



**Board of Trustees  
Crandall Public Library  
November 20, 2019**

- 1. Call to order** N. Rottenstreich
- 2. Public Comment**
- 3. Correspondence and Press (see board pass around file for actual correspondence)**
- 4. Department Reports**
  - T. DeGarmo, Folklife
  - P. Frazier, Children's Department
  - G. Forshey, Innovation and Patron Experience
  - M. Chandler, Development Director
- 5. Friends of Crandall Public Library** M. Shapiro
- 6. Approval of Board of Trustees Minutes: October 23, 2019** N. Rottenstreich
- 7. Treasurers Report, October 2019** D. Hazewski
  - A. Budget Amendments
- 8. Approval of Claims Auditor Reports** D. Hazewski
  - A. October 28, 2019 and November 13, 2019 bills and payroll
- 9. Committee Reports**
  - A. Personnel** T. Vanderminden
    1. Approval of part-time Page Jacqueline Goodwin, effective October 31, 2019 at a rate of \$11.10/hour.
    2. Approval of provisional appointment of Alissa Wood as FT Library Assistant, effective November 1, 2019 at a yearly salary of \$34,871.
- 10. SALS** D. Nemer
- 11. Director's Report & Action Items:** K. Naftaly
  - Action items:**
    1. Quotes were accepted from payroll system companies to migrate from a paper-based time and attendance methodology to an all-in-one, web-based payroll solution to streamline semi-monthly payroll and year-end tax obligations. Permission to accept the low bid for the

implementation and yearly fee structure of \$10,560 from Paychex. (Figure will vary slightly if number of staff on payroll varies).

**12. Old Business**

A. Role(s) of Library Trustees

N. Rottenstreich

**13. New Business**

**14. Executive Session (as necessary)**

K. Naftaly

**15. Adjournment**

**The next Board Meeting is the Organizational Meeting  
Wednesday, January 8, 2020  
4:30 PM  
Holden Room, 2<sup>nd</sup> Floor**