



**Board of Trustees
Meeting Minutes
November 28, 2018**

Attendance:

Trustees: Ms. Barcomb, Mr. Hazewski, Ms. Caimano, Ms. Swanson Mr. Rottenstreich, Mr. Antis, Ms. Bartlett, Ms. Vanderminden, Mr. Gannon, Mr. Toomey

Absent: Excused Ms. Nemer,

Absent: Unexcused Mr. Leonelli, Ms. Schapiro, Ms. Johnson, Mr. Barnard,

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

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

Call to Order: President Rottenstreich called meeting to order at 4:30 p.m.

Public Comment

Glens Falls Police Officer Tanner stopped by to answer questions any Board members might have in regard to our incident reports. Many of the issues we are having he opined that any place that has free wifi are also experiencing the same issues. He offered to come to *Story Time* to read to the kids. The GF Police will keep walking through the Library to perform random checks on security.

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

Department Reports

A. Herman, Adult Services

Ms. Herman reported that they had a great month in October. The *Adirondack Film Festival* went well. The *Old Time Logging & River Driving* program with Dick Nason was hugely attended. In December we will hold a program *Thinking of Summer Vacations in South America*.

On Friday for *Hometown Holidays* we will be offering *Karaoke Karols*. Ms. Herman thanked Tisha Dolton for working overtime for the Film Festival.

P. Frazier, Children's Department

Ms. Frazier reported that the Teens did the acting for the program *Peter & the Wolf* on the Friday after Thanksgiving. It was very well attended with 75 people. On November 24th we held the program from the *Vermont Institute of Natural Science, Owls and Their Calls*. The adults seemed just as interested in it as the kids. They had three live owls with them. On December 9th the *Snow Sisters Surprise* will be a meet and greet along with *Storytime*. It will be a free program. A *Christmas Carol* will be held on December 22nd with the *Puppet People*. December 21st we will begin a reading nook for kids to *Hibernate with a Good Book*. The *Teens Holiday Prom* had a good turn out and everyone had a great time.

T. DeGarmo, Folklife

Mr. DeGarmo informed the Board of the passing of longtime Library donor Fran Shapiro. On January 17th the Colgate Resolutions will put on a concert. Mr. DeGarmo will be switching out the exhibits in the Folklife Gallery next month. The new exhibit will be *Social Injustice USA* by Betty LaDuke. The show runs from late December to the end of April.

G. Forshey, Innovation and Patron Experience

Library Assistant Erica Catalano is working with the 3-D printer; she will teach patrons how to use it by offering two beginner programs. Library Assistant Karen Zekauskas will be holding two *Wreath Making* programs with assistance from Cornell Cooperative Extension of Warren County next week.

M. Chandler, Development Director

Ms. Chandler stated that her main focus now is on the *Annual Appeal*. It will be highlighting our brand and targeting different audiences. The *Henry Crandall Award* will have its 10th anniversary next year. She stated that we are spending too much on the gala with little return. She is looking at different ways and ideas to change things up for a better return; the event is profitable but the profit is not equal to the efforts to put it on. Ms. Caimano stated that she appreciates all the statistical information that Ms. Chandler gives the Board.

Friends of Crandall Public Library

Mr. Borie

Mr. Borie stated that the book sale raised \$11,738. The dates for the 2019 Book Sales are February 8-10, June 14-16, and October 4-6.

Board of Trustees Meeting Minutes- October 24, 2018

Mr. Rottenstreich

A *Motion* to approve the Board of Trustees Meeting Minutes of the October 24, 2018 meeting was made after a correction to the minutes. Under New Business it should read Mr. Antis indicated that the Town of Moreau has a liaison to the library, motion made by Ms. Caimano, seconded by Ms. Bartlett. Motion carried unanimously.

Treasurer's Report – October 2018

Mr. Hazewski

Mr. Hazewski reviewed the October Treasurer's Reports. Revenues are at 91% and expenses are at 76% of the budget. There are several Budget Amendments. A *Motion* was made by Mr. Antis,

seconded by Ms. Swanson to accept the Treasurer's Report and Budget Amendments. Motion carried unanimously.

