

**Board of Trustees
Meeting Minutes
March 1, 2017**

Attendance:

Trustees:, Ms. Barcomb, Mr. Toomey, Mr. Gannon, Ms. Johnson, Mr. Rottenstreich, Ms. Nemer, Dr. McDermott, Ms. Vanderminden

Absent: Excused: Mr. Lebowitz, Mr. Leonelli, Mr. Hazewski, Ms. Caimano

Absent: Unexcused: Ms. LaPann, Ms. Troelstra, Mr. Barnard

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

Guests: Dodi Robinson, Friends. Kerry Ziegler, CPL

Called to Order: President Rottenstreich called the meeting to order at 4:41p.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 25, 2017 that was sent via email was made by Ms. Nemer, seconded by Ms. Barcomb. Motion carried.

Treasurer's Report – January 2017

A. Budget Amendments

Ms. Winters went over Treasurer's Report. Revenues are at 3.9% and Expenses at 7.3%. **Motion** to approve the January 2017 Treasurers Report was made by Mr. Toomey, seconded by Ms. Vanderminden. There were no Budget Amendments. Motion carried.

Claims Auditor Report

Acceptance of the January 27, February 13 & 27, 2017 Claims Auditor Reports for bills & payroll. A **Motion** to Accept the Claims Auditor's reports was made by Ms. Nemer, seconded by Ms. Vanderminden. Motion carried

Committee Reports

1. Personnel – Approve Ms. Vanderminden

1. Approval for Jonathan Gonzales, part-time page to go from probation to permanent at a rate of \$9.75 per hour effective 3/1/2017.
2. Approval to rehire Michele Lettus as a part-time page at a rate of \$10.16 per hour. Michele was previously a page and is currently a Part-time Library Assistant.
3. Approval to accept the resignation of Library Clerk Kay Hafner effective 2/2/2017.

Motion to approve #1-3 was made by Ms. Vanderminden, seconded by Mr. Toomey. Motion carried.

2. Board Development

1. Selection of Committee Members Mr. Gannon

Selection of 2017 Committee Members has been made. Ms. Webb will send out the 2017 list.

Friends of Crandall Public Library

Ms. Robinson

Ms. Robinson reported that the book sale raised \$12,275.75

SALS

Ms. Nemer

Ms. Nemer reported that the SALS annual meeting will be held on May 15th at Fort William Henry.

Director's Report

Ms. Naftaly said she appreciated the Boards support with the controversy on Facebook regarding homeless people in the library. Patrons were very supportive of the homeless people.

Action items:

1. Permission to apply to NYSCA Electronic Media & Film Program to continue our Film & Video Festival. (amount TBD) and to register Folklife in the NYSCA program.
2. Permission to close the Library, Friday, May 12 for staff development day.
3. Permission for Guin Forshey to attend free Hot Spot Lending workshop at CDLC in Albany on April 27. Cost: travel.
4. Permission to discard 2 stacking chairs.
5. Permission to discard 3 couch sections, ripped, 3 vacuum cleaners, parts missing, 1 commercial grade dehumidifier refrigerant coil, needs replacing.
6. Permission to apply for the Leo Beach Grant. Request is for Library by Mail, Children's Summer Reading Program, 3D printers, and to travel the Folklife exhibition, *The Dream of America*.
7. Approval of the Henry Crandall Award recipient.
8. Approval of the Corporate Resolution from Glens Falls National Bank authorizing Officers and Director to open and maintain accounts with said bank.

A **Motion** to approve Action items #1-8 was made by Mr. Gannon, seconded by Ms. Barcomb. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman reported that she held a planning meeting with her staff. *Dr. Who Trivia Night* will be held on March 15. *Friends of the IBA* will be here tonight with live owls. The *African American Film Forum* was held every Tuesday during February. Attendance was excellent.

L. Shanks, Development Director

Ms. Shanks reported that she is gearing up for the *Love Your Library Raffle*. The grand prize will be \$1000, and second prize will be \$500. A tentative drawing date is for June 30th. Tickets will be \$25.00 each. She just had a visit from National Grid. They gave her a check for \$2,500 for the *Explorer Exhibition*.

P. Frazier, Children's Department

She reported that her department had a wonderful time for February vacation. The *Quilting* program held by the Folklife Center and the Wings Falls Quilting Guild went very well. The kids really enjoyed it. Texas Roadhouse has partnered with us for the *Winter Reading Program*. She is currently planning for the April vacation break. They are having another *Royal Reception* during the break. *Dr. Seuss Birthday Party* was held on Monday night. Crandall was voted the most Loved Library on Hula Frog for the Lake George/Saratoga region. Adelaide Leibold is retiring in April. She has worked here for 25 years. We wish her the best of everything! She will be missed.

T. DeGarmo, Folklife

Mr. DeGarmo stated that 50 people were involved in the *Quilt Workshop*. There were different stations for different phases of production. The kids got to sew them. They all took home a four square quilt. We finished up the *Blue Grass Jam Sessions*. The *Spring Concert Series* will be starting the end of March. We have a total of 12 concerts lines up until the end of May. We will be doing a YouTube session with Adelaide from Children's. We will be making her a DVD as a farewell gift. We got extended with NYSCA for 2018.

G. Forshey, Innovation and Patron Experience

Ms. Forshey informed us that in 2010 NYLA started a Library program called Snapshot. They pick a day in February, this year 21st to use it for statistics. It showed that our circulation and door counts were the highest this year over the past three years.

Old Business

Kerry Ziegler presented the new logo for the Board's approval. The launch date will be the same time we launch the new web site. The Marketing Committee is currently working on it and they figure it will be approximately six months until they are ready to launch that. A *Motion* was made by Ms. Vanderminden, seconded by Ms. Nemer to approve the new Logo. Motion carried.

New Business - None

Executive Session - None

Adjournment:

Motion to adjourn was made by Mr. Gannon and seconded by Ms. Vanderminden. Meeting adjourned at 5:04 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, March 22, 2017
4:30 pm
Holden Meeting Room