



**Board of Trustees
Meeting Minutes
August 21, 2019**

Attendance:

Trustees: Ms. Shapiro, Ms. Johnson, Ms. Caimano, Ms. Barcomb, Ms. Vanderminden, Mr. Antis, Ms. Rainwater, Mr. Goralski, Ms. Bartlett, and Ms. Eddy.

Absent: (Excused) Mr. Hazewski, Ms. Swanson, Mr. Toomey, Mr. Rottenstreich, and Ms. Nemer

Staff: Ms. Naftaly, Ms. Winters, Ms. Frazier, and Ms. Chandler

Guest: Cindy Watkins, past employee

1. Call to order / roll call to determine a quorum

Ms. Caimano called meeting to order at 4:32 p.m. Quorum established.

Ms. Naftaly made a quick announcement regarding the public hearing that was held on August 14 regarding the 2020 budget. There was a slight error on the budget brought forth on the 14th. The City of Glens Falls tax amount decreased to \$937,522 and Queensbury decreased to \$1,948,414. The discrepancy ultimately does not change the overall proposed budget amount.

2. Public Comment

Ms. Cindy Watkins again returned to speak to the Board about recent employment issues she has had with the Library. Ms. Watkins read from two pieces of documentation: a letter from the Library's legal counsel, H. Wayne Judge, and New York State Unemployment. She distributed a manila envelope for the Trustees. 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.

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

4. Department Reports

P. Frazier, Children's Department

The Children's Department held its first action-packed Superhero Kids Comic Con on July 16 with a total attendance of 220 and many favorable comments from parents and kids. The trip to the NY City Ballet at SPAC and the Dance Museum funded by the Vivienne Anderson Program at SPAC was also a great success with 40 kids in attendance! The Children's Department is currently taking reservations for school groups to come visit the Library. Planning for fall programs has begun. In September, the Children's Department in collaboration with the Folklife Center will be launching a photography program, Shutter

Squad, for tweens between the ages of 10-13, which is supported by the Leo Cox Beach Philanthropic Foundation.

Mr. Antis inquired if the Children's Department tracks where patrons who attend their programs reside. Ms. Frazier responded that we know by Library card where Library cardholders live and the percentage of cardholders within the taxing district, but do not currently track that data for program attendees. Mr. Antis further asked why the Library is not surveying attendees as to from where they are traveling. Ms. Frazier responded that the audience is typically too large to capture that information. Ms. Chandler explained that the Library is also gaining traction on collecting more data by 'boosting' Facebook events and analyzing the outcomes. We also are sending surveys to program participants when pre-registration is required.

M. Chandler, Development Director

Ms. Chandler reminded the Board that we are about one month away from the Gala and bestowing the Henry Crandall Award on Dan Burke. The theme is Monopolooza! The economy and the recent downturn of the market is affecting sponsorships, which is to be expected. The majority of sponsors are returning but are significantly decreasing their sponsorship levels. Ms. Chandler stated that she and Ms. Naftaly are working closely with Dan Burke to generate a list of new businesses to solicit. The Facebook Ad has generated a list of folks who were not on the Library's currently list of prospects. The Library continues to move forward with its plan of coordinating branding and marketing. The Development department is working on creating a style guide that will include message points, social media guidelines, and logo usage that will be distributed to all departments.

Ms. Eddy inquired as to the main focus for Monopolooza!. Ms. Chandler replied that currently the primary focus is securing sponsorships as a fundraising methodology.

Ms. Eddy presented the suggestion that the Library reaches out to the schools within the taxing district to include the Library's calendar link on their webpages. In responding to Ms. Eddy's premise, Mr. Goralski suggested that the Library start to utilize a texting application that will send reminders to folks about events. Ms. Eddy further suggested that the Library's weekend events be included in the school's (regional) Friday announcements.

5. Friends of Crandall Public Library

Ms. Shapiro indicated that the book sale room has been very busy this summer and that the Friends are currently focusing on the October book sale.

6. Approval of Board of Trustees Meeting Minutes: July 24, 2019 and August 14, 2019

- A. A **Motion** to approve the Board of Trustee's Minutes of July 24, 2019 and August 14, 2019 that was sent via email was made by Ms. Barcomb and seconded by Ms. Shapiro. Motion unanimously carried.

7. Treasurer's Report-July 2019

- A. Ms. Winters reported the revenues are at 77%; as of July 1, 2019 expenses are at 48%. July is at 60%; of the 2019 budget year. A **Motion** to accept the July 2019 Treasurer's Report was made by Mr. Goralski and seconded by Ms. Vanderminden. Motion unanimously carried.

