

**Board of Trustees  
Meeting Minutes  
October 25, 2017**

***Attendance:***

**Trustees:** Ms. Caimano, Ms. Barcomb, Mr. Lebowitz, Mr. Barnard, Ms. LaPann, Mr. Hazewski, Mr. Leonelli, Ms. Vanderminden, Mr. Rottenstreich, Ms. Troelstra entered at 4:43, Mr. Toomey entered at 4:53 pm

**Absent:** Excused: Ms. Nemer, Ms. Johnson, Mr. Gannon

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

**Guests:** Michael Goot, Post Star, Brian Borie, FCPL, Fred Kennison, Patron, Cindy Watkins, Staff CPL

**Called to Order:** President Rottenstreich called the meeting to order at 4:31 pm

**Public Comment**

1. Cindy Watkins asked a question regarding our Suspension Policy.
2. A patron who refused to state his name stated he was here to defend himself against the *Post Star* newspaper article of September 30, 2017. He claimed that they were false statements and unfounded allegations. The newspaper article did not mention anyone by name.

**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 September 27, 2017 that was sent via email was made by Ms. LaPann, seconded by Mr. Barnard. Motion carried.

***Treasurer's Report – September 2017***

A. Budget Amendments

Ms. LaPann went over the Treasurers Report. She indicated it is a favorable report. Revenues are at 89.5% and Expenses are at 68.5%. We are 75% through our budget year. There were four budget amendments. A **Motion** to accept the Treasurers Report was made by Mr. Hazewski, seconded by Ms. Barcomb. Motion carried.

**Claims Auditor Report** Acceptance of the September 28 & October 11, 2017 Claims Auditor Reports for bills & payroll. A **Motion** to Accept the Claims Auditor's reports was made by Mr. Hazewski seconded by Ms. Barcomb. Motion carried.

**Committee Reports**

**Personnel**

Ms. Vanderminden

1. Reinstatement of Library Clerk Sandra Busted. Full time Library Clerk at an annual salary of \$27,300.
2. Resignation of Lynn Shanks, Director of Development, effective October 31, 2017.
3. Hiring of Page Jessica Hill as a part-time page at a salary of \$9.75 per hour effective September 27, 2017.
4. Permanent Appointment of Guinevere Forshey as Librarian III effective as of 12/1/2013. New date for Civil Service effective 10/23/2017.
5. Permanent Appointment for Kathleen Naftaly as Library Director III effective 12/4/13. New date for Civil Service effective 10/23/2017.
6. Approval of Health Insurance plans for 2018. Blue Shield Plan POS-Gold Radius High (Local Network) and Blue Shield EPO-Gold High (National Network) and introducing a third Plan MVP EPO-Platinum 5 (National Network).

A **Motion** to approve items # 1, 3-6 was made by Ms. Vanderminden, seconded by Ms. Caimino. Motion Carried. A **Motion** to approve item # 2 that was regrettably accepted for the resignation of Lynn Shanks was made by Ms. Vanderminden, seconded by Ms. LaPann. Motion carried.

**Friends of Crandall Public Library**

Mr. Borie

Mr. Borie informed the Board that the October book sale raised \$10,540. It is bit less than the June sale. The next book sale is in February.

**SALS**

Ms. Nemer

Ms. Naftaly reported that the SALS Annual Meeting will be held on May 21, 2018 in Saratoga. We are holding a Security Workshop and have 80 folks coming here and about 70 attending at Saratoga Springs. It is a system wide workshop.

**Director's Report**

Ms. Naftaly informed us that there will be a Glens Falls Candidate Forum held in the Library on Sunday. All Glens Falls Candidates to have been invited to discuss issues in a neutral place. It is a non-partisan event. There was one attendee at our Budget Public Hearing in Moreau. Trustees were thanked for coming. There were no attendees in Glens Falls or Queensbury. We will not have a float in this year's South Glens Falls parade.

**Action items**

1. Permission to extend library hours until 8:00 p.m. on Friday, December 1, 2017 to participate in Glens Falls Hometown Holiday celebration.
2. Permission to apply to the Touba Foundation for up to \$5,000 in support of 125<sup>th</sup> Crandall Public Library cultural programming.

A **Motion** was made by Ms. Caimano, seconded by Ms. Vanderminden to accept Action Items 1-2. Motion carried.

### Department Reports

#### *A. Herman, Adult Services*

Ms. Herman stated that the Fall Film Series continues. On November 30<sup>th</sup> there will be a program called *The Winter Solstice in Legend and Song*.

#### *L. Shanks, Development Director*

Ms. Shanks informed everyone that the Gala will be here on Friday. There will be 204 guests. Sponsorships are high this year. Ms. Shanks thanked everyone for their help and for their kind words as she leaves Crandall Library to start her new endeavor. Everyone wished her well.

#### *P. Frazier, Children's Department*

Ms. Frazier reported that the *Teen Prom* will be held on November 2. We will be holding the 1<sup>st</sup> ever *Community Baby Shower* event on November 4<sup>th</sup>. It is a shared event with BOCES and WIC. She passed out shower invitations.

#### *G. Forshey, Innovation and Patron Experience*

Ms. Forshey reported that next week is International Game Week. Next Thursday we will have live play-through with the video game *Journey*. On Saturday, November 4<sup>th</sup> we will play board games. An update on the Glens Falls Foundation Grant was given. We have had a 20% response rate from the public which is really great. She hopes to have the beginnings of the web site in January.

### **Old Business \_ None**

### **New Business - None**

**Executive Session: Motion** to go into Executive Session to discuss a personnel issue was made by Ms. LaPann and seconded by Mr. Toomey. No action taken. **Motion** to come out of Executive Session at 5:50 pm was made by Ms. Caimano, seconded by Ms. Barcomb. Motion carried.

### **Adjournment:**

**Motion** to adjourn was made by Ms. Caimano, seconded by Ms. Barcomb. Motion carried. Meeting adjourned at 5:51 pm.

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, November 29, 2017**  
**4:30 pm**  
**Holden Meeting Room**