Claims Auditor Report

Mr. Hazewski

Acceptance of the October 29 & November 13, 2018 Claims Auditor Reports for bills & payroll. A **Motion** to accept the Claims Auditor's reports for October 29th & November 13th was made by Ms. Barcomb, seconded by Ms. Vanderminden. Motion carried unanimously.

Committee Reports

1. Personnel Committee

Ms. Vanderminden

1. Approval of the part-time Page, Madge O'Connell effective 11/20/2018 at a salary of \$10.40 per hour.
2. Approval of Resignation of part-time Page, Emma Rogan effective 10/30/18.
3. Approval of part-time Page, Becky McDonald effective 11/23/18 at a salary of \$10.40 per hour
4. Approval of Permanent full-time appointment of Building Maintenance Mechanic, Jeremy Dickinson per Civil Service Rules effective 12/3/18 at a salary of \$43,500 (pending probationary period).
5. Approval of Permanent full-time appointment of Library Assistant Karen Zekauskas per the Civil Service test #64502 & 3049 effective 11/28/18 at a salary of \$34,363 (pending probationary period).
6. Approval of Permanent part-time appointment of Library Assistant Erica Catalano per the Civil Service test #64502 & 3049 effective 11/28/18 at a salary of \$18.51 per hour and the approval of her Permanent appointment to a full-time Library Assistant (same tests) on 1/1/19 at a salary of \$34,363 (pending probationary period).

A **Motion** to accept items 1-6 was made by Ms. Vanderminden, seconded by Ms. Caimano. Motion carried unanimously.

2. Finance Committee

Mr. Hazewski

Glens Falls National Bank has introduced a program for the Library to earn more money through interest on our accounts. It is an Insured Cash Sweep.

A **Motion** to approve the Insured Cash Sweep was made by Ms. Bartlett, seconded by Mr. Antis. Motion carried unanimously.

SALS

Ms. Nemer

No Report

Director's Report

Ms. Naftaly

Ms. Naftaly reported that the budget passed in all three municipalities. She thanked everyone for their support as well as thanking the Friends. We had a very strong ratio in yes versus no. Ms. Vanderminden won another 5 year term as Trustee in Glens Falls. In Queensbury we will have

two new Board members, John Goralski and Clare Rainwater. Congratulations to all. We do not have the certified election results from Saratoga yet so we are not sure who the Trustee was voted in for the Town of Moreau. Thanks to Ms. Chandler's branding efforts we now have new business cards. Ms. Ziegler did a great job designing them. Ms. Naftaly stated that she attended the Crandall Trust meeting and they have a budget amendment that will add another \$3,300.29 to our budget. That is due on Friday. At the May 30, 2018 Board meeting you approved for us to order new replacement furniture for some areas of the building. According to our door count from 2008 – 2018, 4,377.502 people came through this building. We hope some of the furniture arrives before the end of the year.

Action items:

A. Action items:

1. Permission to utilize \$50,100.78 from Capital Projects Fund to purchase new furniture to replace 10 year old, worn-out or damaged seating per project announcement at the May 30, 2018 Library Board Meeting. Butler Rowland Mays Architects, LLP provided guidance for the project: Teen Room ottoman and chairs, Internet Room chairs; Holden Room chairs; Children's Room lounge chairs/regular chairs; Staff task chairs; Quiet Reading Porch side chairs.
2. Approval of 2019 Board Meeting dates (see attached)

A *Motion* to approve items 1-2 was made by Mr. Hazewski, seconded by Ms. Caimano. Motion carried unanimously.

Old Business

None

New Business

Mr. Antis asked about the Sexual Harassment Training we need to do. Ms. Naftaly said that NY has extended it to October 2019. We are looking at ways for the library to do the training.

Executive Session

None

Adjournment:

Motion to adjourn was made by Ms. Bartlett and seconded by Mr. Antis. Meeting adjourned at 5:27 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
Organizational Meeting
January 9, 2019
4:30 pm
Holden Meeting Room**