

**Board of Trustees
Meeting Minutes
August 27, 2014**

Attendance:

Trustees: Mr. Barnard, Mr. Leonelli, Ms. Dempsey, Ms. Vanderminden, Ms. Caimano, Ms. Newcomb, Mr. Gannon, Ms. Johnson, Ms. Nemer, Ms. Troelstra, Mr. Rottenstreich,

Absent: Mr. Pratt, Mr. Lebowitz, Mr. Toomey

Staff: Ms. Naftaly, Ms. Webb, Ms. Bell, Ms. Frazier, Ms. Shanks, Mr. Degarmo

Guests: Leslie Kendall, Kendall Associates, Maury Thompson–*Post Star*, Helen Otte, Friends

Call to Order: Vice President Rick Leonelli called the meeting to order at 4:36 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 June 25, & July 30, 2014 that were sent via email was made by Ms. Newcomb, seconded by Mr. Barnard. Motion carried.

Strategic Plan Report

Leslie Kendall of Kendall Associates went over a summary of the data she collected for our new Strategic Plan. She had a PowerPoint presentation as well as going over charts that she made up.

Mr. Rottenstreich indicated that he would like to meet with the Board members to go over Ms. Kendall's findings. Ms. Naftaly is in the process of setting up a meeting for the Trustees for that purpose.

Treasurers Report – June & July 2014

A. *Budget Amendments*

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

On August 27, 2014, 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 casework for the Park Entrance Reference/Information Desk Renovation & Refurbishment Project. Funds are available in this account to cover the cost of the Library's required match of at least 25% of the projected \$54,000 cost.

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

A **Motion** to approve the July 2014 Treasurer's Report and Budget Amendments was made by Ms. Caimano, seconded by Ms. Vanderminden. Motion carried.

A **Motion** to move forward with (B) the NYS Construction Grant/Capital Reserve Funds was made by Ms. Demsey, seconded by Ms. Newcomb. Motion carried.

Approval of Claims Auditor Report

Approval of the June 27, July 11, 30, August 14, 2014, Claims Auditor Report for bills. A **Motion** to approve the Claims Auditor reports was made by Ms. Caimano, seconded by Mr. Rottenstreich. Motion carried.

Committee Reports

1. Joint Finance & Personnel Committee – A **Motion** was made by Ms. Caimano, seconded by Ms. Vanderminden to accept the Proposed 2015 Budget as presented and recommended it to be presented to the full Board for approval. Motion carried

Ms. Naftaly reviewed the 2015 Proposed Budget. Benefits went up 58% from last year. Ms. Caimano remarked on the great job Ms. Naftaly did on the budget. A **Motion** to except the Proposed 2015 Budget as presented was made by Ms. Dempsey, seconded by Ms. Vanderminden. Motion carried.

Friends of Crandall Public Library

No report – they are on vacation.

Ms. Otte

SALS

No report – no meetings during the summer.

Ms. Nemer

Director's Report

Ms. Naftaly indicated that we only received one bid for the Customer Service Desk Improvement Area. The bid came in at \$46,500. Megan Brennan of Butler Rowland Mays Architects, LLP reviewed the bid and found it to be acceptable. The library's share would be 25% and the balance of 75% will be funded through a New York State Construction Grant. Although we are ADA compliant, we are making the repairs so the Customer Service Desk will be more user friendly.

K. Naftaly

Action items:

A. Action items:

1. Approval for Linda Webb to attend NYS Retirement System Employer Education Seminar, September 10, 2014, Fort Edward, NY. Cost: Travel
2. Authorization for Destruction of Obsolete Library Records: 5 cubic feet of Invoices 2007-2008; 2 cubic feet of Time Sheets 2007-2008; 2 cubic feet of Daily Deposit Slips 2007-2008; 1 cubic foot of SALS packing slips 2007; 1 cubic foot of Copies of donation/thank you letters

1996-1997; 1/4 cubic foot of Health insurance memos 1992-1999 and contracts 2005-2006. All based on the minimum legal requirements of the NYS Records and Disposition Schedule.

3. Permission for Steve Ray to attend Leadership Adirondack course given by the Adirondack Regional Chamber of Commerce. Cost not to exceed \$740 – scholarship for \$360 was awarded.

4. Approval for the following staff to attend all or part of the NYLA Conference in Saratoga Springs November 5-8, 2014: Jenn Boyer, Julia Stuckman, Pam Frazier, Karen Tinney, Kevin Rogan, Guin Forshey, Steve Ray, Frieda Toth, Lynn Shanks, Stacy Camp, Sue Laing, Tala Henry-Halabi and Kathy Naftaly. As an organizational member Crandall Public Library can send up to 14 staff at the reduced membership rate. Cost: Not to exceed \$1,820.

5. Permission for at least one staff member to attend EAP's Intervention Skills for Managers seminar to be offered Thursday, November 6 at Crandall Public Library. Cost: Free.

6. Permission to offer surplus customer services desks to other SALS libraries at no charge. They will need to arrange pick-up the week of October 13, 2014.

7. Permission to apply to the Glens Falls Foundation for a grant for the children's department. Deadline for the application is September 20, 2014. Programming for the grant is to be determined.

A **Motion** to approve Action items #1-7 was made by Ms. Nemer, seconded by Ms. Vanderminden. Motion carried.

Department Reports

L. Shanks, Development Director

Ms. Shanks reminded everyone that it is almost gala time. We have 140 reservations so far. We are doing very well with auction items. Sponsorships are ahead of planned. Ms. Shanks would like to thank everyone who contributed to the gala.

P. Frazier, Children's Department

Ms. Frazier stated that over 4500 attended programs in July. The Post Star did a video from Monday's concert with Rich Ortiz. Everyone enjoyed it.

T. DeGarmo, Folklife

Mr. DeGarmo indicated that the series, Do Tell: Learning to Perform Personal Stories will be starting. The current exhibit in the Folklife Center is Stable Views: Voices and Stories from the Thoroughbred Racetrack runs through December 2014. The fall session of concerts is coming up.

Old Business

None

New Business

1. Whistleblower policy – On July 1, 2014 all public entities need to have one in place.
2. Dates for Public Hearings for 2015 Crandall Public Library Budget:
 - Monday, October 6, Moreau Town Hall @ 7:00 pm
 - Wednesday, October 8, Glens Falls Common Council Chamber @ 7:00 pm
 - Tuesday, October 14, Queensbury Town Hall Senior Center @ 7:00 pm

Ms. Naftaly asked all Board members to please attend the Public Hearings if they can.

Executive Session

None

Adjournment:

Motion to adjourn was made by Ms. Dempsey, seconded by Mr. Rottenstreich. Motion carried.
Meeting adjourned at 5:54 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, September 24, 2014
4:30 pm
Holden Meeting Room**