

**Board of Trustees  
Meeting Minutes  
September 27, 2017**

***Attendance:***

**Trustees:** Ms. Caimano, Mr. Toomey, Mr. Barnard, Ms. Barcomb Mr. Gannon, Ms. Johnson, Mr. Rottenstreich, Dr. McDermott, Ms. Vanderminden, Mr. Lebowitz, Ms. LaPann, Ms. Troelstra,

**Absent:** Excused: Mr. Leonelli, Mr. Hazewski. Ms. Nemer

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

**Guests:** Michael Goot, Post Star, Brian Borie, FCPL, Cindy Watkins, Staff CPL  
Rottenstreich called the meeting to order at 4:33p.m.

**Called to Order:** President

**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 August 23, 2017 that was sent via email was made by Ms. LaPann, seconded by Ms. Barcomb. Motion carried.

***Treasurer's Report – August 2017***

A. Budget Amendments

Ms. LaPann went over the Treasurers Report. She indicated it is a favorable report. Revenues are at 86.4% and Expenses are at 51.9%. There were four budget amendments. A **Motion** to accept the Treasurers Report was made by Mr. Barnard, seconded by Ms. Caimano. Motion carried.

### ***Claims Auditor Report***

Acceptance of the August 20 and September 13, 2017 Claims Auditor Reports for bills & payroll. A **Motion** to Accept the Claims Auditor's reports was made by Ms. Caimano seconded by Ms. Barcomb. Motion carried

### **Committee Reports** - None

#### **Friends of Crandall Public Library**

Mr. Borie

Mr. Borie informed us that the June book sale raised \$13,231 in sales. The next Book Sale is October 13-15<sup>th</sup>. The Gallery currently has a Hudson Falls Artists work on display. They would love some volunteers for the book sale.

#### **SALS**

Ms. Nemer

Ms. Naftaly reported that the potential 2018 budget was handed out. Due to less revenue the fees from circulation will increase to .11cents. Spectrum Cable is taking away free services to small libraries. JA has internet security policies which will be distributed to libraries shortly. The SALS building is having some work done.

### **Director's Report**

Ms. Naftaly went over some issues with the building. We have had an infestation of yellow jackets which were removed. An automobile ran into the building causing cosmetic damage to some bricks. Fortunately, no one was hurt. We are currently shopping for a new outdoor book drop. We have repaired the plaster molding in three places in the original building's ceiling. We were preliminarily awarded \$66,649 for a New York State Construction Grant to add offices for the Teen Center staff and to add more quiet space for the public. We should know for sure whether or not we will receive it by next summer. Ms. Naftaly indicated that there will be a Board Retreat on November 1<sup>st</sup> at 4:30 in the Holden Room Margaret Shapiro is running for Board Trustee from the Town of Queensbury. The Library will host and be closed on Friday, October 27<sup>th</sup> from 9:00 am to 1:00 pm for a system-wide security workshop with Dr. Steven Albrecht. All Libraries and Board members are invited.

### **Action items**

1. Permission to send Emily Forbes to Middle Childhood Matters workshop in Guilderland, November 2. Cost: \$50 plus travel.
2. Permission to send up to 11 staff members to the Public Library Association Conference in Philadelphia, PA Mach 20-24,2018. Cost: Travel, housing, meals, registration not to exceed \$20,000 (\$25,000 budgeted for travel & continuing education in 2018).
3. Permission to pay Town of Queensbury \$19,529 due to their loss in a tax roll assessment review for K-Mart.
4. Approval for Crandall Public Library to participate in the 2017 South Glens Falls Holiday Parade (pending staff engagement.)
5. Approve of 2018 Holiday closings (see attached).

