

**Board of Trustees
Meeting Minutes
January 11, 2017**

Attendance:

Trustees: Ms. Nemer, Ms. Caimano, Mr. Toomey, Mr. Rottenstreich, Mr. Barnard, Ms. LaPann, Ms. Barcomb, Dr. McDermott, Mr. Hazeweski, Ms. LaPann, Ms. Troelstra, Mr. Gannon, Ms. Vanderminden.

Absent: Excused: Mr. Lebowitz, Ms. Johnson

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

Guests: None

President Toomey called meeting to order at 4:36 p.m.

Oath of Office:

Ms. Johnson was absent so no Oath of Office was given.

Slate of Officers for 2017

President:	Naftali Rottenstreich
Vice President:	Michael Toomey
Treasurer:	Mary LaPann
Secretary:	Barbara Caimano

A ***Motion*** to accept the Slate of Officers for 2017 as presented was made by Ms. Nemer, seconded by Mr. Hazewski. Motion carried.

Outgoing President Toomey turned the meeting over to incoming President Rottenstreich.

Appointment of Committee Chairman

Executive Committee:	Rottenstreich (Chair), Toomey, LaPann, Caimano
Finance Committee:	LaPann (Chair)
Personnel Committee:	Vanderminden (Chair)
Board Development:	Gannon (Chair)

A ***Motion*** to approve the Committee Chairman was made by Ms. Nemer, seconded by Ms. Caimano. Motion carried.

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 2016 committee list to all Trustees and asked that they respond to him prior to the next meeting on January 25.

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 30, 2016 that was sent via email was made by Mr. Hazewski, seconded by Ms. Troelstra. Motion carried.

Treasurer’s Report – November 2016

A. Budget Amendments

Ms. LaPann indicated that we are on track with the budget.

Motion to approve the November 2016 Treasurers Report and Budget Amendments was made by Ms. Caimano, seconded by Mr. Leonelli. Motion carried.

Claims Auditor Report

Acceptance of the December 13 & 28, 2016 Claims Auditor Reports for bills & payroll. A **Motion** to Accept the Claims Auditor’s reports was made by Mr. Barnard, seconded by Ms. Vanderminden. Motion carried

Committee Reports - None

Friends of Crandall Public Library - No report

Ms. Robinson

SALS - No Report. The next meeting is Tuesday, January 17.

Ms. Nemer

Director’s Report

SALS will be supporting core services to member libraries to include Joint Automation and Board development support. They will have access to professionals in fields such as personnel and finance instruction to help staff in member libraries. There will also be someone to help the IT staff. This is pending full approval at the SALS meeting in next week. Circulation fees for ILS support will go up from 10¢ an item to 11¢ in 2018. This development needs to be included in this year’s budget preparation for 2018. Ms. Naftaly stated that this Friday the 2nd installment of Crandall Cares will take place outside the Park entrance between 1:00 and 3:00 pm. Spot Coffee will generously provide coffee for the event at no cost.

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 programing; 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
- 7. Permission for Kim DeBarbieri and Anne Nelson to participate in the ALA eCourse "Basic Reference Skills for Non-Reference Librarians". Cost \$350 (\$175/person).
- 8. Permission to provide color printing in the Internet Room at a cost of 25¢ per page.

Mr. Gannon opined that we should not have to approve all items in #5 every year. He feels the Board trust her to make these decisions. Ms. Naftaly indicated that it is a general rule that we follow especially for our audits. She thanked him for their trust in her.

Mr. Rottenstreich inquired about the reduced circulation. Asked if anyone is aware of why it is down. Possible due a better economy?

Ms. Naftaly indicated that we pay approximately \$6,000 to \$7,000 in Joint Automation fees per month. Also, most libraries don't have their own IT staff as we do. J.A. employees are their IT staff. They pay Polaris fees. All libraries pay based on the same formula.

A **Motion** to approve Action items #1-8 was made by Ms. LaPann, seconded by Ms. Caimano. Motion carried.

Department Reports

A. Herman, Adult Services

We will be holding our *Crandall Cares* this Friday. We have twice as many items this year as we did last year. We are getting new color copier for the internet room. Our outreach librarian has served 719 patrons this year. The biggest request she gets is for large print books.

L. Shanks, Development Director

Ms. Shanks reported that we have received \$40,260 for the Annual Appeal to date and \$31,620 is designated for the *Library by Mail* program. The goal for the *Library by Mail* program is \$35,000. She has been working on several grants. The program *Beakman Live* at the Wood Theater next weekend has 300 people attending. Thank you to C.R.Bard for the grant for the program. She was asked when we would be accepting nominations for the *Henry Crandall Award*. Ms. Shanks indicated that we would be meeting in regards to it soon.

P. Frazier, Children's Department

Ms. Frazier indicated *Beakman Live* will be held on Friday, January 20th at the Wood Theater. The program is free thanks to receiving funding for it. It is sold out with 300 people attending. An update on the *1000 Books b-4 Kindergarten* program, 66000 books have been read. In a one year period 809 kids have been involved in the program. 42 children have met the challenge. The foreign

language classes we currently have are Korean, German, French and Spanish. They are all pretty much filled up.

T. DeGarmo, Folklife

Mr. DeGarmo passed out post cards for the Wings Falls Quilters Guild Celebrates! We are hosting their 40 Years of Quilting exhibit. The schedule for events is on the back. There will be 12 Live Folklife Concerts this spring. They will be held on Thursday nights starting on March 9th. Check out our YouTube site. The Friends are using a video we did for them to promote their upcoming book sale. February is Black History month. *Colgate Resolution* will perform live tomorrow night. It is their 25th anniversary. It is expected to be very well attended. Mr. DeGarmo's daughter is in the group.

G. Forshey, Innovation and Patron Experience

Ms. Forshey reported she has been working on year end statistics. She reported that Library Assistant Kim DeBarbieri who heads the computer 1-on-1 classes has held 117 classes and helped 123 patrons. She helps with devices, Windows 10, Facebook. She is very well liked and there have been many compliments how helpful she is.

Old Business - None

New Business - None

Adjournment:

Motion to adjourn was made by Ms. LaPann and seconded by Mr. Toomey. Meeting adjourned at 5:15 p.m. Motion carried.

Respectfully Submitted,

Barbara Caimano

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