

251 GLEN STREET
GLENS FALLS, NY 12801
792-6508

**Board of Trustees
Meeting Minutes
May 30, 2018**

Attendance:

Trustees: Mr. Toomey, Ms. Barcomb, Mr. Hazewski, Ms. Schapiro, Ms. Johnson, Ms. Caimano, Mr. Barnard, Ms. Nemer, Ms. Swanson

Absent: Excused Mr. Rottenstreich, Ms. Vanderminden, Mr. Gannon,

Absent: Unexcused Mr. Leonelli

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

Guests: Brian Borie, FCL

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

There was a Moment of Silence to honor deceased Board Member Mary LaPann (December 7, 1957 – May 6, 2018).

Oath of Office: Vice President Toomey gave the Oath of Office to the following:

1. Amy Bartlett from the City of Glens Falls to fill Trustee Mary LaPann's term of office. Term expires on December 31, 2020.
2. Reed S. Antis Trustee from the Town of Moreau to fill Trustee Mark Lebowitz's term of office. Term expires on December 31, 2019.

Introductions were made around the room. Ms. Bartlett is a retired First Assistant Warren County Attorney. Mr. Antis is self-employed and involved in the Town of Moreau government and is on their Planning Board.

Public Comment – None

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

Board of Trustees Meeting Minutes- March 28 & April 25, 2018

Mr. Toomey

A **Motion** to approve the Board of Trustees Meeting Minutes of the March 28 & April 25, 2018 meeting was made by Ms. Barcomb, seconded by Ms. Shapiro. Motion carried unanimously.

Treasurer's Report – March & April 2018

Mr. Hazewski

Mr. Hazewski reviewed the March & April Treasurer's Reports. There was one budget modification for March and one for April. We are 1/3 of the way through the year and revenues are at 69.5% and expenses are at 29% of the budget.

A **Motion** was made by Ms. Nemer, seconded by Ms. Caimano to accept the Treasurer's Reports and Budget Amendments. Motion carried unanimously.

Claims Auditor Report

Mr. Hazewski

Acceptance of the March 14, April 26 & May 14, 2018 Claims Auditor Reports for bills & payroll. A **Motion** to accept the Claims Auditor's reports for March and April was made by Ms. Caimano, seconded by Ms. Nemer. Motion carried unanimously.

Committee Reports

Personnel

1. Acceptance of Senior Library Clerk Ruth DeMarsh's Retirement. Ruth celebrated her 55th year working here at Crandall Library. Effective May 11, 2018.
2. Acceptance of Library Assistant Rachel Clothier's Retirement. Rachel has worked at the Library for 22 years.
3. Provisional appointment of Michelle Chandler as FT Library Development Director at an annual salary of \$62,000 effective June 4, 2018.

Ms. DeMarsh's family donated a red bench with a plaque on it in honor of her 55 years of service. A **Motion** to approve Items 1-3 was made by Ms. Shapiro, seconded by Ms. Swanson. Motion carried unanimously.

Friends of Crandall Public Library

Mr. Borie

Mr. Borie stated that the Friends Annual Appeal has raised about \$5,000 so far this year. It is a bit less than last year. They are still working on their By-Laws revision. Crandall Library staff has their artwork on display this month for "On Your Own Time". Next book sale is June 16-18, 2018.

SALS

Ms. Nemer

Ms. Nemer reported that the SALS Annual Meeting was wonderful.

Director's Report

K. Naftaly

Ms. Naftaly invited new Trustees Ms. Swanson, Ms. Bartlett and Mr. Antis to tour the library. She will set up a date and time that works for everyone. It was discovered that a basement window has termites. It has been treated. Regarding the By-Laws review, modifications will be made at the next meeting. Ms. Naftaly stated that for Capital Projects she is working with an architect to order new furniture for some departments. The items that need replacing are 10 years old and are showing major signs of wear and tear. In 2019 we are looking at refurbishing or replacing the RFID equipment. It is in the \$250,000 range. Capital Reserve Fund monies may be used for the project. We are starting the process to look at replacement. She is still working with Warren County Civil Service for the Library Assistant, Librarian I and Development Director Exams. We have several people that are working for us that need to take the exams. Hopefully, they will all be reachable on the Training and Experience tests.

Action items:

1. Approval of Legal Notice for Trustee Petitions (3-Town of Queensbury) (1-Town of Moreau) (1-City of Glens Falls) for publication in *The Chronicle* and *The Post-Star* in June 2018. Trustee petitions are due between August 13 and August 20, 2018 (by 3 pm).
2. Permission for Erica Burke to attend the NYS Family History conference in Tarrytown NY, September 12-15m 2018. Costs: Conference registration \$165; workshop registration \$48; hotel (3 nights@ \$151) \$453; travel est. 400 miles + tolls \$200; Meals (\$126 Conference events) plus independent meals. Total costs not to exceed \$1,200.
3. Approval of discard of Property #4559, Palmieri Square Reading Table due to unrepairable condition.

A **Motion** to approve Action item 1-3 was made by Ms. Nemer, seconded by Ms. Barcomb. Motion carried unanimously.

Department Reports

A. Herman, Adult Services

Ms. Herman indicated that 16 separate programs were held during the month of April. It was very busy. The *Film Series* runs until the end of June. A reference librarian will hold a program on making a *Terrarium* on June 9th. June 21st the program will be *A Mule Named Sal: Music of the Eire Canal*.

P. Frazier, Children's Department

Today was an exciting day! The *Planet Earth Exhibit* arrived this morning. The exhibit opens June 2nd and is for all ages. There will be public programs for all ages. There will be a lot going on between 10-2 on June 2nd. There will be a *Nature Fitness Trail* in the park, *Spin the Wheel Earth Trivia* contest, movie and movies. A Master Gardener from Cornell Cooperative Extension will hold a class to make *Terrariums*. Ms. Naftaly stated that Ms. Frasier worked very hard to get this exhibit for the library. Fourteen sites are hosting the exhibit and we are only one of eight libraries to get it.

T. DeGarmo, Folklife

Mr. DeGarmo reported that he has 10 volunteers that have put in over 100 hours. They have been doing such things as digitizing, photography etc. The *Spring Folklife Concerts* have finished. He thanked the Friends for donating to it. We are running out of space for the concerts. Our community room holds 150 and we have been getting about 200 for most concerts. It's been standing room only.

G. Forshey, Innovation and Patron Experience

Ms. Forshey reported that the website redesign is in full swing. She has been going through the content of the website.

K. Naftaly, Director

Ms. Naftaly reported that Maury Thompson formally from the *Post Star* held a blessing of the books at church on May 20th. It was about Crandall Library's *125 Anniversary*. Mr. DeGarmo informed us that Maury has a new book out. He will be doing a book tour with a book signing here on Monday.

Old Business

None

New Business

Ms. Shapiro reported that she has been invited to become a Board Member for the Library Trustee Association of New York State.

Adjournment:

Motion to adjourn was made by Ms. Nemer and seconded by Ms. Barcomb. Meeting adjourned at 5:03 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
Wednesday, June 27, 2018
4:30 pm
Crandall Public Library
Holden Meeting Room
2nd Floor