

**Board of Trustees  
Meeting Minutes  
November 29, 2017**

**Attendance:**

**Trustees**, Mr. Rottenstreich, Ms. Caimano, Mr. Leonelli, Ms. Johnson, Mr. Lebowitz, Ms. Troelstra, Mr. Hazewski, Mr. Barnard, Mr. Gannon, Ms. Barcomb, Ms. LaPann, Ms. Vanderminden

**Absent:** Mr. Toomey, Ms. Nemer

**Staff:** Ms. Naftaly, Ms. Herman, Ms. Forshey, Ms. Bell, Ms. Winters, Mr. DeGarmo

**Guests:** Margaret Shapiro, new Board Member, Mr. Borie, FCPL, Manny Lopez and Brenda Lamb, Patrons, Cindy Watkins, Staff

**Called to Order:** Meeting was called to order at 4:35 p.m. by President Rottenstreich

Ms. Naftaly announced the NBT Bank was robbed around 2:30 pm; police walked through the library and made Security Staff aware of the robbery. St. Mary's school was placed on lock down.

**Public Comment:**

Manny Lopez spoke about an incident where a patron waved a hammer; the issue was reported and the patron was banned for one week. Ms. Naftaly reported the patron brandished the hammer but did not attack Mr. Lopez. Mr. Lopez threatened to sue the library over the incident. Mr. Rottenstreich thanked Mr. Lopez and acknowledged that his concerns were heard.

**Correspondence and Press** (see Board Pass Around file for actual correspondence and press)

**Approval of Board of Trustees Minutes**

Motion to approve the Board of Trustees Minutes of October 25, 2017 that was sent via email was made by Ms. LaPann seconded by Ms. Barcomb. Motion carried.

**Treasurer's Report – October 2017**

A. Budget Amendments

Ms. La Pann went over the Treasurers Report. She indicated it is a favorable report. Revenues are at 91.1% and expenses are 75%. There were four budget amendments; a restricted donation adjustment of \$248.00 and two claims Auditor reported. A Motion to approve the Treasurer's Report and Claims Auditor Report was made by Mr. Hazewski and seconded by Ms. Caimano. Motion carried.

**Claims Auditor Report**

Approval of Claims Auditor Report for October 25, 2017 for Bills & Payroll. Motion was made with Treasurer's Report

## **Committee Reports**

### **Personnel**

Ms. Vanderminden

1. Provisional appointment of Sarah Viviani, full-time Children's Librarian 1, effective November 2017 at an annual salary of 36,559
2. Provisional appointment of Julie Romanazzi , part-time substitute Teen's Library assistant, effective November 1, 2017 at a salary of \$18.51 per hour
3. Provisional appointment of Serah Lundgren, part-time substitute Teen's Library Assistant, effective November 1, 2017 at a salary of \$18.51 per hour.
4. Provisional appointment of Erica Catalano, part-time Reference Library Assistant, effective December 5, 2017 at a salary of \$18.51 per hour.

A Motion to approve items #1-4 was made by Ms. La Pann seconded by Ms. Vanderminden. Motion carried.

### **Board Development**

Following the Board Retreat, Ms. Vanderminden felt the By Law review will be the biggest task the Board needs to address. The possibility of using the Center for Non-Profits as a resource was discussed; they may also be able to help the Friends of Crandall Public Library. Need to address the fact that the Board meetings are more operational than strategic. Mr. Gannon stated that representation on each committee needs Board members from each community in the Library District. Ms. Camino, Ms. Barcomb, Ms. LaPann and new Board member, Ms. Shapiro volunteered to serve on the By Laws review. Mr. Gannon emphasized that the Board needs to go over the By Laws. To save staff time, it was suggested that Department Heads give their reports before the meeting instead of at the end of the meeting. Ms. Shapiro said that to make progress on our Strategic Plan that a part of the plan be discussed at Board meetings so the Board can see how we are doing.

### **Director's Report & Action Items:**

#### *A. Action items:*

1. 2018 Board Meeting dates were distributed
2. Ms. Naftaly discussed that beginning January 1, 2018 all eligible employees will participate in the mandatory NYS Paid Family Leave Act to be funded by employee salary deductions. A sample will be sent out to all Board Members

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

Mr. Borie reported that the fall Book Sale made around \$1,500. Social media promotion helped get the word out about the sale and helped with sales. The Board asked if everything sold, Mr. Borie said that some of the books are kept for the next sale but very few are left because of the bag sale on the last day of the sale. Friends are getting lots of donations already for the next sale, they even accept VHS tapes. If someone can't bring their books to the library someone from the Friends will pick up the books.

### **Department Reports**

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

Ms. Herman reported that the library will be participating in the downtown Hometown Holidays Celebration on Friday with a Gospel choir performing at the Glen St. entrance. Also the Hyde Collection will have a table set up passing out coloring books and Stewart's asked for a table to use to pass out eggnog and donuts outside the library. On Saturday there will be a craft program for adults; they will be making snow globes and recycled book page ornaments. On Thursday, November 30 storyteller Diane Edgecomb will present a program, "Winter Solstice in Legend and Song".

*G. Forshey, Innovation and Patron Experience*

Ms. Forshey reported that the proposals for a Web Developer to update our website have been reviewed and a decision will be made soon.

*T. DeGarmo, Folklife*

Mr. DeGarmo reported that they are looking in the Archives to decide on what to include in the 125<sup>th</sup> Anniversary of the library exhibit. The Colgate Resolutions will return for another concert on January 18<sup>th</sup> from 5:00-6:30, a BlueGrass jam concert will follow the program at 7:00. The 2018 Live Folklife Concerts will have an International flair with Greek, Irish, Scottish and Tibetan performances. Mr. DeGarmo encouraged everyone to look at the Folklife U-tube page.

**Old Business** none

**New Business** none

**Executive Session** Motion to go into Executive Session was made by Ms. Caimino and seconded by Ms. La Pann at 5:10 pm. Motion carried.

Motion to come out of Executive Session was made by Ms. Caimano, seconded by Ms. LaPann at 5:14pm. Motion carried.

**Adjournment**

Motion to adjourn was made by Ms. Toelstra, seconded by Mr. Barnard. Motion carried, Meeting adjourned at 5:15 pm.

Respectfully Submitted,

Barbara Caimano  
Secretary of the Board of Trustees of Crandall Public Library

Recorded by Andrea Herman, Head of Adult Services for Linda Webb

**The next Board meeting  
will be held on  
Wednesday, January 10, 2018  
at 4:30 pm  
in the Holden Meeting Room**