



**Board of Trustees  
Meeting Minutes  
August 22, 2018**

***Attendance:***

**Trustees:** Ms. Barcomb, Mr. Hazewski, Ms. Schapiro, Ms. Caimano, Ms. Vanderminden, Ms. Nemer, Ms. Bartlett, Ms. Swanson Mr. Rottenstreich, Mr. Antis, Mr. Toomey, Ms. Johnson entered at 4:43 pm

**Absent:** Excused Mr. Barnard, Mr. Gannon

**Absent:** Unexcused Mr. Leonelli

**Staff:** Ms. Naftaly, Ms. Webb, Ms. Bell, Ms. Winters, Ms. Frazier, Ms. Chandler.

**Guests:** Cindy Watkins, CPL, Dave Bates, G4S Security

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

**Public Comment**

Mr. Bates had comments in regard to Library Policies and incident reports. He brought several issues up during his discussion with the Board. Discussion by the Board members followed. Ms. Naftaly will follow up on some issues that were mentioned and check with SALS to see how other libraries handle these issues. Ms. Naftaly brought up a letter that she has received from a regular patron in regards to another regular patron about their body odor. An ad hoc committee was formed to work on some of the issues mentioned by Mr. Bates and the patron's letter. Committee member are; Ms. Barcomb, Ms. Bartlett, Ms. Swanson, Ms. Johnson, and Ms. Shapiro.

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

## **Department Reports**

### *A. Herman, Adult Services*

In July Ms. Herman worked with the Children's Department on the Explore Earth Exhibit. Coming up in the fall is the Film Series. On September 19, Author David Pietrusza to discuss his latest work, *TR's Last War*. On September 21, they will show the film: *Sisters of '77*.

### *P. Frazier, Children's Department*

Ms. Frazier stated that July saw great attendance with about 1,900 people attending programs. Some attendance was for the *Explore Earth Exhibit*. It was a very successful exhibit. Tomorrow is the *Teddy Bears Picnic*. She thanked the partners that provided free programs to the library. There will be two LARAC workshops, painting and making mobiles coming up. She is planning for fall.

### *T. DeGarmo, Folklife*

Mr. DeGarmo passed out the line-up for the Fall Concert Series. He also spoke about the *Battenkill Inspired* series and passed out information on how to check it out on YouTube.

### *M. Chandler, Development Director*

Ms. Chandler reminded everyone that the *Henry Crandall Award Gala* is on September 28. We have already raised \$22,000 in sponsorships and exceeded the amount for last year's sponsorships. The banner with our new logo has been installed on the park side of the building. There has been new carpeting installed and a rug with our new logo at Glen Street and another rug has been placed at the Park entrance. The Gala invitations are getting ready to be mailed out.

### *Friends of Crandall Public Library*

Ms. Shapiro

Ms. Shapiro reported that they haven't met for the summer. Their next meeting is in September. They are working on the October book sale.

### *Board of Trustees Meeting Minutes- July 25, 2018*

Mr. Rottenstreich

A **Motion** to approve the Board of Trustees Meeting Minutes of the July 25, 2018 meeting was made by Ms. Barcomb, seconded by Ms. Swanson. Motion carried unanimously.

### *Treasurer's Report – July 2018*

Mr. Hazewski

Mr. Hazewski reviewed the July Treasurer's Reports. Things are running smoothly. Revenues are at 72.8% and expenses are at 53.3% of the budget. So far that is 11% less than projected. A **Motion** was made by Ms. Caimano, seconded by Ms. Shapiro to accept the Treasurer's Report. There were no Budget Amendments. Motion carried unanimously.

### *Claims Auditor Report*

Mr. Hazewski

Acceptance of the July 27, & August 13, 2018 Claims Auditor Reports for bills & payroll. There were no issues noted. A **Motion** to accept the Claims Auditor's reports for July 27 & August 13 was made by Ms. Nemer, seconded by Ms. Vanderminden. Motion carried unanimously.

## **Committee Reports**

Joint Finance & Personnel Committee

Mr. Hazewski / Ms. Vanderminden

1. A **Motion** was made by M. Shapiro seconded by N. Rottenstreich to approve the proposed 2019 budget of \$4,725,787 and bring it to the full board for their approval at the next scheduled meeting. Motion carried.

A **Motion** to approve the 2019 proposed budget was made by Ms. Nemer, seconded by Ms. Vanderminden. Motion carried unanimously.

2. Approval of proposal to enter into NYS Retirement system Section 41[j] (Additional Service Credit for Sick Leave) at a total annual cost not to exceed \$1,700.

A **Motion** to approve NYS Retirement Section 41[j] for Additional Service Credit for Sick Leave was made by Ms. Vanderminden, seconded by Mr. Antis. Motion carried unanimously.

## **10. Approval of Resolutions**

- a. Approval of the 2019 Proposed Budget – Budget to be distributed at meeting.
- b. Approval of Legal Notices
- c. Approval of Trustee Petitions—Christina (Tia) Vanderminden and Stephen Baratta for the City of Glens Falls  
Approval of Trustee Petitions---Dale Nemer and two non-submitted for the Town of Queensbury  
Approval of Trustee Petitions---Non-submitted for the Town of Moreau
- d. Approval of Budget Resolutions for the Board of Election
- e. Approval of Resolution: The Board of Trustees authorizes Crandall Public Library to exceed the 1.02% tax cap in the event the levy exceeds the 1.02% cap due to miscalculations, erroneous, or incomplete information Also, per the NYS Comptroller’s Office the Library’s Tax Base Growth Factor in 2019 is 1.0065. (as recommended by NY Library Association.).

A **Motion** to approve Resolutions a-e was made by Ms. Nemer, seconded by Ms. Shapiro. Motion carried unanimously.

**SALS**

Ms. Nemer

There was no meeting

## **Director’s Report**

Ms. Naftaly

The Circulation Policies were sent and she has received some feedback. She will work on it after vacation. We have received the \$66,500 NYS Construction Grant for public small study rooms and office space for staff of the Teen Center.

## **Action items:**

### **A. Action items:**

1. Permission to extend Library hours on Friday, October 19 and Saturday, October 20 to 11 p.m. to cooperate with the Adirondack Film Festival.
2. Permission to include dollars allocated to the currency bill changer to be included with petty cash funds.
3. Permission to modify the Personnel Policy p. 44 under Health Insurance to include following language:  
“Contribution rates are established by the Board. Modifications of individual rates may be adjusted by Administrative and Board arrangement.”

A **Motion** to approve items 1-3 was made by Mr. Hazewski, seconded by Ms. Vanderminden. Motion carried unanimously.

**Old Business**

None

**New Business**

1. Dates for Public Hearings for 2019 Proposed Crandall Public Library Budget:
  - Tuesday, October 9, 2018, Queensbury Town Hall Senior Center @ 7:00 pm
  - Wednesday, October 10, 2018, Moreau Town Hall @ 7:00 pm
  - Thursday, October 11, 2018, Glens Falls Common Council Chamber @ 7:00 pm

Ms. Naftaly will post more information on the website. She asked that all Trustees try to go to the town meeting for the town/city you represent.

**Adjournment:**

**Motion** to adjourn was made by Ms. Bartlett and seconded by Ms. Shapiro. Meeting adjourned at 5:42 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  
September 26, 2018  
4:30 pm  
Holden Meeting Room**