollment of 1588 in the Summer Reading Program Total program enrollment for the summer programs was 6052. She indicated that she received \$500 from the Beach Grant for storytelling. We will be collaborating with Saratoga Springs to have Diane Edgecomb on the day after Thanksgiving. She reported that the Teens were wonderful during the Gala. They really enjoyed it.

T. DeGarmo, Folklife

Mr. DeGarmo stated that he just got back from his conference in Washington DC, and thanked the Board for allowing him to participate. While there, he received free tickets the *National Heritage Concert* at George Washington University. Fall Programs are beginning. There will be a series of concerts for six weeks. He thanked Librarian Kevin Rogan for hosting the first one. Family History workshops will be held on Saturdays and hosted by Librarian Erica Burke.

Old Business:

1. Revised Suspension Policy

A motion to accept the Revised Suspension Policy was by Ms. Newcomb, seconded by Mr. Sheahan. Motion carried.

2. Dates for the Public Hearings for the 2014 Crandall Library Budget:

- Monday, October 7, 2013 Moreau Town Hall @ 7:00 pm
- Wednesday, October 9, 2013 Glens Falls Common Council Chamber @ 7:00 pm
- Friday, October 11, Queensbury Town Hall Senior Center @ 7:00 pm
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The 2012 Annual Report was sent out to all Library Supporters.

New Business:

1. Declaration for the Right to Libraries

Executive Session - None

Adjournment

A *Motion* to adjourn was made by Ms. Newcomb, seconded by Ms. Caimano. Motion carried. Meeting adjourned at 5:09 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, October 23, 2013
4:30 pm
Holden Meeting Room