

251 GLEN STREET
GLENS FALLS, NY 12801
792-6508

**Board of Trustees
Crandall Public Library
AGENDA
Organizational Meeting
January 10, 2018**

1. **Call to order** Naftali Rottenstreich
2. **Oath of Office:** Naftali Rottenstreich
Margaret Shapiro
3. **Elections of Officers for 2018**
President: Naftali Rottenstreich
Vice President: Mike Toomey
Treasurer: Mary LaPann
Secretary: Barbara Caimano
4. **Appointment of Committee Members**
Executive Committee: Rottenstreich (Chair), Toomey, LaPann, Caimano
Finance Committee: LaPann (Chair)
Personnel Committee: Vanderminden (Chair)
Board Development: Gannon (Chair)
5. **Public Comment**
6. **Correspondence and Press (see board pass around file for actual correspondence)**
7. **Approval of Board of Trustees Minutes: November 29, 2017** N. Rottenstreich
8. **Treasurers Report, November 2017** M. LaPann
A. Budget Amendments
9. **Approval of Claims Auditor Report for November 29, December 14 & 28, 2017** M. LaPann
10. **Committee Reports**
Personnel
1) Permanent appointment of Toni Truesdale as P/T Library Clerk at a hourly rate of \$14.03.
11. **Friends of Crandall Public Library** B. Borie
12. **SALS** D. Nemer

13. Director's Report & Action Items:

K. Naftaly

A. Action items:

1. Approval of the appointment for 2018 of H. Wayne Judge as the Library's Attorney.
2. Approval for designation of The Post-Star and The Chronicle as the official newspapers for notification purposes.
3. Approval of change in standard mileage rates for travel reimbursement to 54.5 cents per mile for business miles driven as per IRS.
4. Approval of the Independent Contractor Mariagnes DeMeo to continue to act as Claims Auditor for the Library in 2018.
5. Approval to accept Request For Proposal from Syracuse Design Group, LLC to develop a new website for Crandall Public Library that reflects our mission and vision at a total cost of \$17,500.
6. These are based on the Action items from the January 11, 2017 Board meeting. They are for standing meetings/activities during the year 2018:
 - A. Approval for Kathy Naftaly to attend monthly SALS Board meetings in Saratoga Springs. Cost: Travel.
 - B. Approval for Kathy Naftaly to travel locally for meetings with government, business, and educational organizations etc. as needed. Cost: Travel (as needed).
 - C. Permission for Kathy Naftaly and other staff/board members to attend NYLA Library Advocacy Day Wednesday, February 28, 2018 Albany, NY. Cost: Travel, possible reimbursement by NYLA.
 - D. Permission for at least two staff and/or board members to attend the NYLA Annual Conference in 2018: Rochester, NY, November 7-10. Cost: TBA.
 - E. Permission for Kathy Naftaly to attend Central Library Director's meetings. Held irregularly. Location: TBA. Cost: Travel.
 - F. Permission for Kathy Naftaly to attend SALS Director's Council meetings in Saratoga Springs. Cost: Travel.
 - G. Permission for Kathy Naftaly to attend JA Joint Automation Council Meetings every other month and subcommittee meetings such as ecommerce. Cost: Travel (Alternate between MVLS and SALS).
 - H. Approval for Kathy Naftaly to attend JA PAC Steering Committee Meetings. No meetings are currently scheduled. Location: TBA. Cost: Travel.
 - I. Permission for Pam Frazier or designee to attend local School Library Council meetings. Cost: Travel.
 - J. Permission for Sue Laing, Stacy Camp and/or Kathy Naftaly and/or designated staff to attend JA Operations Committee meetings. Location: SALS or MVLS Cost: Travel.
 - K. Permission for a Reference staff member to attend CDLC Reference Services Interest Group meetings. Meets several times a year. Cost: travel.
 - L. Permission for Andrea Herman to attend Overdrive Collection Development meetings. Scheduled as needed. Cost: Travel.
 - M. Permission for Karen Hilfiger to attend ILL field day and associated meetings. Scheduled as needed. Cost: Travel
 - N. Permission for Guin Forshey to schedule and/or attend various technology related meetings and /or Consumer Health meetings. Scheduled irregularly. Cost: Travel.
 - O. Permission for Todd DeGarmo to attend to the following meetings required of his position without month-to-month Board approval:
 - a. Capital District Library Council - Documentary Heritage Program - meetings as a member of the advisory committee in Albany. Cost: travel.
 - b. New York Folklore Society - *Voices: The Journal of New York Folklore* meetings as editor in Schenectady. Cost: Travel

- c. New York State Folk Arts Roundtable - participant at meeting as NYSCA-Folk Arts grant recipient. Location: TBA.
- d. Folklife Center Business - Local trips associated with exhibitions and collection development.
A regular part of the job: to investigate potential donations; transport additions and conservation/preservation projects; conduct field research on artists needed to develop exhibitions and cultural programming; meetings with potential collaborators of cooperative projects. Cost: Travel
- P. Permission for Erica Burke to attend to the following meetings required of her position without month-to-month Board approval:
 - a. Capital Area Archivist - participant at evening meetings in Albany area. Cost: Travel
 - b. Heritage Hunters - participant and speaker at meetings in Schuylerville, NY. Cost: Travel
 - c. Various - a guest speaker several times a year at various local historical and/or genealogical societies
- Q. Permission for Kevin Rogan to attend:
 - a. Folklife Center Business - Local trips associated with exhibitions and collection development.
A regular part of the job: to investigate potential donations; transport additions and conservation/preservation projects; conduct field research on artists needed to develop exhibitions and cultural programming; meetings with potential collaborators of cooperative projects. Cost: Travel
- R. Permission for designated Crandall Public Library staff members to attend the SALS Workshops in Saratoga Springs as scheduled. Cost: Travel

14. Department Reports

- A. Herman, Adult Services
- L. Shanks, Development Director
- P. Frazier, Children's Department
- T. DeGarmo, Folklife
- G. Forshey, Innovation and Patron Experience

15. Old Business

16. New Business

17. Executive Session (if necessary)

18. Adjournment

**The next Board Meeting is
Wednesday January 24, 2018
4:30 PM,
Holden Meeting Room**