### **Department Reports**

*L. Shanks, Development Director*

Ms. Shanks thanked several people for helping her with the gala. Mary LaPann for securing auction items, Susan Fox and Terry Bell for collecting bottles of wine and spirits, Barb Caimano, Dale Nemer, Kathy Naftaly and Todd DeGarmo for all their help. She also thanked the Sponsors and Community for supporting us. The auction this year will focus on art from local artists. Last week

she and Kathy Naftaly meet with a patron who is making a large donation to the Library for materials support.

*P. Frazier, Children's Department*

Ms. Frazier reported that the *Teens Summer Reading Program* had 48 kids and they read 1576 books. *Bumble Bear* participation was 225 books. Attendance for June, July and August was over 800 kids for programs. This fall there will be *Family Yoga* and a *Book Club* for older kid's grades 5 & 6. Ms. Frazier passed out the October Children's calendar

*T. DeGarmo, Folklife*

Mr. DeGarmo reported that the Folklife concerts started. They have had the third one so far. The first one was standing room only. There will be a book signing with Barbara Villet, for her book "The Loving: An Intimate Portrait" on October 13, 2017. On October 4<sup>th</sup> there will be a program with 3 national storytellers, "American Voices: Immigrant Stories. On October 16<sup>th</sup> there will be a *Do Tell* workshop. It is a free program but you need to preregister. Chris Bush of *Summerland Music Society* has agreed to commission a classical piece for a concert to mark the Crandall Library's 125<sup>th</sup> year.

*A. Herman, Adult Services*

The program for the eclipse had lots of folks calling to see if we had glasses so they could watch the eclipse. PBS is compiling local people's experiences of the Vietnam War. Jennifer Boyer has been really good at compiling movies to coincide with programs. There will be a *Walking Dead Trivia Night* in October. On October 21<sup>st</sup> Librarian Tish Dolton will have a program on *Woman Suffrage*.

**Old Business**

Dates for Public Hearings for 2018 Crandall Public Library Budget:

1. Tuesday, October 17, 2016, Queensbury Town Hall Senior Center @ 7:00 pm
2. Wednesday, October 18, Moreau Town Hall @ 7:00 pm
3. Wednesday, October 19, Glens Falls Common Council Chamber @ 7:00 pm

Ms. Naftaly asked all Board members to participate.

**New Business**

- a. Resignation of Board Member Brian McDermott effective September 30, 2017.

A **Motion** was made by Ms. Caimano, seconded by Ms. Troelsta to regretfully except the resignation of Dr. Brian McDermott. They thanked him for being on the Board and wish him well in his new endeavors.

The Adirondack Film Festival will be held on October 20-21, 2017. We may need to stay open a bit later on those days if necessary to accommodate folks. A **Motion** was made by Ms. Vanderminden, seconded by Ms. LaPann to stay open later to host the Film Festival if necessary. Motion carried.

Ms. Vanderminden asked for the missing director evaluations from Board Members and that they are returned to her by the end of this week.

Mr. Barnard raised concerns over some of the incident reports that were circulated during the meeting. There were some reports about threats and he finds this very disconcerting. He questioned about suspending these folks. He is concerned that it has reached a new level. He was concerned that

this is an issue that would keep patrons from coming to the Library. He wants staff and patrons to feel that this is a safe place as do all Board members. There were a total of seven incident reports with five of them being for swearing in the Library.

There is one patron that has quite a few incident reports, however this patron was not named on any of the questioned reports. We need to have a paper trail for all incidents. We need staff to file a report when someone makes them uncomfortable. We also need to encourage patrons to report incidents to staff or security. Ms. Vanderminden indicated that the Library has a set of Standards to go by and that staff and administration should adhere to it. Ms. LaPann stated that if anyone makes the staff and/or the public feel uncomfortable in the Library or outside of the Library including the parking area, call 911 immediately! Parking areas are part of the Glens Falls Police jurisdiction.

**Adjournment:**

*Motion* to adjourn was made by Ms. Caimano and seconded by Mr. Barnard. Meeting adjourned at 5:22 pm. 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, October 25, 2017**  
**4:30 pm**  
**Holden Meeting Room**