

251 GLEN STREET
GLENS FALLS, NY 12801
792-6508

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

Attendance:

Trustees: Mr. Toomey, Mr. Rottenstreich, Ms. Barcomb, Mr. Hazewski, Ms. Schapiro, Ms. Vanderminden, Mr. Gannon, Ms. Johnson

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

Absent: Unexcused Mr. Leonelli

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

Guests: Cindy Watkins, CLP Staff

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

Oath of Office: A *Motion* was made by Ms. Shapiro, seconded by Ms. Vanderminden to appoint Diane Swanson from the Town of Queensbury to fill a vacant spot. Motion carried. Ms. Swanson was given the Oath of Office. She is replacing Brian McDermott who resigned in September 2017. Her term of office runs until December of 2020.

Public Comment – None

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

A *Motion* was made by Ms. Barcomb, seconded by Mr. Hazewski to move the Department Reports up to the top of the Agenda. Motion carried.

Department Reports

A. Herman, Adult Services

The Reference staff will be holding programs on poetry during the month of April. There will be poetry programs held by Therese Broderick. The *Spring Film Festival* begins April 3. We have hired a New Librarian, Cynthia Maguire who will be starting in mid-April.

P. Frazier, Children's Department

The library will be a vacation destination for kids during spring break. Programs will include Harry Potter, family yoga, a wildlife presentation, search and rescue dogs

T. DeGarmo, Folklife

In April we will hold a presentation on Preserving Collections. We are partnering with Heritage and Preservation Services for New York for the program. The Live Folklife Concerts have been standing room only so far. There have been between 180-200 people at each concert. Kevin Rogan is taping 2 songs per concert to put on our YouTube page. We have 146 subscribers and have had 1500 views. We received a small CDLC grant to hire a student to promote our site.

Board of Trustees Meeting Minutes- February 28, 2018

Mr. Rottenstreich

A **Motion** to approve the Board of Trustees Meeting Minutes of the February 28, 2018 meeting was made by Mr. Gannon, seconded by Mr. Hazewski. Motion carried.

Treasurer's Report – February 2018

Ms. Winters

Ms. Winters indicated that revenues are at 54% due to checks coming in from the Town of Moreau and the Town of Queensbury. Expenses are at 3% which is less than the to-date budget. The Library received a Bequest of \$10,000. A **Motion** to accept the February 28, 2018 Treasurer's report was made by Mr. Hazewski, seconded by Ms. Shapiro. Motion carried.

There are two Budget Amendments this month. A **Motion** was made by Ms. Barcomb, seconded by Ms. Johnson to accept the Budget Amendments. Motion carried.

Claims Auditor Report

Ms. LaPann

Acceptance of the March 14, 2018 Claims Auditor Reports for bills & payroll. One Error was found and corrected. A **Motion** to Accept the Claims Auditor's reports was made by Ms. Shapiro, seconded by Ms. Swanson. Motion carried

Committee Reports

Personnel

T. Vanderminden

1. Acceptance of Librarian I Sarah Viviani's resignation effective 3/26/2018.
2. Provisional appointment of Rickele Bello as FT Librarian I at a yearly salary of \$36,559 effective April 2, 2018.
3. Provisional appointment of Cynthia Maguire FT Librarian I at a yearly salary of \$36,559 effective April 16, 2018.

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

Board Development

1. Appointment of Dan Hazewski, Jr. as Board Treasurer.

K. Gannon

A **Motion** to approve Item 1 was made by Mr. Gannon, seconded by Ms. Shapiro. Motion carried.

Friends of Crandall Public Library

Mr. Borie

Ms. Shapiro reported that the Friends are working on ways to enhance the Book Sale. They are considering banning scanner use at future sales. Prices will be going up, hardcover will be \$2.00 and softcovers will be \$1.00. They would love to come up with more money to support the Library's programs.

SALS

Ms. Nemer

Ms. Naftaly attended the SALS meeting which was pretty uneventful. They passed their outside audit with flying colors. The SALS Annual Meeting is on May 21, 2018 in Saratoga.

Director's Report

K. Naftaly

Ms. Naftaly thanked the Trustees for allowing staff to attend the PLA Conference in Philadelphia as part of their continuing education. She will share more information at the next meeting after she meets with staff that attended the conference. The conference is good for us as it exposes us to new ideas. We are partnering with Fayetteville Library in Syracuse for STEAM (Science, Technology, Engineering, Art & Math) Week. They will send us two representatives to train participants in the SMILE (Steam and Making in Informal Learning Environments).

Action items:

1. Permission to apply for a \$2,000 grant from the American Library Association and PBS for support of "The Great American Read."
2. Renewed permission for Todd DeGarmo to go to the NYS Folk Arts Roundtable, the annual meeting for NYS folklorists hosted by NYSCA-Folk Arts and the NY Folklore Society, this year in Buffalo, NY, May 20-23, 2018. Costs: Hotel \$178.50; meals \$200.00; travel (auto) \$360.00. Total: Approximately \$738.50 [Originally approved as TBD on January 10, 2018.]
3. Permission for Tala Henry-Halabi to attend the Youth Services Section NYLA conference in Syracuse on April 13. Cost: Registration is approximately \$153.00 (includes food and total will be slightly less as she is an YSS member), Sheraton Hotel \$170 and travel (auto) \$173.00. Total: Approximately \$496.00
4. Permission to update the Library's Purchasing Policies to allow the Library Director to be able to sign checks up to \$1,000.

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

Old Business

Ms. Caimano asked via phone where the committee is with the By-Law-Revisions. They need another meeting to go over the revisions. Ms. Naftaly will set one up.

New Business

Ms. Schapiro informed the Board that there is a 210 million dollar Fund Libraries campaign in Washington DC that has been to the House of Representatives and is now circulating in the Senate Representative Elise Stefanick has signed the bill.

There was a question regarding children's library cards that have accrued fines. Some of these fines are through no fault of the child. The fines could have been accrued by another family member or friend that used their card. The cards with fines are banned from using the computers and checking out books and materials. We would like to get the books back to the children and keep them reading. We would like to move forward and explore options to make this happen.

Adjournment:

Motion to adjourn was made by Ms. Barcomb and seconded by Ms. Swanson. Meeting adjourned at 5:26 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
Annual Meeting
April 25, 2018
4:30 pm
Holden Meeting Room**