

**Board of Trustees
Meeting Minutes
January 23, 2019**

Attendance:

Trustees: Ms. Caimano, Mr. Toomey, Mr. Rottenstreich, Ms. Shapiro, Ms. Johnson, Ms. Bartlett, Mr. Antis, Mr. Goralski, Ms. Vanderminden, Ms. Eddy, Ms. Nemer entered at 5:03pm.

Absent: Excused, Ms. Barcomb, Mr. Hazewski, Ms. Rainwater, Ms. Swanson

Staff: Ms. Naftaly, Ms. Webb, Ms. Herman, Mr. DeGarmo, Ms. Forshey, Ms. Chandler, Ms. Winter.

Guests: Brian Borie, FCPL

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

Oath of Office:

The Oath of Office was given to Christina Vanderminden, elected Trustee representing the City of Glens Falls by President Rottenstreich.

Appointment of Committees and Chairmen:

Executive Committee:	Rottenstreich (Chair), Toomey, Hazewski, Caimano
Finance Committee:	Hazewski (Chair), Rottenstreich, Bartlett, Caimano, Johnson, Goralski
Personnel Committee:	Vanderminden (Chair), Rottenstreich, Swanson, Nemer, Eddy
Board Development:	Toomey & Barcomb (Co-Chairs), Rottenstreich, Shapiro, Rainwater, Caimano, Antis

A ***Motion*** was made by Mr. Antis to accept the Committee Member as presented for 2019, seconded by Ms. Bartlett. Motion carried unanimously.

Public Comment – None

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

Department Reports

A. Herman, Adult Services

Ms. Herman indicated that Author Peter Benoit will be here in February to do a program. She explained more about what the Better Angels Workshops are about. They are meetings that will take place for both Democrats and Republicans to get together to talk and bridge the gap between them.

She had Library Assistant Erica Catalano give an introduction to our new 3-D printer. Ms. Catalano had samples of objects that were made with the printer. Ms. Catalano did a great job with the presentation and answering all questions.

M. Chandler, Library Development Director

Ms. Chandler indicated that 2018 is in the books. Both she and Kerry Zeigler are working on the Annual Report. That is a huge undertaking.

T. DeGarmo, Folklife

The Colgate Resolutions performed last Thursday to a full house. They enjoy stopping here and our patron's enjoy having them. Kevin Rogan did some videotaping of the concert and after editing them he will put them up on the Folklife YouTube page.

G. Forshey, Innovation and Patron Experience

Ms. Forshey stated that they will be migrating the calendar to an updated platform on the web site on January 29th. The new Event Calendar will be much more user friendly and look a lot better. We hope to have more groups using it. Last year we had a180 different groups using our rooms for a total of 623 bookings.

Friends of Crandall Public Library -

Mr. Borie

Mr. Borie reminded everyone that the next book sale is February 8, 9, and 10.

Board of Trustees Meeting Minutes

A **Motion** to approve the Board of Trustees Minutes of January 9, 2019 that was sent via email was made by Ms. Toomey, seconded by Ms. Bartlett. Motion carried unanimously.

Treasurer's Report – December 2018

Ms. Caimano

A. Budget Amendments

Ms. Caimano indicated that revenues are at 92.7% and expenses are at 91.7%. We brought in slightly more revenue than we had in expenses. Ms. Caimano stated that there are lots of budget adjustments due to the budget being approved in August. It varies when the actual numbers come through. **Motion** to approve the December 2018 Treasurers Report and Budget Amendments was made by Ms. Shapiro, seconded by Mr. Goralski. Motion carried unanimously.

Claims Auditor Report

Ms. Caimano

Acceptance of the January 14, 2019 Claims Auditor Reports for bills & payroll. One issue was found and corrected. A **Motion** to Accept the Claims Auditor's reports was made by Mr. Antis, seconded by Ms. Vanderminden. Motion carried unanimously.

Committee Reports -

Personnel

Ms. Vanderminden

1. Acceptance of the Retirement of Linda Webb, Administrative Assistant effective May 30, 2019. Linda has worked at the Library for 8 years.
2. Acceptance of the Retirement of Terry Bell, Senior Account Clerk effective April 30, 2019. Terry has worked at the Library for 14 years.
3. Acceptance of the Retirement of Andrea Herman, Librarian III effective July 31, 2019. Andrea has worked at the Library for 30 years.
4. Acceptance of Resignation of Page Jonathan Gonzalez effective January 28, 2019.
5. Acceptance of Resignation of Page Emily Forbes-Wood effective February 1, 2019.

A **Motion** to approve items 1-5 was made by Ms. Vanderminden, seconded by Mr. Antis. Motion carried unanimously.

SALS -

Ms. Nemer

Ms. Nemer indicated that the building grant proposals were all approved.

Director's Report

K. Naftaly

Ms. Naftaly reminded everyone that Library Advocacy Day is in Albany on Wednesday, February 27th. She is waiting to hear what time our appointments will be with our state representatives. She will email everyone with those times. Hopefully some will be able to attend. Susan Weinrich from the New York Council of Nonprofits will be available to meet with the Board for a workshop during the week of March 11th. She will be going over Board engagement and responsibilities and the role of board members. It is for all members but will be especially helpful to new members. Please let her know what dates you can attend that week. The 20th Annual African American Film Forum will be held in February. A reception will be held on February 26, 2019. We need to work on a new Strategic Plan or a Rolling Plan of Action. Our plan expired on December 31, 2018. Mr. Antis asked Ms. Naftaly if the new security service was working out and if the board will have the opportunity to meet them. The new security guards are doing well. Board members are welcome to introduce themselves to the guards. He also asked if any police officers have visited the library. She stated that police officers randomly walk through, as they have been doing for a while. Mr. Antis also inquired about the bid for a new R.F.I.D. self-check unit. She is working on that. Mr. Antis also inquired about the Folklife Center having longer hours. That should take place very soon. Mr. Antis inquired if the library keeps track of daily visits and if so can the Board see them. Ms. Naftaly will pull that information and send it to Mr. Antis.

Action items:

1. Permission for Jeremy Dickinson to attend "Why Safety Matters" workshop on January 30, 2019 at the Warren County Human Services Building. Cost: travel.
2. Permission for Todd DeGarmo to attend the Museum Association of NY's 2019 Conference "Access and Identity" in Cooperstown, NY, April 7-9, 2019. Costs: Registration \$225; Conference Hotel \$145 x 2 nights = \$190; Meals @ \$50 x 3 days = \$150; Travel, car, roundtrip: 220 miles x .58/mile = \$127.60 LESS Mentoring Grant reimbursement of \$500
Total Estimated Costs = \$192.60
3. 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.

4. 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.]

A *Motion* to approve Action items #1-4 was made by Ms. Caimano, seconded by Ms. Nemer. Motion carried unanimously.

Old Business - None

New Business- None

Adjournment:

Motion to adjourn was made by Ms. Nemer and seconded by Mr. Antis. Meeting adjourned at 5:13p.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
Wednesday, January 23, 2019
4:30 pm
Holden Meeting Room