

**Board of Trustees
Meeting Minutes
June 24, 2015**

Attendance:

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

Absent: Mr. Harman, Mr. Rottenstreich

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

Guests: None

President Michael Toomey called the meeting to order at 4:33 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 May 27 & June 10, 2015 that was sent via email was made by Ms. Newcomb, seconded by Ms. Vanderminden. Motion carried.

Treasurer's Report – May 2015

A. Budget Amendment

Ms. Caimano went over the Treasurer's Report and Budget Amendments for the month of May. Our revenues are at 72% and expenses at 41% of the 2015 budget. A ***Motion*** to approve the May 2015 Treasurers Report and Budget Amendment was made by, Ms. Nemer seconded by Mr. Barnard. Motion carried.

Approval of Claims Auditor Report

Approval of the May 28 & June 11, 2015 Claims Auditor Report for bills & payroll. A ***Motion*** to approve the Claim Auditors reports was made by Ms. Newcomb, seconded by Ms. LaPann. Motion carried.

Committee Reports

A. Personnel

T. Vanderminden

1. Permission to increase 2015 wages for Durkin, Urbonowicz, Watkins, and Zwart by 6% each beginning July 1, 2015 for absorbing work due to the termination of overnight cleaning services. The addition cost in wages for 2015 will be approximately \$5,530.
2. Resignation of Donna Leonard, PT Library Clerk, effective June 25, 2015 based on her desire for retirement.
3. Permanent appointment of Sandy Busteed to FT Library Clerk at a yearly base salary of \$23,148, effective July 1, 2015. Ms. Busteed's existing healthcare coverage will be extended to reflect increased hours.

A **Motion** was made to accept items 1-3 by Mr. Leonelli, seconded by Ms. Caimano. Motion Carried.

Director's Report

K. Naftaly

Ms. Naftaly stated that we were unable to receive funding from the Wood for the *Extra Mile Grant*. She will try to get an explanation of why we were declined. She attended a meeting at SALS where they spoke of the next round of the NYS Construction Grant for 2016 implementation. We cannot use leftover bond money with money coming through the dormitory authority, however our capital account also reflects donations. If asking for \$25,000 or more for a project it must go out to bid for at least 3-6 bids from a minority or women-owned business. We must use vendors on an approved vendor list. A company out of Florida, Smart Procure, did a FOIL request to lots of companies including us. They were looking for an electronic copy of our invoices, which we were able to provide with our accounting system. Ms. Naftaly reported that she is attending the ALA Conference in California with librarian Julia Farrar and then will be taking vacation time out there for a few days. Pam Frazier will be in charge in her absence. She will be setting up a meeting with the Personnel and Finance Committees shortly to go over the 2016 budget. Mr. Gannon will be setting up a Board Development meeting as well.

Action items:

1. Permission for Lynn Shanks to apply for a grant with the Ronald McDonald House Charitable Foundation for the 1000 Books b4 Kindergarten program. We will request around \$3,000.

A **Motion** to approve Action item number 1 was made by Ms. Newcomb, seconded by Ms. Vanderminden. Motion carried.

Department Reports

A. Herman, Adult Services

Monday the 29th there will be a discussion on Selma. There are two folks in the community who marched in Selma and they will speak. One will be via video. The kick off for the *Adult Summer Reading* program and *Summer Film Series* is coming up. Jonathan Kruk will be here to do the *Legend of Sleepy Hollow* in the fall. A patron that often uses the library indicated that she was unaware of the *Film Series*.

L. Shanks, Development Director

The Gala will be a *Boots, Chaps & Cowboy Hats Jamboree*. Ms. Shanks is busy getting the word out about the gala. She is waiting for the Hoy's approval of the press release.

P. Frazier, Children's Department

Ms. Frazier has been busy getting the word out about the *Summer Reading Program*. She gave out handouts for the summer programs. At the kick off for the *Summer Reading Program*, there will be a juggler and tightrope walker.

G. Forshey, Innovation and Patron Experience

They are getting ready for the *Summer Adult Reading Program* kickoff. They are doing things different this year. There will be an activity log. The Friends have been very generous in donating for gifts for the weekly drawings. The 3-D Printer Class needs follow up.

Old Business

None

New Business

None

Adjournment:

Motion to adjourn was made by Ms. Newcomb, seconded by Mr. Gannon. Motion carried. Meeting adjourned at 4:59 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, July 22, 2015
4:30 pm
Holden Meeting Room**