

**Board of Trustees
Meeting Minutes
January 7, 2015**

Attendance:

Trustees: Ms. Nemer, Ms. Caimano, Ms. Vanderminden, Mr. Toomey, Mr. Barnard, Ms. LaPann, Mr. Harman, Ms. Johnson

Absent: Ms. Newcomb, Ms. Troelstra, Mr. Gannon, Mr. Leonelli, Mr. Lebowitz, Mr. Rottenstreich, Ms. Dempsey.

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

Guests: Kathleen Kathe

President Toomey called meeting to order at 4:07 p.m.
Introductions were made around the room.

Oath of Office:

Newly elected Trustees, Mr. Toomey, Ms. Caimano, Mr. Harman were given the Oath of Office by Secretary Vanderminden.

Slate of Officers for 2015

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

A ***Motion*** to accept the Slate of Officers for 2015 as presented was made by Ms. LaPann, seconded by Ms. Nemer. Motion carried.

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 Minutes of November 19, 2014 that was sent via email was made by Ms. LaPann, seconded by Ms. Johnson. Motion carried.

Treasurer's Report – November 2014

A. Budget Amendments

Motion to approve the November 2014 Treasurers Report and Budget Amendments was made by Ms. Nemer, seconded by Ms. Johnson. Motion carried.

Claims Auditor Report

Ms. Caimano explained that we use a Claims Auditor to review and represent the Board prior to the bills being paid.

Acceptance of the November 26 & December 12 & 29, 2014 Claims Auditor Reports for bills & payroll. A **Motion** to Accept the Claims Auditor's reports was made by Ms. Caimano, seconded by Ms. LaPann. Motion carried

Committee Reports

Friends of Crandall Public Library

Ms. Kathe

Ms. Kathe informed everyone the next book sale is February 6-8, 2015

SALS

A meeting is coming up.

Ms. Nemer

Director's Report

Ms. Naftaly indicated that we were the only Library mentioned in the January-February 2015 issue of *American Libraries*. Ms. Naftaly passed out a list of Standing Committees. She indicated that two of the committees, Building and Grounds and Planning, as far as she can determine, have never met as separate committees and elimination of those committees should be considered. She is recommending that Ms. LaPann and Mr. Harman be put on the Finance Committee. Ms. Dempsey would like to be removed from the Finance Committee and be put on a different committee. Kathy will discuss committees with the Trustees that are not present and go from there. As per Action Item #2, we will give our staff three months with a little shift change to see if they can handle the job without an outside cleaning service. Over the years, we have been lessening the duties of the cleaning services and having our staff take on more of the janitorial tasks. Ms. Naftaly thanked the Friends for helping with the purchase of the new furniture along with the NYS Grant. There have been fewer incident reports this month.

Action items:

1. Approval for Frieda Toth to attend the TASC (Test Assessing Secondary Completion) Workshop on January 27, 2015 at the Greenwich Library. Cost: travel
2. Permission to give 30 days' notice for failure to meet contractual obligation to ABM Janitorial Services as per contract.
3. Approval of the appointment for 2015 of H. Wayne Judge as the Library's Attorney.

4. Approval for designation of The Post-Star and The Chronicle as the official newspapers for notification purposes.
5. Approval of change in standard mileage rates for travel reimbursement to 57.5 cents per mile for business miles driven as per IRS.
6. Approval of the Independent Contractor Mariagnes DeMeo to continue to act as Claims Auditor for the Library in 2015.
7. These are based on the Action items from the January 8, 2014 Board meeting. They are for standing meetings/activities during the year 2015:
 - 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 Wednesday, February 25, 2015 Albany, NY. Cost: Travel, possible reimbursement by NYLA.
 - D. Permission for Kathy Naftaly to attend the NYLA Annual Conference in 2015, Celebrating our 125th Anniversary! Lake Placid, October 21 – 24, Cost: TBA.
 - 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 JA Joint Automation Council Meetings every other month and subcommittee meetings such as ecommerce. Cost: Travel (Alternate between MVLS and SALS).
 - H. Approval for Kathy Naftaly to attend JA PAC Steering Committee Meetings. No meetings are currently scheduled. Location: TBA. Cost: Travel.
 - I. Permission for Julia Stuckman to attend local School Library Council meetings. Cost: Travel.
 - J. Permission for Sue Laing, Stacy Camp and/or Kathy Naftaly and/or designated staff to attend JA Operations Committee meetings. Location: SALS or MVLS Cost: Travel.
 - K. Permission for Kevin Rogan to attend CDLC Reference Services Interest Group meetings. Meets several times a year. Cost: travel.
 - L. Permission for Andrea Herman to attend Overdrive Collection Development meetings. Scheduled as needed. Cost: Travel.
 - M. Permission for Karen Hilfiger to attend ILL field day and associated 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. Cost: travel.
 - b. New York Folklore Society - *Voices: The Journal of New York Folklore* meetings as editor in Schenectady. Cost: Travel
 - c. New York State Folk Arts Roundtable - participant at meeting as NYSCA-Folk Arts grant recipient. Location: TBA.
 - d. Folklife Center Business - Local trips associated with exhibitions and collection development.

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 programming; meetings with potential collaborators of cooperative projects. Cost: Travel

- 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. Cost: Travel
 - b. Heritage Hunters - participant and speaker at meetings in Schuylerville, NY. Cost: Travel
 - c. Various - a guest speaker several times a year at various local historical and/or genealogical societies

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

Department Reports

L. Shanks, Development Director

Ms. Shanks stated that we met our goal of \$35,000 for Annual Appeal. The Gift Back Program went remarkably well. The committee would like to continue with it. The overall total received was over \$11,000. The total for the Library was about \$430.00. Ms. Shanks is in the process of planning events for this year.

P. Frazier, Children's Department

Ms. Frazier indicated that the Winter Reading Program, Building a Snowman is starting. There were 625 kids registered for the Fall Reading program. She is hoping to have more kids sign up for the Winter Reading program. There is an upcoming program, Cupcakes Wars. Sunday afternoon events will continue as well as the Tuesday afternoon events. She thanked everyone for getting the word out for all her programs.

G. Forshey, Innovation and Patron Experience

The last session for the DOL Grant computer classes has taken place. Our new part-time Library Assistant, Tisha Dolton will hold classes in One-on-One Computer Training.

A. Herman, Adult Services

Some areas of the Library have received new furniture. The comments from the public about the changes have been positive. The new placement of the Glen Street Desk has been very well received.

T. DeGarmo, Folklife

Mr. DeGarmo is currently setting up for the spring exhibit, Battenkill Inspired. Twenty-Five artists are involved with the exhibit. Washington County Tourism has indicated they will use some of their funds to promote the exhibit. The Folklife Center has received money from NYSCA and the Friends for Folklife Concerts.

Old Business

The Board Retreat will be held on Thursday, January 22, from 4:00 pm to 8:30 pm in the Community Room at the Library. Susan Weinrich of NYCON will be the moderator. Tomorrow morning senior staff and department heads will have a Staff Retreat.

New Business - None

Adjournment:

Motion to adjourn was made by Ms, Nemer and seconded by Ms. LaPann. Meeting adjourned at 4:49 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 28, 2015
4:30 pm
Holden Meeting Room