

**Board of Trustees
Meeting Minutes
October 23, 2013**

Attendance:

Trustees: Mr. Searleman, Mr. Leonelli, Ms. Caimano, Ms. Newcomb, Ms. Johnson, Ms. Troelstra, Mr. Toomey, Ms. Vanderminden, Mr. Pratt, Mr. Rottenstreich, Mr. Lebowitz,

Absent: Mr. Gannon, Mr. Sheahan, Ms. Nemer

Staff: Ms. Naftaly, Ms. Shanks, Ms. Herman, Ms. Bell, Ms. Frazier, Ms. Boyer

Guest: Ms. Wilda MacKnight

President Sanford Searleman called the meeting to order at 4:30 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 October 2, 2013 that was sent via email was made by Ms. Newcomb, seconded by Ms. Vanderminden. Motion carried.

Treasurer's Report – September 2013 Ms. Caimano reviewed the September 2013 Treasurer's Report and Budget Amendments. A ***Motion*** was made to approve the September 2013 Treasurer's Report and Budget Amendments by Ms. Caimano, seconded by Mr. Rottenstreich. Motion Carried.

Approval of Claims Auditor Report

Approval of the October 14, 2013 Claims Auditor Report for bills & payroll. A ***Motion*** to approve the Claims Auditor reports was made by Mr. Rottenstreich, seconded by Ms. Caimano. Motion carried.

Committee Reports

Executive

Mr. Searleman indicated that there was a discussion held at the Executive Meeting that was held prior to the Board meeting in regards to the Library's Meeting Room Policy. There is a distinction

between the Library's co-sponsors and non-profit agencies and for-profit agencies. We are currently having issues scheduling events for the Library. A **Motion** to accept the Meeting Room Policy was made by Ms. Newcomb and seconded by Ms. Vanderminden. Motion carried. After some minor changes to the wording, a **Motion** was made to accept the Diversity Policy was made by Ms. Caimano, seconded by Ms. Troelstra. Motion carried.

Friends of Crandall Public Library

There will be a book sale this weekend. They are shorthanded. Ms. Newcomb indicated she would send a note from the Board to Margot Hyde who is not feeling well.

SALS

The 2014 SALS' Annual Trustee Business Meeting will be May 19, 2014 at 5:00 pm at Excelsior Springs, Saratoga. Mark your calendars!

Director's Report

Ms. Naftaly indicated that she is still in the process of reviewing RFP's for cleaning so please ignore Action item # 1. Also, ignore items 3 & 4. Ms. Naftaly stated that they have not billed the internet access we receive through Time Warner for the public computers for many years. They have been giving it to us as a favor to the Library. We will now have to start paying for the service. With the help of JA and SALS, we can get a better deal at \$174.00 per month with a 24-month contract.

Action items:

1. Service contract approval for winning RFQ for cleaning service
2. Permission for Crandall Public Library to become a paying member of the Glens Falls Collaborative. Cost: \$20.00/month (2014)
3. Approval of Revised Meeting Room Policy
4. Approval of Diversity Policy
5. Permission to allow-part-time staff to obtain policies from AFLAC. No cost to the Library.
6. Retroactive approval for Erica Burke to attend Heritage Hunters Annual Meeting on October 29, 2013 in Schuylerville. Cost: travel and \$35.00 registration fee.
7. Permission to share payroll information with NYS Deferred Compensation Plan's Administrative Service Agency in response to their internal audit.
8. Approval to extend Library hours until 9:00 pm on Friday, December 6, 2013 for participation in Glens Fall's Hometown Holiday Celebration.

*Add in items

9. Permission to dispose of outdated computer equipment per Steve Ray.
10. Approval to submit a grant for \$6,500 to the Solomon Trust per Todd Degarmo.

* Item #'s 1, 3 & 4 to be removed.

A **Motion** to accept action items # 2, 5-10 was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried

Department Reports

Herman, Adult Services

Ms. Herman went over events held or to be held for Adults. There will be a tech person and a librarian on Thursdays' to teach computer tech classes. They will test people to see what level they are at prior to the class. The *Literary Knits* group is doing well.

L. Shanks, Development Director

Ms. Shanks indicated that the Annual Appeal would be going out after Election Day.

P. Frazier, Children's Department

Ms. Frazier indicated she spent two days at Queensbury High School and spoke with the all the 9th grade classes. Many schools come to visit the Library in September. Many great programs are coming up in November and December. Check the web site for dates and times.

Old Business: None

New Business: None

Executive Session - None

Adjournment

A *Motion* to adjourn was made by Ms. Newcomb, seconded by Mr. Lebowitz. Motion carried. Meeting adjourned at 5:15 p.m.

Respectfully submitted,

Christina Vanderminden
Secretary of the Board of Trustees

Recorded by Terry Bell
Purchasing Agent

The next Board Meeting
December 4, 2013
4:30 pm
Holden Meeting Room