



**Board of Trustees
Meeting Minutes
October 24, 2018**

Attendance:

Trustees: Ms. Barcomb, Mr. Hazewski, Ms. Schapiro, Ms. Caimano, Mr. Barnard, Ms. Swanson, Mr. Rottenstreich, Mr. Antis, Ms. Bartlett, Mr. Toomey entered at 4:42 pm, Ms. Johnson entered at 4:45 pm.

Absent: Excused Ms. Nemer,

Absent: Unexcused Mr. Leonelli, Ms. Vanderminden, Mr. Gannon

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

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

Call to Order: President Rottenstreich called meeting to order at 4:32 p.m.

Public Comment: None

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

Department Reports

A. Herman, Adult Services

Ms. Herman reported that the Adirondack Film Festival was very successful. There will be a program on November 1st, Adirondack Adventures with Paul Gibaldi.

P. Frazier, Children's Department

Ms. Frazier reported that the Teen's held their Haunted Prom on Saturday. The Teen's will be handing out candy for Boo 2 You on Saturday. On November 24th the program from the Vermont Institute of Natural Science will be Owls and Their Calls. We are currently planning

the Winter Reading program. Mr. Antis asked how these programs are advertised. Ms. Frazier stated that flyers are handed out, and social media is used as well as notices in the our newspapers of record.

T. DeGarmo, Folklife

Mr. DeGarmo stated that the last *Fall Folklife Concert* ends on Thursday. They have been very successful. There is standing room only for most concerts. The *Winter Bluegrass Jam* sessions start in November. On November 7th author Bob Bayles will be here for a talk and book signing for his new book *A Glens Falls-Lake George Portfolio*. He met with some interns who would like to do an internship with us. Mr. DeGarmo stated that his daughter Hannah DeGarmo will be the keynote speaker at Battenkill Conservancy's Annual Meeting on November 4th. November 14th there will be a presentation with a film and discussion on *Harnessing Nature Building the Great Sacandaga*. A painting that once hung in the Crandall Public Library Gallery (in the 1940s) is now on sale at Christy's Auction House with a reserve of over one million dollars.

M. Chandler, Development Director

Ms. Chandler received great feedback about the Extravaganza. Food was the highest cost for the event. Scrabble was a big hit and raised more money than the auction items.

Friends of Crandall Public Library

Mr. Borie

Mr. Borie stated that the book sale raised \$11,088.

Board of Trustees Meeting Minutes- September 26, 2018

Mr. Rottenstreich

A ***Motion*** to approve the Board of Trustees Meeting Minutes of the September 26, 2018 meeting was made by Ms. Shapiro, seconded by Ms. Barcomb. Motion carried unanimously.

Treasurer's Report – September 2018

Mr. Hazewski

Mr. Hazewski reviewed the September Treasurer's Reports. Revenues are at 90% and expenses are at 75% of the budget. There are several Budget Amendments. A ***Motion*** was made by Ms. Caimano, seconded by Ms. Bartlett to accept the Treasurer's Report and Budget Amendments. Motion carried unanimously.

Claims Auditor Report

Mr. Hazewski

Acceptance of the October 12, 2018 Claims Auditor Reports for bills & payroll. A ***Motion*** to accept the Claims Auditor's reports for October 12th, was made by Ms. Swanson, seconded by Mr. Antis. Motion carried unanimously.

Committee Reports

Personnel Committee

Ms. Vanderminden

1. Approval of the Permanent part-time appointment (pending probationary period) of Library Assistant Emma Rogan per Civil Service test, State # 64502, Local # 3049 effective 11/2/2018 at a salary of \$18.51 per hour.

A ***Motion*** was made by Ms. Shapiro, seconded by Ms. Bartlett to approve item number 1. Motion carried unanimously.

Finance Committee

Mr. Hazewski

Members of the Finance Committee met with Glens Falls National Bank to go over the Library's investments. Mr. Hazewski went over the highlights of that meeting.

SALS

Ms. Nemer

No Report

Director's Report

Ms. Naftaly

Ms. Naftaly reported sad news. Meredith Judge passed away this morning. She is the wife of the Library's long term attorney H. Wayne Judge. Ms. Naftaly attended the three budget public hearings. No one from the public attended any of them but thanks go to the trustees from each of our municipalities did attend. She indicated that e-content in September was 9% of our total circulation. She went over the four new/updated policies, 1) Animals in the Library 2) Unattended Children, 3) Crandall Public Library Rules, 4) Sexual Harassment. Mr. Rottensteich thanked the folks that were on the ad-hoc Rules Committee.

Action items:

A. Action items:

1. Approval to accept the lowest bid proposal from West and Company for the years 2018-2023 audit services.
2. Permission to solicit RFP for Library Security Services as current contract with G4S expires December 31, 2018.
3. Permission to for Laing, Ray, and Naftaly (and Robinson from JA) to travel on November 15 and November 16 to observe RFID and AMH installations in Shrewsbury, MA; Worcester, MA; Glastonbury, CT; Darien, CT and Jericho, NY. Cost: \$330 mileage; \$226 hotel (2 rooms); \$300 meals. Total: approximately \$856
4. Permission to adopt modified Library Rules of Conduct including Unattended Children Policy, Animals in the Library Policy and Crandall Public Library Rules.
5. Permission to adopt modified and updated Sexual Harassment Prevention Policy.

A *Motion* to approve items 1-5 was made by Ms. Barcomb, seconded by Mr. Hazewski. Motion carried unanimously.

Old Business

None

New Business

Mr. Antis stated that he attended the Public Hearing in Moreau where no one from the public attended. He is concerned as there is still an open seat in Moreau. He feels the Board needs to address who uses the Library. He wanted to know how many individuals and age groups are using the Library and how to get people to use the Library. Ms. Naftaly stated that she will try to integrate his concerns in the new Strategic Plan. Mr. Antis indicated that each town has a liaison to the Library.

Executive Session

A *Motion* was made to go into Executive Session to discuss the RPF for Security by Ms. Bartlett, seconded by Mr. Hazewski. Motion carried unanimously.

A *Motion* to come out of Executive Session was made by Ms. Bartlett, seconded by Mr. Barnard. Motion carried unanimously.

Adjournment:

Motion to adjourn was made by Ms. Shapiro and seconded by Ms. Swanson. Meeting adjourned at 5:20 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
November 28, 2018
4:30 pm
Holden Meeting Room