8. **Approval of Claims Auditor Reports**

- A. Claims Auditor Report for July 29, 2019 & August 13, 2019 bills & payroll. There were no discrepancies to report. A **Motion** to accept the claims Auditor's reports was made by Ms. Bartlett and seconded by Ms. Eddy. Motion carried unanimously.

9. **Committee Reports**

- A. **Personnel**
No report.

10. **SALS**

- A. No report.

11. **Director's Report & Action Items**

Ms. Naftaly reported that the new phone system was installed and that there are still some adjustments to be made. She also addressed a question posed by Mr. Antis regarding electronic resources and explained that a hard copy book on average can cost the Library \$23, whereas an e-book may cost \$80 and has a shorter circulation life cycle - as it can be pulled from circulation at a publishers whim.

Ms. Naftaly also addressed questions posed by Ms. Eddy via email regarding the trend in both door count and circulation decreasing. By the end of 2019, the Library will undergo a Strategic Plan that will attempt to address those issues.

Action Items

1. Permission for selected staff and/or trustees to attend the New York Library Association's Annual Conference in Saratoga Springs, NY on various dates between November 13 and November 16, 2019. Cost: travel, food, and registration not to exceed a total of \$3,000.
2. Permission for up to six staff and/or trustees to attend the Public Library Association's Annual Conference in Nashville, TN between February 25 and February 29, 2020 (registration begins in September 2019). Cost: travel, food, and registration not to exceed a total of \$12,550. [2020 costs include budget carry-over from travel and staff development 2019]
3. Permission for Todd DeGarmo to attend the 9th Annual International Summit of the Champlain Valley National Heritage Partnership as a partner and grant recipient for our project, Lake George On the Water from Sunday, October 6 - Monday, October 7, 2019 in Venise-en-Quebec, Quebec (at the top of Lake Champlain, about a 3.25 hour trip). Estimated costs: Conference fee: waived; hotel rate for one night: \$119; meals @ \$50/day x 2 days: \$100; travel by car: 320 miles roundtrip: \$185. Total: Approximately \$425.
4. Permission to update in the language of the recently revised (June 26, 2019) Photo Release Form to include "...the rights of my image in video or still, and the likeness and sound of my voice as recorded on audio or video without payment or any other consideration. I understand that my image may be edited, copied, exhibited,

- published and/or distributed on materials including but not limited to: the Library's Annual Report, website, social media channels, brochures, posters and/or flyers.”
5. Permission to issue a Request for Quote (RFQ) for strategic planning services to be focused on developing a community based, board-approved, long-range plan to meet the needs of the Crandall Public Library community and to adhere to NYS public library minimum standards effective January 1, 2021.
 6. Permission to issue a Request for Proposal (RFP) for RFID (Radio Frequency Identification) system upgrades including self-check stations, security gates and automated materials handling equipment.
 7. Permission to enter into a three year License Agreement/Subscription with Zoobean (provider of Beanstack Plus, software that includes registration for summer reading, winter reading, one book - one community, Battle of the Books, and 1,000 Books Before Kindergarten) at a discounted rate of \$1,271.25 per year.
 - During the meeting, Ms. Naftaly addressed that there is another subscription that the Library could subscribe to and asked the Trustees to amend this action item to include costs up to \$2,000.

A **Motion** to approve items 1-7 was made by Ms. Bartlett, seconded by Mr. Goralski. Motion carried unanimously.

12. **Old Business**

- A. None

13. **New Business**

- A. None.

14. **Executive Session**

Motion to go into Executive Session to discuss a personnel issue was made by Ms. Eddy, and seconded by Mr. Shapiro. **Motion** carried unanimously; entered Executive Session at 5:25 p.m. Motion to leave Executive Session was made at 5:35 p.m. by Ms. Bartlett and seconded by Ms. Caimano.

Adjournment **Motion** to adjourn was made by Ms. Barcomb and seconded by Mr. Antis. Motion carried unanimously.

The meeting adjourned at 5:36 p.m.

Respectfully submitted,

Barbara Caimano, Secretary of the Board of Trustees of Crandall Public Library

Recorded by Michelle Chandler, Director of Development

Next Board Meeting
Wednesday, September 25, 4:30 p.m.

Note: Change of Location: Christine L. McDonald Community Room, Basement Level

