



**Board of Trustees
Meeting Minutes
June 26, 2019**

Attendance:

Trustees: Mr. Hazewski, Ms. Shapiro, Ms. Swanson, Ms. Johnson, Ms. Caimano, Mr. Toomey, Mr. Rottenstreich, Ms. Barcomb

Absent: Excused, Ms. Vanderminden, Ms. Nemer, Mr. Antis, Ms. Rainwater Mr. Goralski, Ms. Bartlett. Unexcused, Ms. Eddy.

Staff: Ms. Naftaly, Ms. Herman, Ms. Winters, Ms. Frazier, Ms. Chandler, Mr. Dickinson

Guests: Brian Borie, FCPL; Cynthia Watkins, past Employee

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

Public Comment: Ms. Cynthia Watkins returned to speak to the Board about recent employment issues she has had with the Library. She stated that she was mandated by New York State Unemployment officials to ask for her job back. She also requested responses from the Board about access to a Library generated surveillance video, days earned, and answers to questions she put to her supervisor while at this meeting. The Board responded to her by indicating that all responses were under legal review and she would have to put any questions directly to our legal representative, H. Wayne Judge, Esq.

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

Department Reports

A. Herman, Adult Services

Adult Program Palooza: Everything you wanted to know about Adult Programming a full day of workshops and discussions presented by adult programming librarians from the Princeton Public Library, NJ and the Darien Library, CT was held at Crandall with 30 librarians attending from the area including six Crandall librarians on May 8. The Spring Film & Video Festival finished with 1,490 attendees. The Escape Room Program successfully launched in June, as designed and facilitated by Library Assistant, Ms. Zekauskas More sessions to come in July. Attendees solved the space-race based puzzles and clues. Tonight's program is about the book, Dannemora. Charles A. Gardiner, a 25-year veteran of the New York State Department of Corrections will discuss his book on the most extensive, expensive, dangerous prison break in New York history.

P. Frazier, Children's Department

Ms. Frazier shared copies of the Children's Department's and Teen summer event calendars. This Friday, June 28 there will be a field trip to the Wood Theater for lunch and a performance of Alice in Wonderland. Trip is sponsored by the Friends of Crandall Public Library. A thank-you photo collage from a young child was shared with the Board.

M. Chandler, Development Director

Ms. Chandler reported that the Post Star and Chronicle both reported that Dan Burke is our 2019 Henry Crandall Award recipient. Their positive responses were echoed by Mark Behan, a previous Henry Crandall Award winner, and Tom Murphy, of Glens Falls National Bank and Trust Company. Ms. Chandler complemented Ms. Ziegler, Development Assistant/Volunteer Coordinator, on today's successful volunteer thank you luncheon. The Library was awarded \$20,600 from the Leo Cox Beach Foundation for \$10,085 to start a photography program for children, \$2,800 for exterior marketing banners, \$3,515 for a portable lift for maintenance, and, \$4,200 for benches the Library's end of City Park.

Friends of Crandall Public Library

Mr. Borie reported that the response to their Annual Appeal is approximately \$6,000. The June book sale held over LARAC and Father's Day weekend earned \$12,599.25.

Board of Trustees Meeting Minutes-May 22, 2019

A **Motion** to approve the Board of Trustee's Minutes of May 22, 2019 that was sent via email was made by Ms. Shapiro, seconded by Ms. Barcomb. Motion carried unanimously.

Treasurer's Report-May 2019

Mr. Hazewski reported the revenues are at 70.3%; as of May 1, 2019 expenses are at 36.5%. May is 41.6% of the budget year. A **Motion** to accept the May 2019 Treasurer's Report was made by Ms. Caimano and seconded by Ms. Swanson.

Claims Auditor Report

Claims Auditor Report for May 31, & June 15, 2019 bills & payroll. There were no issues. A **Motion** to accept the claims Auditor's reports was made by Ms. Caimano and seconded by Ms. Shapiro. Motion carried unanimously.

