

**Board of Trustees
Meeting Minutes
December 2, 2015**

Attendance:

Trustees: Mr. Leonelli, Ms. LaPann, Mr. Toomey, Ms. Newcomb, Ms. Caimano, Mr. Rottenstreich, Mr. Lebowitz, Ms. Johnson, Mr. Gannon, Mr. Harman, Mr. Barnard, Ms. Nemer, Ms. Vanderminden

Absent: Excused: Ms. Troelstra

Unexcused: None

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

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

Guests: Literacy New York – Maria Lange, Zach Gorafalo, Jane Arnold, Kelly Lischynsky

Literacy New York Greater Capital Region Executive Director, Maria Lange did a presentation to the Board on their history as well as what they do today. We are proposing to give them office space in the library. We are hoping to transform the copy machine room by the park entrance into their office space. There was discussion as to whether we would be intergraded with them and have them on our web site. We will be completely separate although cross-links will appear.

Public Comment: None

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

Board of Trustees Meeting Minutes October 2015

A ***Motion*** to approve the Board of Trustees Meeting Minutes of October 28, 2015, that was sent via email was made by Mr. Rottenstreich, seconded by Ms. Vanderminden. Motion carried.

Treasurer's Report – October 2015

A. Budget Amendments

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

Approval of Claims Auditor Report

Approval of the November 12 & 27, 2015 Claims Auditor Report for bills & payroll. A **Motion** to approve the Claim Auditors reports was made by Ms. LaPann, seconded by Mr. Harman. Motion carried.

Committee Reports

Personnel:

C. Vanderminden

1. Resignation of Frank Pelkey accepted with reluctance.
2. Resignation of Matt Nelson accepted with reluctance.
3. Approval of Health Insurance plans for 2016. Blue Shield Plan POS-Platinum Radius (Local Network) and Blue Shield EPO-Platinum 5000 (National Network)

Ms. Naftaly was asked if we offered exit interviews and we do. Not all employees agree to do them. A **Motion** was made to accept items 1-3 for the Personnel Committee was made by Ms. Vanderminden, seconded by Ms. Newcomb. Motion carried.

Finance Committee:

B. Caimano

1. Change to the *Current Investment Guidelines Policy*, Item # 3. (which currently reads \$250.00 for both A. & B.)

Unrestricted Donations to read Donations which are not bequests:

After requirements for the line item "Unrestricted Donations" in the Operating Budget are met each year, the following guidelines shall apply for unrestricted donations:

- A. Non Annual Appeal donations less than \$5,000.00 shall be deposited in the Operating Funds of the library.
 - B. Non Annual Appeal donations \$5,000.00 or greater shall be deposited at 50% in the Investment Funds and 50% in the Operating Funds of the library.
2. Change to the *Crandall Public Library Employee Handbook*, under Regular Pay Procedures, as of January 1, 2016 all new employees will be asked to be paid by Direct Deposit.

A **Motion** to accept items number 1-2 for the Finance Committee was made by Ms. Caimano, seconded by Mr. Harman. Motion carried.

Friends of Crandall Public Library

K. Kathe/ D.Robertson

No report

SALS

D. Nemer

Polaris did an upgrade today. Funding for Warren County was increased by \$10,000. Ms. Nemer spoke about the Work Ready Grant.

Director's Report

K. Naftaly

Ms. Naftaly thanked all the Trustees for their support with the 2016 budget and helping to get it passed. She congratulated all newly elected or reelected Trustees. She thanked staff and Friends for their support as well. She handed out the latest edition (2015) of the Handbook for Library Trustees of New York State to all Trustees who were present. She would like to move forward with the partnership with Literacy New York Greater Capital Region. It is a good fit and won't take much on our part. We will have an agreement/ MOU drawn up.

A **Motion** was made by Mr. Rottenstreich, seconded by Ms. Vanderminden to move forward with the partnership between Literacy New York and Crandall Public Library. Motion carried.

Action items:

1. Approval of 2016 Board of Trustees meeting dates.
2. Permission to be lead organization on collaborative submission to Glens Falls Foundation for \$60,000 grant to address breaking the cycle of generational poverty and assisting families and children in crisis. The partnership is for Local Aid Network: Warren Washington and Northern Saratoga Counties, a comprehensive and up-to-date web portal and database of services and individuals who serve those in need.
3. Permission to send up to five staff members to the Public Library Association conference in Denver, Colorado, April 6-9, 2016. Cost (including registration, travel, housing and meals) not to exceed \$7,750.

A **Motion** to approve Action items 1-3 was made by Mr. Rottenstreich, seconded by Mr. Barnard. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman stated that we have new copiers and a fax machine. The public is thrilled to have the fax machine in the building. Knitters have been busy making scarves, mittens, hats, etc. to donate. We are having fun with *Star Wars*. We have many things going on with it. There were 181 people who participated at our *International Game Day*. It was a very fun day. The class we are offering, *Starting an Online Business* is doing very well. The cut off for registration was 25 people and 30 people showed up.

P. Frazier, Children's Department

The Royal Reception: Royalty: Prince and Princess will be held on December 29th. Princes and princesses will be dressed up in costumes. Ms. Frazier handed out the new flyer for special events for December and January. Mrs. Santa Claus is coming on December 19th. There will be a *Star Wars Scavenger Hunt* December 12th. We are receiving the *StarNet* Grant and The Traveling Science Museum will be coming to Crandall Public Library. It will be for children as well as adults. Only 14 libraries in the country received the grant. We were the only library in New York to receive it.

L. Shanks, Development Director

The Annual Appeal is underway. We have raised approximately \$14,000 so far. Our goal is \$40,000 for 2015. If you are not receiving emails from Lynn she suggested you check your spam folders. We are encouraging patrons to give us quotes on what the library means to them. We have received several so far. They are posted on the wall behind the circulation desk. We have received the Ronald McDonald grant for \$2,500 for Children's books.

T. Degarmo, Folklife

We finished the fall concerts in October. Three out of four were standing room only. Mr. Degarmo stated he is in the process of setting up for the spring concert series. He finished up with *Do Tell*. The *Winter Blue Grass Jam* starts tomorrow. Crandall Public Library was put in a *National Book, Archives Alive: Expanding Engagement with Public Library Archives and Special Collections*, by Diantha Dow Schull. Folklife is in the section on Emerging Institutional Models.

Old Business

None

New Business

Incident reports

Executive Session: None

Adjournment:

Motion to adjourn was made by Ms. Newcomb, seconded by Ms. Caimano. Motion carried. Meeting adjourned at 5:52 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, January 13, 2016
4:30 pm
Holden Meeting Room**