

**Board of Trustees
Meeting Minutes
March 26, 2014**

Attendance:

Trustees: Mr. Rottenstreich, Ms. Newcomb, Mr. Barnard, Mr. Toomey, Mr. Lebowitz, Mr. Gannon, Ms. Vanderminden, Mr. Sheahan, Ms. Troelstra, Ms. Johnson. Ms. Nemer entered at 4:44 pm. Mr. Pratt entered at 5:09 p.m.

Absent: Ms. Caimano, Mr. Leonelli, Ms. Dempsey

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

Guests: Charles and Dorothy Little, Jr.

Mr. Little donated an autographed copy of the book *In Life and Leadership*, an autobiography General Colin Powell. It Will be housed in the Folklife Center.

President Michael Toomey called the meeting to order at 4:32 p.m.

Public Comment:

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 February 27, 2014 that was sent via email was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried.

Treasurer's Report – February 2014

A. *Budget Amendments* – There was one Amendment

A **Motion** to approve the February 2014 Treasurer's Report and Budget Amendment was made by Ms. Newcomb, seconded by Ms. Johnson. Motion carried.

Approval of Claims Auditor Report

Approval of the February 28 & March 14, 2014 Claims Auditor Report for bills. A ***Motion*** to approve the Claims Auditor report was made by Mr. Sheahan, seconded by Ms. Newcomb. Motion carried.

Committee Reports - None

Friends of Crandall Public Library

Ms. Kathe

Ms. Kathe stated that the Friends made \$11,000 at the February book sale. Their annual fundraising letter will be mailed out next week to 2,500 people. Anyone who donates to the FCL automatically becomes a member.

SALS

Ms. Nemer

The 2015 JA Automation Fee structure of \$0.09/item and per \$0.11/circulation were approved.

Director's Report

K. Naftaly

Ms. Naftaly thanked the Trustees for letting everyone go to PLA in Indianapolis. It was a good conference. She attended a meet and greet in Saratoga today with the candidate running for ALA. The Strategic Planning Process has been launched. Ms. Kendall has held over 20 interviews with individuals so far. The two public meetings that were held had sparse turnouts. We are on target for the July date for the final plan. We received \$2,500 from the CDLC Grant for cataloging serials in Folklife. We received \$1,188 from SALS for lighting in the Holden Room. Ms. Naftaly indicated that statistics were down dramatically in February, possibly due to bad weather. Action item #5 is for an upgrade to the phone system. It needs a new server as the old one has aged out. The money for the upgrade is in the 2014 budget. Action item #6, Ms. Shanks and Ms. Naftaly will be talking to Ms. Post tomorrow to fine-tune the proposal. We have received a grant for the Branding for \$12,500. The Branding will consist of a Logo and a uniform presence for the Library.

Action items:

- 1) Permission to hold the September 13 Henry Crandall Award Gala at The Great Escape Lodge at an approximate cost of \$40 per person. A \$500 deposit is required.
- 2) Approval for Todd DeGarmo to attend the annual meeting of the American Folklore Society, November 5-8, 2014 (& travel days) in Santa Fe, New Mexico Estimated costs: \$195 conference registration; SW airfare (Albany/Albuquerque) \$420 to \$604; \$50 shuttle to/from airport/hotel; \$150 hotel x 5 nights; \$50 est. meals x 6 days for a total estimated cost of \$1,800.
- 3) Approval for Tala Henry-Halabi to attend MVLS' Fizz Boom Explore! Summer Reading program workshop on Thursday, April 3 2014. Cost \$10 plus travel to Johnstown, NY.
- 4) Approval for Casey Chwiecko to attend Book Expo America in May 29-31, 2014 in NYC. Cost: \$119 plus travel (no hotel necessary).
- 5) Approval of the Purchase Agreement with Northeast Information Systems to upgrade CPL's telephone server and extend warranty and support not to exceed \$26,000 (government contract pricing).
- 6) Permission to negotiate with Libby Post from the firm, Communication Services, regarding her response to our Library branding Request for Quote proposal. Cost to Library beyond supporting grant will not exceed \$13,500.

A **Motion** to approve Action items #1-6 was made by Ms. Newcomb, seconded by Ms. Nemer. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman reported that last week Author David Fiske, Author of *Solomon Northup* gave a talk at the Library. The focus of the book is on Solomon's wife Ann. There was a great turn out to hear Mr. Fiske. Approximately 70 people attended. It ties in with the opening of the Spring Film Festival. The first film showing will be "12 Years a Slave" based on the book by David Fiske. Ms. Herman thanked the Board members who attended the program.

L. Shanks, Development Director

Ms. Shanks stated that the Raffle is in progress. The drawing will be held on April 29. This year we are fortunate to have three partners: Davidson Brothers, Milk & Honey and Scoville Jewelers. Davidson's will help promote the Raffle in April. The Henry Crandall Award Gala will be held at the Great Escape Lodge this year. Joe Donahue will be the MC. So far, there are 4-5 nominations.

Pam Frazier, Children's Department

Ms. Frazier stated that Artist Kate Boyle did a workshop for the teens at no cost. So far there are 282 people signed up for *1000 Books b-4 Kindergarten*. The Children's Department received a grant from Stewarts Shops for \$1000 to buy bags for the 1000 Book program. The keeping quilt that the children made which was collaborated with Folklife is on display in the Folklife Center. Thank you to Terry Bell who put the children's squares together.

T. DeGarmo, Folklife

Mr. DeGarmo indicated that the live Folklife Concerts are doing well. Last week a Latin band played. Approximately 120 people attended. Folks were dancing up front to the music. The next exhibit, *Collecting Lake George* will open on May 7 and run through July 17. The Caffry family is letting us borrow their maps of Lake George. We are collaborating with the Chapman Museum on this exhibit.

G. Forshey, Innovation and Patron Experience

Ms. Forshey thanked the Board for their approval to allow her to attend the conference in Indianapolis. Things she will be working on as a result of the conference include staff training to provide to provide better customer service as well as helping to deal with some of the situations the library is faced as well as Social Media for a Crowd.

Old Business

None

New Business

- A. Suspension of patron, Michael Dunn for 1 year for "Threatening staff or library patrons with bodily harm" **Motion** to suspend patron Michael Dunn for 1 year was made by Mr. Gannon, seconded by Ms. Nemer. Motion carried. Due to a procedural error the motion was rescinded. **Motion to Rescind** was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried.
- B. Ms. Naftaly stated that Berkshire Bank came to the Library on a Monday Morning with a check for \$1000 as a donation. It was a great Monday morning.

Executive Session

Motion to go into Executive at 5:12 p.m. was made by Ms. Nemer, seconded by Ms. Vanderminden. A personnel matter was discussed. A *Motion* to come out of Executive Session at 5:52 pm was made by Mr. Sheahan, seconded by Ms. Newcomb. Motion carried.

Adjournment:

Motion to adjourn was made by Ms. Newcomb, seconded by Ms. Nemer. Motion carried. Meeting adjourned at 5:53 pm.

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, April 23, 2014
4:30 pm
Holden Meeting Room**