Committee Reports

Personnel

1. Acceptance of termination of page Emily Thomas, effective June 18, 2019.
2. Approval of a salary adjustment for Librarian II, Karen Hilfiger, effective 6/1/2019 to a salary of \$47,705.
3. Approval of a salary adjustment for Librarian II, Kevin Rogan, effective 6/1/19 to a salary of \$45,827.

4. Approval of a salary adjustment for Senior Account Clerk, Laura Dolan, effective 6/1/19 to a salary of \$40,000.
5. Approval to recruit position of Head of Adult Services as Assistant Library Director/Adult Services at a salary of \$65,000 in lieu of Librarian III Civil Service title.

A Motion to approve items 1-5 was made by Mr. Hazewski, seconded by Ms. Barcomb. Motion carried unanimously.

SALS

No Report

Director's Report & Action Items

Ms. Naftaly reported that the June over-night field trip to Massachusetts and Connecticut to view RFID equipment with Mr. Ray, Ms. Laing and Ms. Forshey of Crandall and Mr. Thomson from Joint Automation at SALS was fruitful. The Library will move forward with the mandatory upgrade process (due to non-support of Windows 7 operating system in January 2020) in a more informed way because of our observations.

On May 30, 2019, the library courier service (hired by SALS) was delivering items on its penultimate day of engagement. The contract ended on the 31st and to our knowledge, it was not going to be renewed. The van died. The driver was told by his boss to pull the plates and abandon the vehicle. We had to contact Glens Falls police and a towing company (at no cost to the Library) to remove the van as our own operations would be impaired by even temporarily leaving it there.

On May 29, 2019, Ms. Naftaly met with the Trustees of the Crandall Trust and representatives of the bank where it resides, Glens Falls National. By law, they must distribute at least 3.5% for the market value to the recipients each year. They anticipate providing us with approximately \$107,330 by November 30, 2019, the end of their fiscal year.

Ms. Naftaly explained about a new type of social media service that is coming to the Warren and Washington counties. The service is called, FrontPorchForum.com. The service has been in Vermont for over a dozen years and the Library may participate in its community. Their idea is to keep conversations local and neighborly.

The Polaris Integrated Library System that runs our collection management, circulation, request and acquisition system—and is connected to our RFID equipment—is moving to a hosted service platform. As such, we need to change our IT operations here to a different domain server. The Joint Automation team at SALS has agreed to purchase the new device for \$3,156, as it was not budgeted in our 2019 fiscal year.

Action Items

1. Formal approval of Laura Dolan, Senior Account Clerk's, appointment as an authorized contact for our Bank of America business credit card account.

2. Permission to adopt the *Library Co-Sponsored Programs for Adults* policy and electronic application form.
3. Permission to amend our *Public Meeting Room Policy* to include *Public Use of A/V Equipment*.
4. Permission to accept the quote/proposal from Stored Technology Solutions for modernization of the Library's phone system at a cost of \$28,851.82 paid from our Capital Projects Fund.
5. Permission to amend our *Photo Release Form* to include webpage and social media as distribution categories.

A Motion to approve items 1-5 was made by Mr. Hazewski, seconded by Ms. Barcomb. Motion carried unanimously.

Old Business

None.

New Business

Mr. Rottenstreich welcomed Ms. Barcomb back to the meeting after several excused absences. He also noted that this will be his last year as a Trustee as he has decided not to run for reelection.

Executive Session

Motion to go into Executive Session to discuss a personnel issue was made by Ms. Shapiro, and seconded by Ms. Johnson. **Motion** carried unanimously; entered Executive Session at 5:15 p.m. **Motion** to leave Executive Session was made at 5:20 p.m. by Ms. Swanson and seconded by Ms. Caimano.

Adjournment

Motion to adjourn was made by Ms. Shapiro and seconded by Ms. Barcomb. **Motion** carried unanimously. The meeting adjourned at 5:21 p.m.

Respectfully submitted,

Barbara Caimano

Secretary of the Board of Trustees of Crandall Public Library

Recorded by Kathleen U. Naftaly

Director

The next Board Meeting
Wednesday, July 24, 2019

4:30 PM
Holden Meeting Room, 2nd Floor