



**DRAFT**

**Board of Trustees  
Crandall Public Library  
AGENDA  
Organizational Meeting  
January 9, 2019**

- 1. Call to order** Naftali Rottenstreich
  
- 2. Oath of Office:** Naftali Rottenstreich
  - John Goralski
  - Clare Rainwater
  - Louise Eddy
  - Christina Vanderminden
  - Dale Nemer
  
- 3. Elections of Officers for 2019**
  - President:** Naftali Rottenstreich
  - Vice President:** Mike Toomey
  - Treasurer:** Dan Hazewski Jr.
  - Secretary:** Barbara Caimano
  
- 4. Appointment of Committee Members**
  - Executive Committee:** Rottenstreich (Chair), Toomey, Hazewski, Caimano
  - Finance Committee:** Hazewski (Chair)
  - Personnel Committee:** Vanderminden (Chair)
  - Board Development:** Co-Chairs, Toomey & Barcomb
  
- 5. Public Comment**
  
- 6. Correspondence and Press (see board pass around file for actual correspondence)**
  
- 7. Department Reports**
  - A. Herman, Adult Services
  - M. Chandler, Development Director
  - P. Frazier, Children's Department
  - T. DeGarmo, Folklife
  - G. Forshey, Innovation and Patron Experience
  
- 8. Friends of Crandall Public Library** B. Borie

- 9. Approval of Board of Trustees Minutes: November 28, 2018** N. Rottenstreich
- 10. Treasurers Report, November 2018** D. Hazewski  
 A. Budget Amendments
- 11. Approval of Claims Auditor Report for November 28, December 12 & 28, 2018 bills and payroll** D. Hazewski
- 12. Committee Reports**
- Personnel** T. Vanderminden
1. Approval of Promotion from full-time Librarian I to Librarian II for Karen Hilfiger effective 1/1/2019 at a salary of \$45,279.
  2. Approval of part-time Library Assistant, Eric Hilfiger effective 1/2/2019 at a salary of \$18.51 per hour.
  3. Approval of part-time Library Assistant, Jessica Farrell effective 1/4/2019 at a salary of \$18.51 per hour.
  4. Approval of Promotion from full-time Librarian I to Librarian II for Kevin Rogan at effective 1/1/2019 at salary of \$44,439
- 13. SALS** D. Nemer
- 14. Director's Report & Action Items:** K. Naftaly
- A. Action items:**
1. Approval of the appointment for 2019 of H. Wayne Judge as the Library's Attorney.
  2. Approval for designation of The Post-Star and The Chronicle as the official newspapers for notification purposes.
  3. Approval of change in standard mileage rates for travel reimbursement to 58 cents per mile for business miles driven as per IRS.
  4. Approval of the Independent Contractor Mariagnes DeMeo to continue to act as Claims Auditor for the Library in 2019.
  5. Permission for Naftaly and Forshey to submit a proposal for the 2019 NYLA Conference in Saratoga Springs for a program on the development and implementation of our SANG database.
  6. Permission for Naftaly to attend a PLA program called Social Justice and Public Libraries: Equity Starts with Us *A regional symposium on equity, diversity, inclusion, and social justice for public libraries* in Denver, CO on February 25–26, 2019. Cost: Registration (\$175); Travel (approx. \$500); Housing (\$260); Food (\$100). Total: Not to exceed \$1,200 [If flight costs increase prior to Board approval.]
  7. These are based on the Action items from the January 10, 2018 Board meeting. They are for standing meetings/activities during the year 2019:
    - A. Approval for Kathy Naftaly to attend monthly SALS Board meetings in Saratoga Springs. Cost: Travel (as needed).
    - B. Approval for Kathy Naftaly to travel locally for meetings with government, business, and educational organizations etc. as needed. Cost: Travel (as needed).
    - C. Permission for Kathy Naftaly and other staff/board members to attend NYLA Library Advocacy Day Wednesday, February 27, 2019 Albany, NY. Cost: Travel, possible reimbursement by NYLA.
    - D. Permission for at least four staff and/or board members to attend the NYLA Annual Conference in 2019: Saratoga Springs, NY, November 13-16. Cost: TBA.
    - E. Permission for Kathy Naftaly to attend Central Library Director's meetings. Held irregularly. Location: TBA. Cost: Travel.

- F. Permission for Kathy Naftaly to attend SALS Director's Council meetings in Saratoga Springs. Cost: Travel (as needed).
- G. Permission for Kathy Naftaly to attend JA Joint Automation Council Meetings every other month and subcommittee meetings such as ecommerce. Cost: Travel (as needed). [Alternate between MVLS and SALS].
- H. Approval for Kathy Naftaly to attend JA PAC Steering Committee Meetings. No meetings are currently scheduled. Location: TBA. Cost: Travel (as needed).
- I. Permission for Pam Frazier or designee to attend local School Library Council meetings. Cost: Travel.
- J. Permission for Sue Laing, Stacy Camp and/or Kathy Naftaly and/or designated staff to attend JA Operations Committee meetings. Location: SALS or MVLS Cost: Travel.
- K. Permission for a Reference staff member to attend CDLC Reference Services Interest Group meetings. Meets several times a year. Cost: travel.
- L. Permission for Andrea Herman to attend Overdrive Collection Development meetings. Scheduled as needed. Cost: Travel.
- M. Permission for Karen Hilfiger to attend ILL field day and associated meetings. Scheduled as needed. Cost: Travel
- N. Permission for Guin Forshey to schedule and/or attend various technology related meetings and /or Consumer Health meetings. Scheduled irregularly. Cost: Travel.
- O. Permission for Todd DeGarmo to attend to the following meetings required of his position without month-to-month Board approval:
  - a. Capital District Library Council - Documentary Heritage Program - meetings as a member of the advisory committee in Albany. Cost: travel.
  - b. New York Folklore Society - *Voices: The Journal of New York Folklore* meetings as editor in Schenectady. Cost: Travel
  - c. New York State Folk Arts Roundtable - participant at meeting as NYSCA-Folk Arts grant recipient. Location: TBA.
  - d. New York Folklore Society annual meeting TBA. Cost: Travel
  - e. Folklife Center Business - Local trips associated with exhibitions and collection development. A regular part of the job: to investigate potential donations; transport additions and conservation/preservation projects; conduct field research on artists needed to develop exhibitions and cultural programing; meetings with potential collaborators of cooperative projects. Cost: Travel
- P. Permission for Erica Burke to attend to the following meetings required of her position without month-to-month Board approval:
  - a. Capital Area Archivist - participant at evening meetings in Albany area. Cost: Travel
  - b. Heritage Hunters - participant and speaker at meetings in Schuylerville, NY. Cost: Travel
  - c. Various - a guest speaker several times a year at various local historical and/or genealogical societies
- Q. Permission for Kevin Rogan to attend:
  - a. Folklife Center Business - Local trips associated with exhibitions and collection development. A regular part of the job: to investigate potential donations; transport additions and conservation/preservation projects; conduct field research on artists needed to develop exhibitions and cultural programing; meetings with potential collaborators of cooperative projects. Cost: Travel
- R. Permission for designated Crandall Public Library staff members to attend the SALS Workshops in Saratoga Springs as scheduled. Cost: Travel

## 15. Old Business

**16. New Business**

**17. Executive Session (if necessary)**

**18. Adjournment**

**The next Board Meeting is  
Wednesday January 23, 2019  
4:30 PM,  
Holden Meeting Room**