

251 GLEN STREET
GLENS FALLS, NY 12801
792-6508

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

Attendance:

Trustees: Ms. Nemer, Mr. Toomey, Mr. Rottenstreich, Ms. Barcomb, Mr. Hazeweski, Ms. Schapiro, Ms. Vanderminden, Mr. Gannon

Absent: Excused Ms. Caimano, Ms. Johnson, Mr. Barnard

Absent: Unexcused Mr. Leonelli

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

Guests: Diane Swanson, Brian Borie, FCPL, Cindy Watkins, CLP Staff, Jill Thaisz, CPA & Bryan Schlesier, CPA of West & Company CPAs PC.

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

Public Comment – None

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

Review of 2017 Audit by West and Company, CPA PC

Ms. Jill Thaisz of West and Company, CPA PC reviewed the highlights of the 2017 audit. The audit went very well with no deficiencies recorded. Ms. Thaisz thanked the staff for their assistance and courtesies extended to them during the fieldwork. The Library was well prepared for the audit and it was a very clean audit.

A **Motion** was made by Barcomb, seconded by Ms. Vanderminden to approve the 2017 audit. Motion carried.

A **Motion** was made by Ms. Shapiro seconded by Mr. Hazeweski to move Department Reports up to the top. Motion carried.

Department Reports

A. Herman, Adult Services

For Crandall Craft Day a *Seashell Painting Class* was held. 175 adults participated in the *Adult Reading Program*. We had 212 folks attended the *African American Film Festival*. Author Lawrence Dudley was here on February 21. Approximately 30 people attended. March is Women's History Month. Staff member Trish Dolton will participate in an event. On March 14th Diane O'Conner, Master Gardner from Cornell Cooperative Extension will present the program "*The Gardens of Ireland*".

P. Frazier, Children's Department

They had a wonderful party for Dr. Seuss. Kids got books & hats donated by The Iroquois Reading Council. Approximately 200 people attended. We had a good February vacation week. There were a lot of things going on. In March we will have the program "The Ugly Duckling Children's Opera". It will be presented by Saratoga Opera to go. It is a free program. They come and provide the program free to us. There is a new *Explorer's Club* for kids in grades 4-7. *Explorer Club Jr.* is for kids in grades 1-3. Ms. Frazier handed out the March Calendar.

T. DeGarmo, Folklife

Mr. DeGarmo stated that the live Folklife Concerts start tomorrow night. There will be 12 in all and they run through the middle of May. Mr. DeGarmo thanked the Friends of Crandall Public Library and the NYS Council on the Arts for funding the program and making it available at no cost to patrons.

Board of Trustees Meeting Minutes- January 24, 2018

Mr. Rottenstreich

A **Motion** to approve the Board of Trustees Meeting Minutes of the January 24, 2018 meeting was made by Ms. Nemer, seconded by Mr. Gannon. Motion carried.

Treasurer's Report – January 2018

Ms. Winters

Ms. Winters indicated that revenues are at 4% and expenses are at 7.5%. There are no budget amendments this month. A **Motion** was made by Ms. Schapiro, seconded by Ms. Barcomb to accept the Treasurer's Report. Motion carried.

Claims Auditor Report

Ms. LaPann

Acceptance of the January 30, February 14 & 28, 2018 Claims Auditor Reports for bills & payroll. No issues were found. A **Motion** to Accept the Claims Auditor's reports was made by Ms. Shapiro, seconded by Ms. Barcomb. Motion carried.

Committee Reports -

Finance

1. 2017 Audit review

Friends of Crandall Public Library

Mr. Borie

They had a great sale raising over \$12,000. It was \$2,000 more than the last sale. They are working on revising their By-Laws. They are getting ready to mail out their Annual Appeal letters. They will be dedicating books to former FCPL Board Members.

SALS

Ms. Nemer

The SALS Annual Meeting is on May 21, 2018 in Saratoga

Director's Report

K. Naftaly

Ms. Naftaly stated that based on her performance review she is reconfiguring her written Director's Report to tie in with the Library's Strategic Plan. She attended Library Lobby Day in Albany today. It is a statewide yearly event. About 500 libraries statewide attended the event. Crandall Library is very fortunate to have Senator Betty Little and Assemblyman Dan Stec as our constituents as they support libraries. For every tax dollar spent on us it is a \$7.00 return to the community. She shared some fun facts she learned today: over million in circulation for all SALS Libraries, 65% of the population have library cards of which have been used at least one time in the last three years. There have been 2.1 million in all SALS Library's. Construction aid for 2017 was cut back from \$700,000 to \$300,000.

Action items:

1. Permission to destroy old library records following NYS Archive Retention Schedule.
2. Approval to submit 2017 NYS Annual Report to the New York State Library—final report distributed to Trustees for review on February 14, 2018.
3. Permission to apply for a \$45,000 grant from the New York State Council on the Arts for 2019 for support of the Folklife program.
4. Approval of SALS/MVLS Joint Automation Agreement.

A *Motion* to approve Action item 1-4 was made by Mr. Toomey, seconded by Ms. Barcomb. Motion carried.

Old Business - None

Date change for the March 2018 meeting from March 21 to March 28 due to PLA Conference.

New Business

- A. Resignation of Board Member Mary LaPann and discussion of vacant trustee position(s).
- B. “What constitutes a meeting of the board?” under New Business.

Mr. Rottenstreich stated that it is with great sadness that Trustee Mary LaPann will have to step aside as of this meeting. If you know of anyone to represent Glens Falls that can fill her term please let him know. A *Motion* was made by Mr. Toomey seconded by Ms. Vanderminden to regretfully accept Ms. LaPann resignation.

Diane Swanson was introduced as a potential replacement for our Queensbury Trustee vacancy.

Discussion was held regarding “What constitutes a meeting of the board”. Whenever you have a quorum it constitutes a meeting. If you are emailing or sending a reply to the board do not reply all. That can constitute a meeting. The board should not meet without a quorum. Ms. Naftaly will send the rules to Trustees.

Adjournment:

Motion to adjourn was made by Mr. Toomey and seconded by Ms. Vanderminden. Meeting adjourned at 5:07 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, March 28, 2018
4:30 pm
Holden Meeting Room