

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

Attendance:

Trustees: Mr. Leonelli, Mr. Hazewski, Ms. Barcomb, Ms. Caimano, Mr. Toomey, Ms. LaPann, Ms. Troelstra, Mr. Gannon, Ms. Johnson, Mr. Rottenstreich, Ms. Nemer entered at 4:49 pm,

Absent: Excused: Dr. McDermott, Mr. Barnard, Mr. Lebowitz, Ms. Vanderminden

Staff: Ms. Naftaly, Ms. Webb, Ms. Herman, Mr. DeGarmo, Ms. Forshey, Ms. Bell,

Guests: Dodi Robinson, Friends.

Called to Order: President Rottenstreich called the meeting to order at 4:35p.m.

Oath of Office:

Ms. Megan Johnson representing the Town of Queensbury was given the Oath of Office by President Rottenstreich.

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 January 11, 2017 that was sent via email was made by Mr. Hazewski, seconded by Mr. Toomey. Motion carried.

Treasurer's Report – December 2016

A. Budget Amendments

Ms. LaPann went over Treasurer's Report. Revenues are at 93% and Expenses at 89.5%. We are down on both for 2016. **Motion** to approve the December 2016 Treasurers Report and Budget Amendments was made by Mr. Hazewski, seconded by Ms. Caimano. Motion carried.

Claims Auditor Report

Acceptance of the January 11, 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

1. Personnel

1. Approval for Dana Buschle, part-time page to go from probation to permanent at a rate of \$9.75 per hour effective 1/25/2017.
2. Approval for Johanna Hall, part-time page to go from probation to permanent at a rate of \$9.75 per hour effective 1/25/2017.

Motion to approve #1-2 was made by Ms. Troelstra, seconded by Ms. LaPann. Motion carried.

2. Board Development

Mr. Gannon stated that he co-chairs this committee with Ms. Troelstra. He asked the committees to give a highlight of what that committee does. He also passed around the committee list for 2017 and asked everyone to take a look at it to see if they would like to be on a different committee this year. Here are some of the highlights;

- 1) Finance Committee: works on the budget, works with the auditors, reviews treasurers reports and investments.
- 2) Personnel Committee: Oversees hiring, dismissals, policy, director's review.
- 3) Board Development: Interviews potential board members.

Friends of Crandall Public Library

Ms. Robinson

Ms. Robinson reported that they have purchased a new snow blower for the library. They helped fund the very popular *Beakman Live* Program. They have cut down their database for Annual Appeal Letters and have cut costs but improved results. The next book sale is February 3, 4, 5.

SALS

Ms. Nemer

Ms. Nemer reported that March 1, is Library Advocay/Legislative Day. SALS received 13 different applications for construction grants and all were awarded, including Crandall's. SALS annual meeting will be held on May 15th at Fort William Henry.

Director's Report

Ms. Naftaly reported that the broken snow blower will be offered to staff for \$50 and a name will be drawn from a hat. We had a snow day and there was no sign on the door indicating that we were closed because the custodial staff could not make it in. We received a SALS grant of \$10,000 for the Library by Mail program. We also received a \$3,000 construction grant to work with an architect to see about realigning some areas. Kay Hafner, Library Clerk in the Circulation Department has accepted a position as Director, at Hudson Falls Library. We wish her the best in her new endeavor. She will be missed. Ms. Naftaly stated that since security guard Jim Anno has been working at the library incident reports have gone down tremendously. The year-end statistics are in the board pass around folder. Door counts and circulation have gone down. Electronic circulations have gone up. She stated she is working on a new format for the statistics for beginning in January 2017.

Action items:

1. Permission to deaccession broken snow blower.

A *Motion* to approve Action items #1 was made by Ms. Nemer, seconded by Ms. Caimano. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman indicated December was quite a month. The State Champion *Glens Falls Football Team* came to the *Hometown Holiday* celebration. We stayed open late for the event. The Reference staff did *Holiday Gifts* made out of recycled items the next day. There was a *Memory Sharing* meeting. A SUNY Adk group came over for a tour. Ms. Herman thanked the Friends for purchasing the *Bookpage*. It is very popular among our patrons.

P. Frazier, Children's Department

Ms. Naftaly reported for Ms. Frazier that the *Teen Prom* was very successful. It was the 5th annual one. Thank you to the Friends and Bard for the *Beakman Live* funding. Show was very successful. It was filled to capacity.

T. DeGarmo, Folklife

Mr. DeGarmo stated that *Colgate Resolutions* was the biggest crowd we've ever had. We had to turn approximately 60 plus people away. The group did a pre-show song for the folks who couldn't get in. It has been recorded and will be on YouTube. Held a reception for *Wings Falls Quilters Guild celebrates 40 years*. The *Winter Bluegrass Jam Sessions* have started. There have been about 20 musicians and about 60 guests attend the session. February is *Black History* month. It kicks off tonight. The *Spring Folklife Concerts* start on March 12. Mr. DeGarmo thanked the Friends for contributing to the concerts.

G. Forshey, Innovation and Patron Experience

Ms. Forshey gave an update on the Glens Falls Foundation Grant. She has sent out an RFP for Website Development and Implementation Services. Last year there were 139 different groups holding meetings in the library. The usage is up 5% from 2015. Public group meeting usage was up 23% with 602 meetings.

Old Business - None

New Business

The Board thanked outgoing Treasurer, Barbara Caimano for her commitment to the Library with all the work she has done as Treasurer in her three years in the position, especially during the refinancing. She has made a big contribution of her time to the Board. She remains on the Board and is serving as Secretary.

Executive Session

Motion to go into Executive Session at 5:14 pm to discuss a Personnel/Library issue was made by Ms. LaPann, seconded by Ms. Nemer. Motion carried.

Motion to come out of Executive Session at 5:23 pm was made by Ms. Nemer, seconded by Ms. LaPann. Motion carried.

Adjournment:

Motion to adjourn was made by Ms. Caimano and seconded by Ms. Barcomb. Meeting adjourned at 5:24 p.m. 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 1, 2017
4:30 pm
Holden Meeting Room**