

**Board of Trustees
Meeting Minutes
January 27, 2016**

Attendance:

Trustees: Ms. Nemer, Ms. Caimano, Mr. Toomey, Mr. Barnard, Mr. Harman, Mr. Lebowitz, Ms. LaPann, Ms. Troelstra, Mr. Gannon, Ms. Vanderminden, Mr. Harman, Dr. McDermott entered at 4:47 pm,

Absent: Excused: Mr. Leonelli, Ms. Johnson

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

Guests: Kathleen Kathe, Dodi Robinson, Friends. Maury Thompson, *Post Star*

Called to Order: President Toomey called the meeting to order at 4:38p.m.

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 January 13, 2016 that was sent via email was made by Rottenstreich, seconded by Ms. Nemer. Motion carried.

Treasurer's Report – December 2015

A. Budget Amendments

Ms. Caimano went over the end of the year final Treasurer's Report. She thanked Terry Bell and Stephanie Winters for all their help.

Motion to approve the December 2015 Treasurers Report and Budget Amendments was made by Mr. Harman, seconded by Ms. Nemer. Motion carried.

Claims Auditor Report

Acceptance of the January 14, 2016 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

1. Finance Committee

B. Caimano

Ms. Caimano reported that the committee met with Jeanine Caruso of Financial Advisors & Marketing, Inc. who specializes in bonds as well as the Library's Attorney Wayne Judge last week to discuss the possibility of refinancing the library's bond. We would not be borrowing anything just trying to refinance for a better rate. We currently pay over \$800,000 per year in debt service.

2. Personnel Committee

T. Vanderminden

- 1) Appointment of Anne Nelson from Provisional PT to FT Library Assistant at an annual salary of \$33,689. Effective 2/1/2016.
- 2) Appointment of Jessica Bartholomew as a Provisional PT Library Clerk for 19 hours per week at \$12.91 per hour. Effective 2/8/2016
- 3) Appointment of Susan Burkley from PT to FT Library Clerk at an annual salary of \$23,843. Effective 2/1/2016.

Friends of Crandall Public Library

Ms. Kathe

Ms. Kathe reported that they have a new President, Dave Lyon. The book sales will now be held at the end of the month instead of the beginning. The next Book Sale is February 26-28, 2016. Paul Chapman's work will be in the Gallery next month.

SALS

Ms. Nemer

Ms. Nemer did not attend the meeting. Ms. Naftaly reported that they called our 3-D printing project a good thing as it is having positive results. SALS is working with Skyriver, to acquire MARC records to streamline the Polaris catalog. They indicated that they will have to dip into their operating reserves to pay bills this year.

Director's Report

Ms. Naftaly reported that the year-end door counts have gone up for 2015. The year end is 412,000+ about 1.6% increase from 2014. Circulation is down about 5% from 2014. EContent is about 7.7% of annual circulation. The state does require door counts from us. We were informed that we owe back taxes to the Town of Queensbury, as Home Depot was over charged on their tax assessment. We will have to use money out of our Contingency Fund. The total amount due is \$11,516.26.

Action items:

1. Approval for Capital Financial who is our Flexible Spending Account (FSA) administrator to withdraw via ACH transfers to them from a special savings account for our FSA account funding. We have a separate savings account that we previously paid FSA reimbursement claims from.
2. Permission to send up to three staff to the Find Your Stride NYLA-YSS 2016 Spring Conference, April 15, 2016 in Albany, NY. Cost: Not to exceed \$450 plus mileage.
3. Board authorization for the destruction of about 15 cubic feet of obsolete library records that have met their minimum legal retention requirements set by NYS.

4. Accept low bid of \$8,464 from First Flame Fireplaces, Stoves, Inserts for replacement and installation of the 3 natural gas insert fireplaces.
5. Permission for Leibold, Farrar and Lettus to attend the Summer Reading Workshop at SALS on February 2, 2016. Cost: Travel to Saratoga Springs.

Ms. Naftaly indicated that she would ask the Friends to subsidize item # 4.

A **Motion** to approve Action items #1-5 was made by Mr. Rottenstreich, seconded by Ms. Caimano. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman wanted to acknowledge Librarian Karen Tinney for all the work on the *Hats, Scarves & Gloves* project. The program went over very well. We had wonderful press for it. There is a program on *Saving Owls* tonight. Black History month is coming up. We are showing four films in conjunction with the NAACP. Other projects include *Crandall Crafters & Color Café* are both doing very well. Mark Frost will be doing a program. On February 11, Author Mark Rozell will be here.

L. Shanks, Development Director

Ms. Shanks stated that she is launching a *Social Media Campaign* to advertise the library. She sent a handout around. She would like to start with celebrities, people who have performed or spoken here, musicians, authors, etc.

P. Frazier, Children's Department

Ms. Frazier indicated that there was a meeting with the Teen Advisory Committee to talk about what they want to see and do next year. The teens volunteered to help at the Gift Back Program in December. Children's received a grant from Macdonald's to help buy book bags for the *1000 Books Before Kindergarten* program. *Fun with German* will be starting soon. Ms. Frazier handed out flyers for upcoming events in February and during school winter vacation.

T. DeGarmo, Folklife

Mr. DeGarmo received a check from NYSCA for \$36,000 for the years Folklife programming. This fall the Folklife Center will be celebrating the 100th anniversary of Glens Falls native Charles Evans Hughes. We will display a portrait that the family gave to us. Maury Thompson shared some fun facts from the 1916 Presidential Election that he researched in the Folklife Center. The three major issues then were; 1) International Security 2) Suffrage 3) Relations with Mexico. It was suggested that we put a fence around the Mexican border.

G. Forshey, Innovation and Patron Experience

Mr. Toomey told Ms. Forshey that it was so nice to see her picture in the *Post Star* with the article on the 3D printer. Ms. Forshey stated that it was great press. It has brought a lot of people in to the library to check out the 3D printer. She is getting ads ready to launch *Hoopla*.

Old Business - None

New Business

Logo & Branding discussion with Lynn Shanks and Kerry Ziegler. Discussion will take place as a workshop after the meeting.

Adjournment:

Motion to adjourn was made by Ms. Nemer and seconded by Mr. Harman. Meeting adjourned at 5:14 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, February 24, 2016
4:30 pm
Holden Meeting Room**