

**Board of Trustees
Meeting Minutes
May 24, 2017**

Attendance:

Trustees:, Mr. Rottenstreich, Mr. Leonelli, Mr. Hazewski, Ms. LaPann, Ms. Barcomb, Ms. Caimano, Ms. Johnson, Mr. Lebowitz, Mr. Gannon, Mr. Barnard, Mr. Toomey entered at 4:38 pm, Ms. Nemer entered at 5:05 pm.

Absent: Excused: Dr. McDermott, Ms. Troelstra

Absent: Unexcused: Ms. Vanderminden

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

Guests: Alex Conway, Jim Anoe

Called to Order: President Rottenstreich called the meeting to order at 4:33 p.m.

Public Comment –

1. Alex Conway passed out information about his carpet cleaning business and asked the library to consider his services.

2. Mr. Anoe was our previous security guard with G4S and thanked Ms. Naftaly for supporting him. He would like to volunteer his time a few hours per week. He is a New York State Certified Security Guard. The Trustees thanked him and will discuss the matter and let him know.

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

Board of Trustees Meeting Minutes

A Motion to approve the Board of Trustees Minutes of April 26, 2017 that was sent via email was made by Ms. Barcomb, seconded by Mr. Hazewski. Motion carried.

Treasurer's Report – April 2017

A. Budget Amendments

Ms. LaPann went over the Treasurers Report. Revenues are at 71.6% and Expenses are at 28.6%. A **Motion** to accept the Treasurers Report and Budget Revision was made by Ms. Caimano, seconded by Mr. Barnard. Motion carried.

Claims Auditor Report

Acceptance of the April 26, & May 11, 2017 Claims Auditor Reports for bills & payroll. A **Motion** to Accept the Claims Auditor's reports was made by Mr. Hazewski seconded by Mr. Leonelli. Motion carried

Committee Reports

Personnel

Ms. Vanderminden

1. Acceptance of the resignation of Phyllis Akins effective May 8, 2017.
2. Retroactive approval of the promotion of Jennifer Boyer to from Librarian I to Librarian II effective January 1, 2017 at an annual salary of \$ \$43,566.
3. Approval of the promotion of Julia Farrar from Librarian I to Librarian II effective June 1, 2017 at an annual salary of \$43,375.

A **Motion** to accept items 1-3 was made by Ms. LaPann, Seconded by Mr. Barnard. Motion carried.

Friends of Crandall Public Library

D. Robinson

Ms. Robinson reminded everyone that the next book sale is June 16-18. Book donation can be made until two weeks prior to sale.

SALS

Ms. Naftaly reported on that the SALS Annual Meeting went very well. Ms. Caimano, Mr. Leibowitz, Ms. Naftaly and Ms. Webb represented Crandall Library. The guest was Speaker Dr. Terry Kirchner of the Westchester Library System. He spoke about Board roles and actions. Ms. Naftaly will send each Board member the self-assessment sheet that he used. SALS is financial sound.

Director's Report

K. Naftaly

Ms. Naftaly thanked the Board for granting permission for her to close the Library for Staff Development Day. The consultant, Andy Robinson did a great job. The staff got a lot out of his facilitation on better communication. Department and inter-departmental meetings were held after the program ended

Action items

1. Approval of Legal Notice for Trustee Petitions (Town of Queensbury) for publication in *The Chronicle* and *The Post-Star* in June 2017. Trustee petitions are due between August 14 and August 21, 2017 (by 3 pm).
2. Approval to discard Tornado Vacuum Cleaner.

A **Motion** to approve Action items 1-2 was made by Ms. LaPann, seconded by Mr. Gannon. Motion carried.

Department Reports

P. Frazier

Ms. Frazier reported that her staff and she have been out at area schools this month. They still have several schools to visit. On these visits they encourage children to visit the library. Frieda Toth will be going out to area high schools. She is in the process of making up the Summer Program flyer. Some items on that agenda are the *Dance Museum, SPAC Ballet & PB&J Café*. She thanked the Friends for their support for these programs. She was very sorry she had to miss Adelaide Leibold retirement party but heard it was lovely and Adelaide really enjoyed it.

L. Shanks, Development Director

Ms. Shanks handed out a final print version of the 2016 Annual Report. *Love Your Library Raffle* is going pretty well. She has tickets for you to sell. She is gearing up for the *Henry Crandall Award Gala*. We will be celebrating Crandall Library's 125 year anniversary. She is looking at ideas to celebrate the occasion. Fun fact: on November 11, 1892 there were 1,118 card holders. There were only approximately 4,000 people in the area at that time.

A. Herman, Adult Services

Ms. Herman mentioned some of the things that they do every day such as work with Circulation and Pages. Everyone is terrific. Large type new and popular books are now located in the new and popular area. They are arraigning some of the shelving to accommodate the Playaways and Books on Tape on the 1st floor. Karen Tinney will host a program on June 21, *Eye to the Sky*. There is a whole series of events scheduled that focus on the solar eclipse in August.

Old Business - None

New Business

Ms. Naftaly went over the current information pertaining to the correct Trustee representation of the three communities, Glens Falls, Town of Moreau and Town of Queensbury to make sure the Library is represented by the correct number of Trustees from each community. The numbers are correct.

Executive Session - None

Adjournment:

Motion to adjourn was made by Mr. Gannon and seconded by Mr. Barnard. Meeting adjourned at 5:05 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, June 28, 2017
4:30 pm
Holden Meeting Room**