



**Board of Trustees  
Meeting Minutes  
September 26, 2018**

***Attendance:***

**Trustees:** Ms. Barcomb, Mr. Hazewski, Ms. Schapiro, Ms. Caimano, Ms. Vanderminden, Mr. Barnard, Mr. Gannon Ms. Swanson Mr. Rottenstreich, Mr. Antis, Mr. Toomey

**Absent:** Excused Ms. Nemer, Ms. Bartlett, Ms. Johnson

**Absent:** Unexcused Mr. Leonelli

**Staff:** Ms. Naftaly, Ms. Webb, Ms. Bell, Mr. DeGarmo, Ms. Frazier, Ms. Chandler.

**Guests:** Brian Borie, FCL, Cindy Watkins, CPL,

**Call to Order:** President Rottenstreich called meeting to order at 4:36 p.m.

**Public Comment:** None

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

**Department Reports**

*A. Herman, Adult Services*

The Film Series started on September 11. It has been going well. In October there will be a follow up to the film “Bitter Harvest”. October 10<sup>th</sup> there will be a program *Old Time Logging and River Driving* with Dick Nason. On October 15, The Glens Falls Community Theatre will show the film *Woman of Lockerbie* about the crash of Pan Am flight 103. October 24, there will be a program called *Herbal Tinctures*.

*G. Forhey, Innovation and Patron Experience*

The SANG Network is off the ground. Karen Zekauskas is doing site visits. There is a 20% return rate from contacted organizations, thus we have to solicit for more information on a one-on-one basis. There will be a portal for SANG on the new web site.

*M. Chandler, Development Director*

Ms. Chandler stated that 230 folks will be attending the *Extravaganza* on Friday. We have raised \$36,000 so far and have netted \$22,000.

*P. Frazier, Children's Department*

Ms. Frazier stated that the Teen Department started a new craft program on Tuesday afternoons. They have volunteers that come in to help. The *Teen Haunted Prom* is coming up on October 25<sup>th</sup>. The *Children's Summer Reading Program* included 35 area schools who's kids joined the program. 200,000 minutes were read this summer through the program. We had many kids that were from out of town included in the program. There is a program coming up at the Moreau Community Center in October for *1000 Books b4 Kindergarten*. The Puppet People will be doing the *Legend of Sleepy Hollow* on October 14<sup>th</sup>.

*T. DeGarmo, Folklife*

Mr. DeGarmo stated that the Folklife Concerts are going strong. On November 14, we will have a film and discussion on *Harnessing Nature Building the Great Sacandaga*. On November 7, meet author Bob Bayle. The 4<sup>th</sup> annual *Bluegrass Jam* will start in November.

*Friends of Crandall Public Library*

Mr. Borie

Next book sale is October 5, 6 & 7. Friends are seeking new members. If you know of anyone who may be interested please pass their name onto Mr. Borie.

*Board of Trustees Meeting Minutes- August 22, 2018*

Mr. Rottenstreich

A *Motion* to approve the Board of Trustees Meeting Minutes of the August 22, 2018 meeting was made by Ms. Shapiro, seconded by Ms. Swanson. Motion carried unanimously.

*Treasurer's Report – August 2018*

Mr. Hazewski

Mr. Hazewski reviewed the August Treasurer's Reports. Things are running smoothly. Revenues are at 87.8% and expenses are at 66.7% of the budget. There are several Budget Amendments. A *Motion* was made by Ms. Caimano, seconded by Mr. Antis to accept the Treasurer's Report and Budget Amendments. Motion carried unanimously.

*Claims Auditor Report*

Mr. Hazewski

Acceptance of the August 29 & September 12 & 26, 2018 Claims Auditor Reports for bills & payroll. There was one issue noted. A *Motion* to accept the Claims Auditor's reports for August 29, September 12 & 26 was made by Ms. Barcomb, seconded by Mr. Antis. Motion carried unanimously.

**Committee Reports**

Personnel Committee

Ms. Vanderminden

1. Acceptance of resignation from Page Travis Augusta effective 10/1/2018
2. Acceptance of resignation from Michelle Lettus Part-time Library Assistant Effective 8/29/2018

3. Approval of the Permanent Full-time appointment of Library Assistant Anne Nelson per Civil Service test, State # 64502, Local # 3049 effective 9/26/2018 at an annual salary of \$35,394

A **Motion** to approve items 1-3 was made by Mr. Hazewski, seconded by Ms. Shapiro. Motion carried unanimously.

### **SALS**

Ms. Nemer

There was no report. Ms. Naftaly reported the Sara Dallas is currently in New Mexico at a conference for Library Directors of Color.

### **Director's Report**

Ms. Naftaly

The Finance Committee will need to meet with Glens Falls National Bank to go over our investments. The SALS trustee training was successful. There are two more session on October 1 and 20. Ms. Caimano stated that it is very worthwhile to attend. They learned about different libraries. Ms. Naftaly will send the link for the information. Ms. Naftaly reported that this morning she attended the SALS Director's meeting. Several libraries thought that it is illegal for them to fundraise and they were informed that they can do it. Those of you that have volunteered for the Review of Rules Committee we will meet on October 4<sup>th</sup> at 4:30 pm in Kathy's office. The staff and board have reviewed the information sent. The State has mandated Sexual Harassment Training for all employees working in the state. We hope to do the training online. We will have Board members and volunteers do the training as well. As of now the training needs to be complete by December 31, 2018. [NOTE: After meeting date set by NYS has been extended to October 9, 2019.] Our vendors and contractor must have this training as well. Mr. Toomey asked if SALS could do the training. Mr. Gannon stated that our Sexual Harassment policy must be in compliance. Ms. Naftaly indicated that she needs to tighten up the rules for room rentals too.

### **Action items:**

#### **A. Action items:**

1. Approval of 2019 Holiday Closings
2. Approval for Crandall Public Library to participate in the 2018 South Glens Falls Holiday Parade (pending staff engagement).
3. Approval to Submit an application due October 1, 2018, for a 2019 CVNHP Local Heritage Grant from the Champlain Valley National Heritage Partnership for \$7,500 towards the project, Lake George On the Water, telling the stories of the people, places and traditions of the watershed via a series of mini-documentaries produced by the Folklife Center working with college interns and making the series available to the public on iPad kiosks within the Lake George corridor.

A **Motion** to approve items 1-3 was made by Mr. Toomey, seconded by Ms. Swanson. Motion carried unanimously.

### **Old Business**

None

### **New Business**

1. Dates for Public Hearings for 2019 Proposed Crandall Public Library Budget:
  - Tuesday, October 9, 2018, Queensbury Town Hall Senior Center @ 7:00 pm
  - Wednesday, October 10, 2018, Moreau Town Hall @ 7:00 pm
  - Thursday, October 11, 2018, Glens Falls Common Council Chamber @ 7:00 pm

Ms. Vanderminden will contact all Trustees regarding the Directors Annual Evaluation.

**Adjournment:**

*Motion* to adjourn was made by Ms. Shapiro and seconded by Ms. Caimano. Meeting adjourned at 5:28 p.m. Motion carried unanimously.

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  
October 24, 2018  
4:30 pm  
Holden Meeting Room**