

**Board of Trustees
Meeting Minutes
October 28, 2015**

Attendance:

Trustees: Mr. Leonelli, Ms. LaPann, Mr. Toomey, Ms. Newcomb, Ms. Caimano, Mr. Rottenstreich, Mr. Lebowitz, Ms. Johnson

Absent: Excused: Ms. Nemer, Ms. Vanderminden, Ms. Troelstra,
Unexcused: Mr. Gannon, Mr. Harman, Mr. Barnard

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

Guests: K. Kathe, D. Robinson, FCPL

President Michael Toomey called the meeting to order at 4:37 p.m.

Public Comment: None

Correspondence and Press (see Board Pass Around file for actual correspondence and press)

Board of Trustees Meeting Minutes

A ***Motion*** to approve the Board of Trustees Meeting Minutes of September 30, 2015 with one correction that was sent via email was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried.

Treasurer's Report – September 2015

A. Budget Amendments

A ***Motion*** to approve the September 2015 Treasurers Report and Budget Amendments was made by Ms. LaPann, seconded by Ms. Johnson. Motion carried.

Approval of Claims Auditor Report

Approval of the October 13 & 28, 2015 Claims Auditor Report for bills & payroll. A ***Motion*** to approve the Claim Auditors reports was made by Mr. Rottenstreich, seconded by Ms. Newcomb. Motion carried.

Committee Reports

Finance Committee: Acceptance of bid for 2016 professional audit services.

B. Caimano

The Finance Committee met on Monday, October 26, 2015 to consider bids that were received for an RFP for Auditing Services. We received 5 bids which were open on Friday, October 23, 2015 at 4:01 pm. Those present to open the bids were Ms. Webb, Ms. Winters, Ms. Bell and Ms. Caimano. After much discussion and comparison that all had the information required by us and references checked we went with the lowest bid. The lowest bid received for the year 2015 and next 3 consecutive years was from West and Company, CPA of Saratoga Springs. Ms. Caimano made a *Motion*, seconded by Ms. LaPann that we accept the bid proposal from West and Company for the year 2015 audit and reconsider their proposal for the next year after the 2015 audit is complete. Motion carried.

Friends of Crandall Public Library

K. Kathe/ D.Robertson

They made approximately \$11,500 at the October book sale. They now have a Facebook page. They have lost their recycling company. Please let them know if you know of any recycling companies. They have signs for the vote all ready to go. Ms. Caimano asked if Board members are allowed to make a post on Facebook about the Library vote. They are not. They can forward someone else's post though.

SALS

D. Nemer

No report

Director's Report

K. Naftaly

Ms. Naftaly reported that she attended the Crandall Trust Review Meeting. They reviewed the Trust. There has been some negative activity in our account due to the market. The next meeting will be in the spring at which time we will ask for our next round of disbursement for 2017. The Library is getting involved in many poverty issues in the community. SUNY Adirondack is seeking a grant for \$500,000 in support of people in poverty. It will include people in poverty, people coming in and out of poverty and generational poverty. The Glens Falls Foundation is offering \$60,000 in grant aid in 2016 and in 2017 to have an impact on generational poverty and families in crisis. The library's role will be a safe and neutral place for providers or people to come to. We may act as a clearing house. Literacy New York has approached Ms. Naftaly to see if we can help them out. They have lost their local office space and director due to the state restructuring the program. They asked if they could use a space in the library. We will try to make room for them. It would be on a trial basis for maybe one year and there would have to be a legal agreement in place. She would like to invite them to the next board meeting for a presentation. Board members think it is a great idea.

Action items:

1. Permission to add Crisis Event Coverage to our annual Commercial General Liability policy at an additional cost of \$250 per year.
2. Permission to remain open Saturday, March 12, 2016 for the "New York Living Legacy" project production featuring Happy Traum. Cost: additional Security staff.
3. Permission for Steve Ray to attend 2015 Foxwoods Technology Conference December 4 at a cost of \$355 including registration, room, meals and travel.
4. Permission to change the January 6, 2016 Board meeting date to January 13, 2016.

A **Motion** to approve Action items 1-4 was made by Ms. Newcomb, seconded by Ms. LaPann. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman stated that a patron, Author Zachary Richards wants to give a free workshop to Library patrons on *Starting an Online Business*. Eight sessions will be held. A program, *Retracing my Father's Footsteps* by Kat Fitzpatrick will be held on November 5th. We have a bin of yarn by the Park desk for patrons to drop off yarn or pick up yarn to make hats, gloves, mittens, scarves, etc., to be returned and then donated. Sunday November 15th will be the big reveal of the *Ghost Hunt*.

L. Shanks, Development Director

The Gala Committee met to review this past year's events. More planning will be beneficial. They will be asking the Executive Board to make a decision earlier on the Henry Crandall Award honoree. They are hoping to improve the experience by having more time to plan the event. The Annual Appeal letter is being reviewed. The letter will be mailed to approximately 3000 households. We will also use email and social media to reach people. The goal this year is to raise \$40,000. Ms. Shanks indicated that she submitted a grant to the Touba Foundation for \$5,000 to replace computers in the Children's department.

P. Frazier, Children's Department

Ms. Frazier stated that at the last event held for *1000 Books b4 Kindergarten* was the largest crowd so far. They had 162 new people enroll. She will be at the Chronicle Book Fair with Andrea Herman on November 8th. The Winter Reading Program will be starting up soon. The theme will be *Star Wars*. On November 17th the reading club will be *Star Wars: May the Force of Reading be With You*. On November 14th there will be a *Puppy Raising Program*. There will be 11 dogs here that are in training for the blind. On December 29th the program will be *Royalty: Prince and Princess*.

G. Forshey, Innovation and Patron Experience

Ms. Forshey is currently working on a *Younger Generation International Games Day*. All day long on Saturday, November 19th we will be getting into the *Star Wars* spirit. On December 12th there will be *Star Wars* activities. On December 19th there will be a *Star Wars Trivia Night for Adults*. We are coordinating programs with SALS and BOCES.

T. Degarmo, Folklife

Mr. Degarmo stated that it has been busy in Folklife with researchers. There have been people coming into see the exhibit. This Thursday is the last of the Fall Concert Series shows. Most of the shows have been standing room only. He is working with Kevin Rogan to put the shows on YouTube. He stated he started the Do Tell Workshop sign-up. People have been signing up. There will be a Bluegrass Concert Series planned for the winter. NYCA is giving us \$36,000 for next year's programs. They are also giving us \$19,000 for the Film Grant for 2016.

Old Business

None

New Business

1. Would like to establish an Ad Hoc Development Committee

Executive Session: None

Adjournment:

Motion to adjourn was made by Mr. Rottenstreich, seconded by Ms. Newcomb. Motion carried.
Meeting adjourned at 5:21 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, December 2, 2015
4:30 pm
Holden Meeting Room**