

**Board of Trustees  
Meeting Minutes  
January 8, 2014**

***Attendance:***

**Trustees:** Ms. Nemer, Ms. Caimano, Mr. Gannon, Ms. Vanderminden, Mr. Lebowitz, Mr. Leonelli, Mr. Toomey, Mr. Rottenstreich, Mr. Pratt, Mr. Barnard, Ms. Johnson.

**Absent:** Mr. Sheahan, Ms. Newcomb, and Ms. Troelstra

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

**Guests:** Barnard Family, Kathleen Kathe

President Toomey called meeting to order at 4:34 p.m.

**Oath of Office:**

Newly elected Board Members Gary Barnard, Richard Leonelli, Jr., Dale Nemer, Christina Vanderminden, Kyle Gannon were given the Oath of Office by President Michael Toomey.

Slate of Officers for 2014

President:	Michael Toomey
Vice President:	Richard Leonelli, Jr.
Treasurer:	Barbara Caimano
Secretary:	Christina Vanderminden

A ***Motion*** to accept the Slate of Officers for 2014 as presented was made by Mr. Rottenstreich, seconded by Mr. Pratt. Motion carried.

Slate of Committee Members for 2014

Executive Committee:	Toomey (Chair), Leonelli, Caimano, Vanderminden
Finance Committee:	Caimano (Chair), Johnson, Leonelli, Pratt
Personnel Committee:	Vanderminden (Chair), Newcomb, Lebowitz
Board Development:	Gannon (Chair), Sheahan, Nemer, Rottenstreich, Troelstra

A ***Motion*** to accept the Slate of Committee Members for 2014 as presented was made by Ms. Nemer, seconded by Mr. Rottenstreich. Motion carried.

**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 Minutes of December 4, 2013 that was sent via email was made by Mr. Leonelli, seconded by Ms. Nemer. Motion carried.

***Treasurer's Report – November 2013***

A. Budget Amendments

Ms. Caimano reported that the Library is at 92% of the budget for 2013. Revenues are at 98% and expenses are at 86%. The budget is on track at this time. There are some adjustments for November.

**Motion** to approve the November 2013 Treasurers Report and Budget Amendments was made by Mr. Gannon, seconded by Ms. Nemer. Motion carried.

***Claims Auditor Report***

Acceptance of the December 13 & 28, 2013 Claims Auditor Reports for bills & payroll. A **Motion** to Accept the Claims Auditor's report was made by Mr. Rottenstreich, seconded by Ms. Caimano. Motion carried

**Committee Reports**

Board Development

Mr. Gannon

Mr. Gannon reported that he met with another individual, Ms. Kelly Dempsey, to fill the vacant seat in Queensbury. The position became available when Ms. Irion resigned due to a move outside the district. Ms. Dempsey lives in Queensbury and works at Skidmore College. Mr. Gannon will ask her to attend the January 22, 2014 meeting to receive her Oath of Office. He also reported that there may be a vacancy in the Town of Moreau in the spring and he has a potential candidate to fill that spot.

***Friends of Crandall Public Library***

Ms. Kathe

Ms. Kathe mentioned the art exhibit that is in the Friends Gallery on the second floor during January and February, "Mothers and Daughters". She encouraged everyone to stop and see it. The next book sale is scheduled for February 7-9, 2014.

***SALS***

No report

**Director's Report**

Ms. Naftaly read an excerpt from Governor Cuomo's State of the State Address that was held earlier in the day. "New York is one of only ten states where a resident can live in and be taxed by three general 8 purpose local governments at the same time—a county, town and village.<sup>4</sup> In addition, other special purpose entities such as school districts, fire districts, library districts, lighting districts and garbage districts levy their own taxes, assessments and fees on residents, and many provide overlapping or duplicative services with general purpose governments."

Ms. Naftaly informed the Trustees that the drive by book drop has been removed as it was damaged over the weekend when a taxicab hit it. She is working to get it repaired or replaced as soon as possible. She is working with the insurance and taxicab companies for restitution for the damages.

