

**Board of Trustees
Meeting Minutes
January 10, 2018**

Attendance:

Trustees: Ms. Nemer, Ms. Caimano, Mr. Toomey, Mr. Rottenstreich, Mr. Barnard, Ms. LaPann, Ms. Barcomb, Mr. Hazeweski, Mr. Gannon, Ms. Schapiro, Ms. Johnson, Mr. Lebowtiz

Absent: Excused Ms. Vanderminde, Ms. Trolstra

Absent: Unexcused Mr. Leonelli

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

Guests: Cindy Watkins, CPL Staff, Brian Borie, FCPL

President Rottenstreich called meeting to order at 4:31 p.m.

Oath of Office:

The Oath of Office was given to Margaret Shapiro elected Trustee representing the town of Queensbury by President Rottenstreich.

Slate of Officers for 2018

| | |
|-----------------|-----------------------|
| President: | Naftali Rottenstreich |
| Vice President: | Michael Toomey |
| Treasurer: | Mary LaPann |
| Secretary: | Barbara Caimano |

A ***Motion*** to accept the Slate of Officers for 2018 as presented was made by Ms. Nemer, seconded by Mr. Hazewski. Motion carried.

Appointment of Committee Chairman

| | |
|-----------------------------|---|
| Executive Committee: | Rottenstreich (Chair), Toomey, LaPann, Caimano |
| Finance Committee: | LaPann (Chair) |
| Personnel Committee: | Vanderminden (Chair) |
| Board Development: | Gannon (Chair) |

Mr. Gannon sent around a copy of the 2017 Committee List and asked Trustees to see if they would like to change committees or stay on the ones they are currently on for 2018.

A **Motion** to approve the Committee Chairman was made by Ms. Nemer, seconded by Ms. Barcomb Motion carried.

Public Comment – None

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

Board of Trustees Meeting Minutes

There was one amendment to the minutes. Amount of Friends last book sale should read \$10,500 not \$1,500. **Motion** to approve the Board of Trustees Minutes of November 29, 2017 that was sent via email, with amendment was made by Ms. Shapiro, seconded by Mr. Barnard. Motion carried.

Treasurer's Report – November 2017

Ms. LaPann

A. Budget Amendments

Ms. LaPann indicated that revenues are at 91.6% and expenses are at 80%. We are running over in Health and Dental Insurance. **Motion** to approve the November 2017 Treasurers Report and Budget Amendments was made by Mr. Hazeweski, seconded by Ms. Nemer. Motion carried.

Claims Auditor Report

Ms. LaPann

Acceptance of the November 29, December 14 & 28, 2017 Claims Auditor Reports for bills & payroll. No issues were found. A **Motion** to Accept the Claims Auditor's reports was made by Mr. Toomey, seconded by Ms. Barcomb. Motion carried

Committee Reports -

Personnel

C. Vanderminden

- 1) Permanent appointment of Toni Truesdale as P/T Library Clerk at an hourly rate of \$14.03 effective November 1, 2017.
- 2) Permanent appointment of Laura Dolan as P/T Library Clerk at an hourly rate of \$14.03 effective October 22, 2017.
- 3) Permanent appointment of Merycarol Roods as P/T Page at an hourly rate of \$10.40 effective January 6, 2018.

A **Motion** to approve items 1-3 was made by Ms. Caimano, seconded by Mr. Gannon. Motion carried.

Friends of Crandall Public Library -

Mr. Borie

The next book sale will be held February 9-11.

SALS -

Ms. Nemer

They are holding a grants meeting next Tuesday. There is a raise in JA fees. The increase is 3.5%. They are operating in a deficit so hopefully this will help.

Director's Report

K. Naftaly

Ms. Naftaly attended the Fall/Winter Crandall Trust meeting. They will be giving \$90,000 to the Library as planned. There could be an adjustment on the ending market account so that amount could change. There has been some confusion about the tax amount from the three municipalities that was voted on by the tax payers. The tax is based on the October assessed values. This is what we have used per legislation. Per Wayne Judge, the Library's attorney, it was settled that we will use the August assessed amount. The State Comptroller is aware of this issue. The Annual Appeal has met and exceeded our \$30,000 goal. We are currently at \$36,304. Ms. Naftaly has sent a link from the New York State Library about Helping All Trustees Succeed (HATS) Webinar Series to all Board members.

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 programing; 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 programing; 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

A **Motion** to approve Action items #1-6 was made by Ms. LaPann, seconded by Ms. Caimano. Motion carried.

Department Reports

A. Herman, Adult Services

The Reference Department is planning programs for 2018. They are hiring a Librarian I and are in the process of reviewing applications. We will be holding *The Big Bang* Trivia Night on January 31st. The *Adult Winter Reading Challenge* starts December 26 and runs until January 31, 2018.

P. Frazier, Children's Department

The 2018 *Winter Reading Challenge* is an international challenge with over 100 libraries involved.

Shark Tank investor Mark Cuban will donate \$25,000 to the organization *First Book* if the challenge is met. One library has the chance to win \$10,000. Go to our website to sign up. We will be starting foreign language lessons on Saturday afternoons. Some new languages will be added. There were about 50 attendees at the Preschool Story time today. That was a very large session probably due to the good weather.

T. DeGarmo, Folklife

The *Grey Villet* exhibit has been extended for one month until the end of January. The next exhibit will be *A Look at Crandall Library's History* for our 125th Anniversary. Next week, January 18th *Colgate Resolutions* will hold a concert here. It will be an early one starting at 5:00pm. Doors open at 4:30pm. Last year people had to be turned away.

G. Forshey, Innovation and Patron Experience

We hired a part time Library Assistant, Erica who started last month. Today she has started the *One-on-One Computer Training Classes*. We are holding study on groups that reserve our rooms. We had 141 groups reserved the rooms for 580 times in 2017. Over 50% met at least 2 times.

Old Business - None

New Business

Resignation of Mark Lebowitz, Trustee from the Town of Moreau. Mr. Lebowitz indicated that after attending the Board Retreat in November he has decided to turn in his resignation as he has severed on the Board for 32 years and it is time to get some younger blood to serve. A **Motion** to regretfully accept Mr. Leibowitz's' resignation was made by Ms. Nemer, seconded by Mr. Gannon. Motion carried.

Mr. Rottenstreich thanked Denise Trolstra for her service on the Board. She was not able to attend this meeting. Ms. Trolstra's term ended on December 31, 2017.

Mr. Rottenstreich has requested that Board members send him any pertinent topics for discussion during the Board meeting. Please send him any ideas so they can be added to the agenda.

The question was asked if we know how the new federal tax plan will affect the library. Ms. Naftaly indicated that is not known yet.

Ms. Caimano mentioned that the idea of the department heads giving their reports in the beginning of the meeting was brought up at the last meeting. To do so the By-laws would need to be changed. Ms. Caimano suggested that the Trustees get together as a group to review our By-laws. Mr. Rottenstreich will send out a Survey Monkey to see about getting it started. Ms. Naftaly will contact Susan Weinrich regarding redoing the By-laws.

Ms. Nemer inquired as to the search to replace the Development Director position. Ms. Naftaly stated that the position has been approved by Civil Service and she will be placing an ad soon. She hopes to have someone on board by the end of March.

Adjournment:

Motion to adjourn was made by Ms. Barcomb and seconded by Mr. Barnard. Meeting adjourned at 5:10 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, January 24, 2018
4:30 pm
Holden Meeting Room