

**Board of Trustees
Meeting Minutes
March 22, 2017**

Attendance:

Trustees:, Mr. Gannon, Ms. Johnson, Mr. Rottenstreich, Dr. McDermott, Ms. Vanderminden, Mr. Lebowitz, Mr. Leonelli, Mr. Hazewski, Ms. LaPann, Ms. Troelstra, Ms. Caimano via telephone, Ms. Nemer entered at 5:02 pm

Absent: Excused: Ms. Caimano, Mr. Toomey, Mr. Barnard, Ms. Barcomb

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

Guests: Jill Thaisz, West & Company, CPA, Brian Borie, Friends

Called to Order: President Rottenstreich called the meeting to order at 4:37p.m.

Public Comment – None

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

Review of the 2016 Audit by West and Company, CPA PC

Jill Thaisz of West and Company, CPA went over the 2016 Audit. Revenues are up \$250,000 due to the refinance of the bond. No issues were found. The audit went very well and everyone was very helpful and prepared. A **Motion** to accept the 2016 Audit was made by Ms. LaPann, seconded by Ms. Troelstra. Motion carried. Ms. LaPann thanked Stephanie Winters and her team for a great job.

Board of Trustees Meeting Minutes

Motion to approve the Board of Trustees Minutes of March 2, 2017 that was sent via email was made by Mr. Leonelli, seconded by Mr. Hazewski. Motion carried.

Treasurer's Report – February 2017

A. Budget Amendments

Ms. LaPann went over the Treasurers Report. Revenues are at 58% and Expenses are at 12.8%. There were no budget amendments. A **Motion** to accept the Treasurers Report was made by Mr. Hazewski, seconded by Mr. Leonelli. Motion carried.

Claims Auditor Report

Acceptance of the March 13, 2017 Claims Auditor Reports for bills & payroll. A **Motion** to Accept the Claims Auditor's reports was made by Ms. Johnson seconded by Dr. McDermott. Motion carried

Committee Reports

1. Finance

Review of the 2016 audit.

Ms. LaPann

2. Personnel

Approval to hire Karen Zekauskas as a full-time Provisional Library Assistant pending Civil Service testing at the rate of \$33,689 per year. Effective February 16, 2017.

Ms. Vanderminden

Motion to approve #2 was made by Ms. Vanderminden, seconded by Mr. Leonelli. Motion carried.

Friends of Crandall Public Library

Mr. Borie

Mr. Borie informed us that the February book sale raised \$12,300. The Annual Appeal fundraising letters will be going out soon.

SALS

Ms. Nemer

Ms. Naftaly reported that NYS Assembly and Senate are looking to bring in funding that has been cut for libraries by the Governor. Crandall is working on a committee for Public Library standards with NYLA. Some Standards Libraries are minimum hours open, ADA, continuing education for library staff. They are looking to revisit these standards.

Director's Report

Ms. Naftaly indicated that she is currently working on a lot of projects. She gave permission to the TLC TV network to film and episode of Long Lost Family at the library. That show will air on April 2, 2017

Action items

1. Permission to destroy obsolete library records.

Mr. DeGarmo follows the NYS Retention Schedule. A **Motion** to approve Action item #1 was made by Mr. Gannon, seconded by Ms. LaPann. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman stated that she is very happy with the new Karen. There are now three Karen's in the reference department. The *Spring Film Series* starts April 4th and runs until the end of June. They held a *Dr. Who Trivia Program*. Busy with questions about tax forms. Tonight Cornell Cooperative Extension Master Gardeners will present a program.

L. Shanks, Development Director

Ms. Shanks reported that Kerry Ziegler is working on the film flyers. The raffle and gala are high priorities for her now.

P. Frazier, Children's Department

Ms. Frazier stated that the Teens had a team for *Bowl for Kids' Sake*. They had a great February vacation week. The *Wild Winter Reading Club* is winding up. The Armadillo is coming again this year. The Friends funded the *PB&J Program* for this summer.

T. DeGarmo, Folklife

Mr. DeGarmo reported that the Folklife concerts started. They have had 3 of the 12 so far. He thanked the Friends for supporting that program. Sue Bishop a founding member of the Angel Falls Quilt Guild will give a talk next week. Five people are looking to volunteer. Folklife currently has 12 volunteers.

Old Business - None

New Business - None

Executive Session

A **Motion** to go into Executive Session at 5:14 pm to discuss a Personnel matter was made by Ms. Troelstra, seconded by Mr. Leonelli. Motion carried. A **Motion** to come out of Executive Session at 5: 36 pm was made by Mr. Leonelli, Seconded by Ms. Vanderminden. Motion Carried

Adjournment:

Motion to adjourn was made by Mr. Gannon and seconded by Ms. Nemer. Meeting adjourned at 5:36 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, March 22, 2017
4:30 pm
Holden Meeting Room**