

**Board of Trustees  
Meeting Minutes  
February 27, 2019**

***Attendance:***

**Trustees:** Ms. Barcomb, Mr. Hazewski, Ms. Rainwater, Ms. Swanson Mr. Toomey, Mr. Rottenstreich, Ms. Johnson, Mr. Antis, Mr. Goralski, Ms. Eddy, Ms. Shapiro, entered at 5:22pm.

**Absent:** Excused, Ms. Caimano, Ms. Nemer, Ms. Bartlett, Ms. Vanderminden,

**Staff:** Ms. Naftaly, Ms. Webb, Ms. Herman, Mr. DeGarmo, Ms. Winter.

**Guests:** Brian Borie, FCPL

President Rottenstreich called meeting to order at 4:37 p.m.

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

**Audit Review** - Jill Thaisz of West and Co. reviewed our 2018 audit. She stated that the audit went very well and there were no issues. She thanked the Library Staff for all their help in making it go so smoothly. A ***Motion*** was made by Mr. Hazewski, seconded by Mr. Toomey to accept the 2018 Audit. Motion carried unanimously.

**Department Reports**

***A. Herman, Adult Services***

Ms. Herman indicated a program *Herbal Detox Workshop* that was cancelled due to the weather last month will be held on February 28<sup>th</sup>. March 13<sup>th</sup> the *Better Angel* group will meet for an information session. *Come Grow with Us* is a program to learn how to grow a garden. The *Valentine Wreath* making program was very successful.

***T. DeGarmo, Folklife***

Mr. DeGarmo informed us that spring is coming! The first of the Spring Folk Life concerts start next week. Maury Thompson will be here on April 10<sup>th</sup> for *Charles Evan Hughes Birthday Bash*. Folklife volunteer Lisa will be doing something different with genealogy. It will be a program called *Celebrate DNA Day*.

***K. Naftaly for P. Frazier, Children's Department***

Participants of the Reading Challenge read for a total of over 200,000 minutes.

***Friends of Crandall Public Library***

Mr. Borie

Mr. Borie stated that the book sale raised over \$11,000. That is above what they budgeted for which is great! They are getting ready to mail out their Annual Appeal letter. Mr. Rottenstreich thanked the Friends for all that they do to help the library.

### ***Board of Trustees Meeting Minutes***

A **Motion** to approve the Board of Trustees Minutes of January 23, 2019 that was sent via email was made by Mr. Hazewski, seconded by Ms. Barcomb. Motion carried unanimously.

### ***Treasurer's Report – January 2019***

Mr. Hazewski

A. Budget Amendments – There were no Budget Amendments to report.

Mr. Hazewski went over the Treasurer's report. Revenues are at 40.8% and expenses are at 9%. A **Motion** to accept the January 2019 Treasurer's report was made by Ms. Eddy, seconded by Ms. Swanson. Motion carried unanimously.

### ***Claims Auditor Report***

Mr. Hazewski

Acceptance of the January 29 & February 13, 2019 Claims Auditor Reports for bills & payroll. There were no issues. A **Motion** to Accept the Claims Auditor's reports was made by Mr. Goralski, seconded by Ms. Johnson. Motion carried unanimously.

### **Committee Reports -**

#### Personnel

Mr. Toomey

1. Approval of part-time Page Gavin Maguire, effective 2/16/2019 at an hour salary of \$11.10
2. Approval of part-time Page Valerie Barber, effective 2/14/2019 at an hourly salary of \$11.10
3. Approval of part-time Page Denise Chretien, effective 2/14/2019 at an hourly salary of \$11.10
4. Approval of Michelle Chandler, Library Development Director, to go from Provisional to Probational per Warren County Civil Service exam # 61158 & 3054 effective 2/27/2019 at an annual salary of \$63,240.

A **Motion** to approve items 1-4 was made by Ms. Barcomb, seconded by Ms. Eddy. Motion carried unanimously.

### ***SALS -***

Ms. Nemer

Ms. Naftaly reminded everyone that the SALS Annual Meeting is on May 20<sup>th</sup> at Fort William Henry.

### ***Director's Report***

K. Naftaly

Ms. Naftaly thanked the Board for giving her the opportunity to travel to Denver for the PLA Leadership Workshop on Social Responsibility. The experience gave her the opportunity to network with communities of shared demographic make-up as to how their libraries are addressing social inequities. Approximately 90 people attended the conference. Our task now as an organization is to build social equity into our present and future programming. We need to view our community through many different lenses. This may be addressed within the 2019 strategic planning process. Today was Legislative Day and Ms. Naftaly, Ms. Shapiro and SALS constituents met with Senator Betty Little, Assemblyman Dan Stec & Assemblywoman Carrie Woermer. Fortunately for us, they all love libraries. Advocacy Day agenda included \$200M for statewide library aid, \$75M for library construction, \$40M for 2020 US Census count Initiatives and Equitable Access for all New Yorkers.

**Action items:**

1. Permission to for the Community Room/Basement to be open late on Friday, May 3, 2019 to accommodate Pete Seeger tribute program courtesy of ‘The Egg’ Performing Arts Center in Albany. Staff: Andrea and security guard.
2. Approval of 2018 NYS Annual Report—final report distributed to Trustees for review.
3. Approval of a MVLS/SALS Joint Automation Project Agreement.
4. Permission to apply to the Beach Grant Foundation for \$13,000 for several separate programs.

A *Motion* to approve Action items #1-4 was made by Mr. Antis, seconded by Mr. Hazewski. Motion carried unanimously.

**Old Business - None**

**New Business- None**

The evaluations for the Director that were sent to everyone are due by April 22, 2019. Susan Weinrich of NYCON will be here for a Trustee training session on Wednesday, March 13, 2019 from 4:30-8:30 pm. Food will be provided. Please let Ms. Naftaly know whether or not you can attend.

**Executive Session – A Motion** to enter into Executive session at 5:17 pm to discuss a Personnel Issue was made by Ms. Swanson, seconded by Ms. Barcomb. Motion carried unanimously.

A *Motion* to come out of Executive Session at 5:39 pm was made by Mr. Antis, seconded by Mr. Goralski. Motion carried unanimously.

**Adjournment:**

*Motion* to adjourn was made by Mr. Goralski and seconded by Mr. Antis. Meeting adjourned at 5:40 p.m. Motion carried unanimously.

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, March 27, 2019**  
**4:30 pm**  
**Holden Meeting Room**