

(Draft)
Board of Trustees
Crandall Public Library
AGENDA
Organizational Meeting
January 11, 2017

1. **Call to order** M. Toomey

2. **Oath of Office:** M. Toomey
 1. Megan Johnson

3. **Elections of Officers for 2017**
President: Naftali Rottenstreich
Vice President: Mike Toomey
Treasurer: Mary LaPann
Secretary: Barbara Caimano

4. **Appointment of Committee Members**
Executive Committee: Rottenstreich (Chair), Toomey, LaPann, Caimano
Finance Committee: LaPann (Chair)
Personnel Committee: Vanderminden (Chair)
Board Development: Gannon (Chair)

5. **Public Comment**

6. **Correspondence and Press** (see board pass around file for actual correspondence)

7. **Approval of Board of Trustees Minutes: November 30, 2016** N. Rottenstreich

8. **Treasurers Report, November 2016** M. LaPann
 - A. Budget Amendments

9. **Approval of Claims Auditor Report for December 13 & 28, 2016** M. LaPann

10. **Committee Reports**

11. **Friends of Crandall Public Library** D. Robinson

12. SALS

D. Nemer

13. Director's Report & Action Items:

K. Naftaly

A. Action items:

1. Approval of the appointment for 2017 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 53.5 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 2017.
5. These are based on the Action items from the January 13, 2016 Board meeting. They are for standing meetings/activities during the year 2017:
 - 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 1, 2017 Albany, NY. Cost: Travel, possible reimbursement by NYLA.
 - D. Permission for Kathy Naftaly and other staff/board members to attend the NYLA Annual Conference in 2017, Saratoga Springs, November 8-11. 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 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 a Reference staff member 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

Q. Permission for Kevin Rogan to attend:

a. 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

6. Permission for two Children's staff members to attend the February 9th SALS Youth Services Workshop in Saratoga Springs. Cost: Travel

14. Department Reports

- A. Herman, Adult Services
- L. Shanks, Development Director
- P. Frazier, Children's Department
- T. DeGarmo, Folklife
- G. Forshey, Innovation and Patron Experience

15. Old Business

16. New Business

17. Executive Session (if necessary)

18. Adjournment

**The next Board Meeting is
Wednesday January 25, 2016
4:30 PM,
Holden Meeting Room**