Ms. Naftaly enlightened the Board about a new service she would like to try at the Library called "Hoopla". It is a service that allows library cardholders to download or stream digital video, music and audiobooks. The good thing about the service is that everything would be available to everyone at all times. There would be no waiting lists. The cost for an annual contract would be \$12,000. The

contract can be cancelled with two weeks' notice if need be. The Board will be given a report on its usage at the three month point. A **Motion** to subscribe to "Hoopla" for a one-year trial period at a cost of \$12,000 was made by Ms. Caimano, seconded by Mr. Rottenstreich. Motion carried.

**Action items:**

1. Permission for Todd DeGarmo to attend New York Folklore Society's Annual Conference/70th Anniversary Year, on Saturday, March 15, 2014 at the Strong National Museum of Play in Rochester, NY. Estimated costs are no more than \$500 from NYSCA grant: (\$15 registration, \$50+ for food receipts, \$280 travel estimated at 500 miles roundtrip + tolls, one night est. \$125 hotel room).
2. Permission to submit to SALS by January 23, 2014, a library technology grant not to exceed \$5,000 for physical improvements to the Holden Room for enhanced computer instruction.
3. Permission for Linda Webb to attend a workshop, Human Resources and the Law 2014 through National Seminars that is covered under the access pass we bought. It is in Albany on January 30th & 31st, 2014. Cost: Travel.
4. Approval of the appointment for 2014 of H. Wayne Judge as the Library's Attorney.
5. Approval for designation of The Post-Star and The Chronicle as the official newspapers for notification purposes.
6. Approval of change in standard mileage rates for travel reimbursement to 56.0 cents per mile for business miles driven as per IRS.
7. Approval of the Independent Contractor Mariagnes DeMeo to continue to act as Claims Auditor for the Library in 2014.
8. These are based on the Action items from the January 3, 2013 Board meeting. They are for standing meetings/activities during the year 2014:
  - A. Approval for Kathy Naftaly to attend monthly SALS Board meetings in Saratoga Springs. Cost: Travel.
  - B. Approval for Kathy Naftaly to travel locally for meetings with government, business, and educational organizations etc. as needed. Cost: Travel (as needed).
  - C. Permission for Kathy Naftaly and other staff/board members to attend NYLA Library Advocacy Day Thursday, February 27, 2014 in Albany, NY. Cost: Reimbursed by NYLA.
  - D. Permission for Kathy Naftaly to attend the NYLA Annual Conference in Saratoga Springs, NY November 5-8, 2014 Cost: Approximately \$300 to \$350 including travel.
  - E. Permission for Kathy Naftaly to attend Central Library Director's meetings. Held irregularly. Location: TBA. Cost: Travel.
  - F. Permission for Kathy Naftaly to attend SALS Director's Council meetings in Saratoga Springs. Cost: Travel.
  - G. Permission for Kathy Naftaly to attend NYLA Public Library Section Board meetings. Usually conference calls.
  - H. Permission for Kathy Naftaly to attend JA Joint Automation Council Meetings every other month and subcommittee meetings such as ecommerce. Cost: Travel (Alternate between MVLS and SALS).
  - I. Approval for Kathy Naftaly to attend JA PAC Steering Committee Meetings. No meetings are currently scheduled. Location: SCPL. Cost: Travel.
  - J. Permission for Pam Frazier to attend local School Library Council meetings. Cost: Travel.

