

**Board of Trustees
Meeting Minutes
August 28, 2013**

Attendance:

Trustees: Mr. Searleman, Mr. Leonelli, Mr. Sheahan, Ms. Caimano, Ms. Newcomb, Mr. Gannon, Ms. Vanderminden, Mr. Lebowitz (entered at 4:14 pm)

Absent: Mr. Pratt, Mr. Rottenstreich, Ms. Nemer, Ms. Troelstra, Ms. Johnson, Mr. Toomey

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

Guests: Bill Toscano, *Post-Star*

President Sanford Searleman opened the Public Hearing at 4:07 p.m. Being there was no public comment; President Searleman closed the Public Hearing at 4:08 p.m.

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 July 24, 2013 that was sent via email was made by Ms. Newcomb, seconded by Ms. Caimano. Motion carried.

Treasurer's Report – July 2013

- a. Resolution as to the Certificate of Available Funds to Finance Project for the 2013_2016 NYS Construction Grant Program.

On August 28, 2013, the Board of Trustees of Crandall Public Library agrees to utilize a portion of its Capital Reserve Fund to pay for the architectural programming, conceptual design, and purchase and installation of furniture and casework for the Customer Service Area Renovation/Miscellaneous Furnishings Project. Funds are available in this account to cover the cost of the Library's required match of at least 50% of the projected \$102,194 cost.

A ***Motion*** was made by Ms. Caimano, seconded by Ms. Newcomb to accept the proposed Resolution as to the Certificate of Available Funds to Finance Project for the 2013-2016 NYS Construction Grant Program as outlined under the Treasurer's Report. Motion carried

- b. Ms. Caimano reviewed the July 2013 Treasurer's Report and Budget Amendments.
A **Motion** was made to approve the July 2013 Treasurer's report and Budget Amendments by Ms. Newcomb, seconded by Ms. Vanderminden. Motion Carried.

Approval of Claims Auditor Report

Approval of the July 31, August 14 & 28, 2013 Claims Auditor Report for bills & payroll. A **Motion** to approve the Claims Auditor reports was made by Ms. Newcomb, seconded by Ms. Caimano. Motion carried.

Committee Reports

Personnel

Acceptance of the following resignations:

- | | | |
|--------------------|-----------------|--------|
| 1. Grant Leonelli, | Page, effective | 7/2013 |
| 2. Amanda Futch, | Page, effective | 8/2013 |
| 3. Taylor Huntley, | Page, effective | 5/2013 |
| 4. Grace Kenley, | Page, effective | 8/2013 |

Appointment of the following:

- | | | |
|---------------------|-----------------|--------|
| 1. Sarabeth Oddy, | Page, effective | 8/2013 |
| 2. Brianna Seeley, | Page, effective | 8/2013 |
| 3. Melinda Frazier, | Page, effective | 8/2013 |

A **Motion** to accept the above Personnel changes was made by Ms. Vanderminden, seconded by Ms. Newcomb. Motion carried.

Joint Finance and Personnel

The Committee members present at the meeting were very happy with the 2014 budget. They recommend that the full Board accept it as presented. A **Motion** to accept the 2014 Budget as presented was made by Ms. Caimano, seconded by Ms. Newcomb. Motion Carried.

Approval of Resolutions

- a. Approval of the 2014 Proposed Budget
- b. Approval of Legal Notices
- c. Approval of Trustee Petitions
- d. Approval of Budget Resolutions for the Board of Elections
- e. Approval of annual resolution allowing Library to exceed 1.66% tax cap in the event of errors

A **Motion** to accept the above Resolutions with the exception of one minor change to (d) for the Town of Queensbury to read vote for up to 3, was made by Mr. Sheahan, seconded by Mr. Leonelli. Motion carried.

Friends of Crandall Public Library – No Report

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 she has been busy working on the 2014 budget and the NYS Construction Grant. The Digital Conversion Grant was submitted on time. She also attended a meeting on Civil Service Law.

