

**Board of Trustees
Meeting Minutes
January 13, 2016**

Attendance:

Trustees: Ms. Nemer, Ms. Caimano, Mr. Toomey, Mr. Barnard, Ms. LaPann, Mr. Harman, Ms. Johnson, Dr. McDermott, Mr. Lebowitz, Ms. LaPann, Ms. Troelstra, Mr. Gannon, Ms. Newcomb.
Mr. Harman left at 5:02pm

Absent: Excused: Mr. Leonelli,
Unexcused: Ms. Vanderminden

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

Guests: None

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

Oath of Office:

Newly elected Trustees, Ms. Annette Newcomb, Dr. Brian McDermott, Ms. Mary LaPann were given the Oath of Office by President Toomey.

Slate of Officers for 2016

President:	Michael Toomey
Vice President:	Naftali Rottenstreich
Treasurer:	Barbara Caimano
Secretary:	Christina Vanderminden

Introductions were made around the room.

A ***Motion*** to accept the Slate of Officers for 2016 as presented was made by Ms. Newcomb, seconded by Mr. Gannon. Motion carried.

Appointment of Committee Members

Executive Committee: Toomey (Chair), Rottenstreich, Vanderminden, Caimano

Finance Committee: Caimano (Chair)

Personnel Committee: Vanderminden (Chair)

Board Development: Gannon (Chair)

Mr. Gannon has asked all Board members to let him know if they would like to stay on their current committee or change to a different one. Ms. Webb will send a 2015 committee list to all Trustees and asked that they respond to him prior to the next meeting on January 27.

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 December 3, 2015 that was sent via email was made by Rottenstreich, seconded by Ms. Nemer. Motion carried.

Treasurer’s Report – November 2015

A. Budget Amendments

Motion to approve the November 2015 Treasurers Report and Budget Amendments was made by Ms. Newcomb, seconded by Ms. Nemer. Motion carried.

Claims Auditor Report

Acceptance of the December 11 & 29, 2015 Claims Auditor Reports for bills & payroll. A **Motion** to Accept the Claims Auditor’s reports was made by Ms. Caimano, seconded by Ms. Nemer. Motion carried

Committee Reports - None

Friends of Crandall Public Library - No report Ms. Kathe

SALS - No Report Ms. Nemer

Director’s Report

Ms. Naftaly passed around the Incident Report folder. He stated that there had been a huge decrease of incidence in 2015 compared to 2014. She will have more to report at the next meeting on January 27. All action items except number 6 are standard for the year.

Action items:

1. Approval of the appointment for 2016 of H. Wayne Judge as the Library’s Attorney.
2. Approval for designation of The Post-Star and The Chronicle as the official newspapers for notification purposes.

3. Approval of change in standard mileage rates for travel reimbursement to 54.0 cents per mile for business miles driven as per IRS.
4. Approval of the Independent Contractor Mariagnes DeMeo to continue to act as Claims Auditor for the Library in 2016.
5. These are based on the Action items from the January 7, 2015 Board meeting. They are for standing meetings/activities during the year 2016:
 - 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, March 2, 2016 Albany, NY. Cost: Travel, possible reimbursement by NYLA.
 - D. Permission for Kathy Naftaly to attend the NYLA Annual Conference in 2016, Saratoga Springs, November 2-5. 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. o meetings are currently scheduled. Location: TBA. Cost: Travel.
 - I. Permission for Pam Frazier 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 programing; 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
6. Approval to use Adirondack Mobile Shredding to do our monthly shredding. The cost to shred 2 large locking consoles would be \$30 per console monthly. The shredding is done onsite. They also can shred hard drives, disks, tapes. Starting service on February 1, 2016.

A **Motion** to approve Action items #1-6 was made by Ms. Newcomb, seconded by Mr. Harman. Motion carried.

Department Reports

A. Herman, Adult Services

Patrons responded overwhelmingly to drop yarn off in our bin. Over 270 items of hats, scarfs and gloves will be on display starting tomorrow for anyone who needs them. Spot Coffee will bring over hot coffee and hot cider for everyone. There will be an Owl program on January 27. We have started a new program, *Color Café*, coloring for adults.

L. Shanks, Development Director

Ms. Shanks stated the *Annual Appeal* is coming to an end for 2015. We raised over \$45,000. Our goal was \$35,000.

P. Frazier, Children's Department

Ms. Frazier indicated there were some great programs over the holiday vacation. *Royal Reception* was a big hit. Coming up we have Legos, Crochet, Dr. Seuss, and The Opera. *Therapy Dogs* are still very popular. The *Art Class* on Tuesday afternoon has really taken off. *Fun with Languages* is doing well. So far we have Spanish and French.

G. Forshey, Innovation and Patron Experience

The Star Wars event went very well. Tomorrow we will be starting the *National Job Readiness Classes*. We will start offering *Hoopla* Digital Downloads. We hope to roll it out in a couple of weeks.

T. DeGarmo, Folklife

The current exhibit is coming down and the new exhibit, *The Dream of America: "Hey, Jesus Was a Migrant Too!"* will be going up. There will be panels on Migration in the North Country held in May with local people who have worked with Latino's in the community. The *Spring Folklife Concert Series* starts on March 10. There will be 9 sessions in the series. There is one more *Winter Blue Grass Jam*. Last week there were 27 musicians and about 50-60 people attending.

Old Business - None

New Business

With regrets we accept the resignation of Trustee Annette Newcomb. Annette has served on the Board for 20 years. We thank you for your 20 years of service.

We will need to look for a new Trustee to appoint that can fill Ms. Newcomb's term for the Town of Moreau.

Mr. Gannon is working with the Board Development Committee and has asked all Trustees to think about stepping up for an office next year. It would be nice to have someone else take a turn. Please contact Mr. Gannon and let him know what office you might be interested in.

At the February 24th Board meeting, Sara Dallas from SALS will speak to the Board about being a Trustee.

Adjournment:

Motion to adjourn was made by Mr. Rottenstreich and seconded by Ms. Caimano. Meeting adjourned at 5:27 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 27, 2016
4:30 pm
Holden Meeting Room