- K. Permission for Sue Laing, Stacy Camp and/or Kathy Naftaly and/or designated staff to attend JA Operations Committee meetings. Cost: Travel.
- L. Permission for Kevin Rogan to attend CDLC Reference Services Interest Group meetings. Meets several times a year. Cost: travel.
- M. Permission for Andrea Herman to attend Overdrive Collection Development meetings. Scheduled as needed. Cost: Travel.
- N. Permission for Guin Forshey to schedule and/or attend various technology related meetings and /or Consumer Health meetings. Scheduled irregularly. Cost: Travel.
- O. Permission for Todd DeGarmo to attend to the following meetings required of his position without month-to-month Board approval:
  - a. Capital District Library Council - Documentary Heritage Program - meetings as a member of the advisory committee in Albany
  - b. New York Folklore Society - Voices: The Journal of New York Folklore meetings as editor in Schenectady. Cost: Travel
  - c. Local trips associated with exhibitions.
  - d. New York State Folk Arts Roundtable - participant at meeting as NYSCA-Folk Arts grant recipient. Location: TBA.
  - e. Field School for College Interns - as director of project (funding pending), trips as needed to identify and document traditional regional activities
  - f. Folklife Center Business - a regular part of the job: to investigate potential donations; transport additions and conservation/preservation projects; conduct field research on artists needed to develop exhibitions and cultural programing; meetings with potential collaborators of cooperative projects
- P. Permission for Erica Burke to attend to the following meetings required of her position without month-to-month Board approval:
  - a. Capital Area Archivist - participant at evening meetings in Albany area
  - b. Heritage Hunters - participant and speaker at meetings in Schuylerville, NY
  - c. Various - a guest speaker several times a year at various local historical and/or genealogical societies

Mr. Pratt suggested that in reference to items 4 & 7 at some point we should consider doing an RFP for all our professional service providers.

A **Motion** to approve items #1-8 was made by Mr. Rottenstreich, seconded by Mr. Leonelli. Motion carried.

### **Department Reports**

#### *A. Herman, Adult Services*

Ms. Herman indicated that the book discussion on *Killing Kennedy* was very good. She informed the Board that Librarian I, Karen Tinney has gone from part-time to full-time status. She has been involved in creating several new programs. We have received a grant for computer training. She passed around some brochures. She indicated that on Saturday we would be starting a Paper Craft Program. Literary Knits is continuing. *The Beatles* are coming in February. It is an excellent program and should be a lot of fun!

#### *L. Shanks, Development Director*

Ms. Shanks gave an update on the Annual Appeal. To date we have received close to \$29,000 for both Annual Appeal and Buy-A-Book. So far, we are \$3,000 ahead of last year. She thanked everyone who donated. As far as plans for 2014, she is working on the Love Your Library drawing

that has been tentatively been set for April 29<sup>th</sup>. The Henry Crandall Award Gala has been tentatively scheduled for September 13. As soon as the details are worked out, she will ask the Board's approval to hold these events.

*P. Frazier, Children's Department*

Ms. Frazier indicated that *Digging for Dinosaurs*, which was partially funded by the Leo Beach Foundation grant, was very successful. Saturday is the kick-off to Early Literacy Read 1000 Books b4 Kindergarten. It is open to children 18 months to kindergarten. There will be a kick-off party on Saturday that will feature a bounce house and a visit from Clifford and Maisy. All who enter the program will receive a tote bag.

Mr. Leonelli suggested that we look into getting a certificate of insurance for the Bouncy Bounce just to be on the safe side.

*T. DeGarmo, Folklife*

The spring exhibit "Celebrating Women's Creative Hands and Spirits" an international collection by Betty LaDuke is kicking off stated Mr. DeGarmo. He will be collaborating with the Children's and Reference Department on a Dance Program for Children's. The Live Folklife Music Series will have a twist this spring. There will be six concerts starting mid-March through the end of April.

**Old Business - None**

**New Business**

Ms. Naftaly stated that the bids for the RFP for the Strategic Plan are due by Friday, January 17, 2014. She asked three Board members to volunteer to go over the bids so that they can be discussed and approved in time for the next Board meeting. Mr. Toomey, Ms. Caimano and Mr. Pratt have volunteered.

**Adjournment:**

**Motion** to adjourn was made by Mr. Rottenstreich and seconded by Ms. Nemer. Meeting adjourned at 5:19 p.m. Motion carried.

Respectfully Submitted,

Christina Vanderminden  
Secretary of the Board of Trustees of Crandall Public Library

Recorded by Linda Webb  
Administrative/Human Resource Assistant

**The next Board Meeting  
Wednesday, January 22, 2014  
4:30 pm  
Holden Meeting Room**