Action items:

1. Permission for Erica Burke to extend her stay by one night at the NYG&B Family History Conference September 19-21, 2013 in Liverpool, NY due to earlier start time for the pre-conference. Cost: An additional \$119.
2. Permission for Todd DeGarmo to pursue grant funding from the Glenn & Carol Pearsall Adirondack Foundation for the purchase/lease of a concert quality piano for the Community Room.
3. Permission for Kathy Naftaly to attend September 17, 2013 Kickoff event for Tri-County United Way. Cost: \$20.00
4. Approval to ask for submissions for RFP for after-hours cleaning services (including carpet cleaning and window washing) as current contract runs out 12/31/2013.
5. Approval to solicit RFQs for locally-based Strategic Plan Consultant/Facilitator for Crandall Public Library's next strategic plan as current one expires 12/31/2013.

A **Motion** to accept action items # 1-5 was made by Ms. Caimano, seconded by Ms. Newcomb. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman stated that the Adult Reading Program ended last week with an ice cream social. There were 160 patrons participating. Area business donated gift certificates to draw as prizes for participants as well as some to draw for staff that participated in a Staff Reading Program. A huge thank you to all the businesses for their donations. The upcoming *Muslim Journeys* program received great press and has been very popular. There is a waiting list for it. There will be a Trivia Night on September 26th. Literary Knits, a new program headed up by Librarian Karen Tinney will start in September. Participants can register online. Author Tess Gerritsen will be our guest on September 23rd.

L. Shanks, Development Director

Ms. Shanks stated that the Gala is a week away. She thanked everyone for his or her reservations and for any auction item(s) they were able to donate or for their help in getting donations. There are currently 125 people attending.

P. Frazier, Children's Department

Ms. Frazier stated that she is very pleased with the summer program attendance. It is up 22%. She thanked the Friends for sponsoring the trip to the SPAC Ballet. Glens Falls School District provided the transportation. The *Crandall Kids Garden Club* was a hit with the kids. They planted vegetables and learned about sustainability, fresh vegetables and gardening. The Library held family activities on Wednesday's during *Take a Bite* in downtown Glens Falls. Ms. Frazier went over the Summer Reading Program levels. There are three; Birth to age 3 is the *Bumblebears Club*, The second is, ages 4 to 13 is the NYS Theme that changes every year. This year it is *Dig into Reading*. The third is; Teens – *Dig into Reading*. Children are welcome to participant either online or in the library.

T. DeGarmo, Folklife

Mr. DeGarmo indicated that Folklife had a busy summer. They finished up with the *Summerland Music Series*. He is looking for a grant to either purchase or lease a piano as the one the library currently has has a cracked sounding board. He also stated that the summer interns have left. He stated he received a grant from the NY Folk Art Museum. For the fall, a six part music series and a six part lecture series are planned.

Old Business:

1. Review of Crandall Public Library's suspension policy.

A *Motion* was made by Mr. Sheahan, seconded by Mr. Gannon for Ms. Naftaly to review the third Draft of the Suspension or Revocation of Library Privileges Policy. There is some verbiage that needs to be revised, therefore; the vote will be tabled until the October 2, 2013 meeting. Ms. Naftaly will make the noted changes and present the revised policy at the next meeting.

New Business:

1. 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

A *Motion* to accept the Public Hearing dates was made by Ms. Nemer, seconded by Mr. Leonelli. Motion carried

Executive Session - None

Adjournment

A *Motion* to adjourn was made by Ms. Newcomb, seconded by Ms. Vanderminden. Motion carried. Meeting adjourned at 5:12 p.m.

Respectfully submitted,

Christina Vanderminden
Secretary of the Board of Trustees

Recorded by Linda Webb
Administrative/Human Resource Assistant

**The next Board Meeting
October 2, 2013
4:00 pm
Holden Meeting Room**