



**Board of Trustees
Meeting Minutes
January 9, 2019**

Attendance:

Trustees: Ms. Nemer, Ms. Caimano, Mr. Toomey, Mr. Rottenstreich, Mr. Hazeweski, Ms. Shapiro, Ms. Johnson, Ms. Bartlett, Mr. Antis, Mr. Goralski, Ms. Rainwater, Ms. Eddy, Ms. Swanson

Absent: Excused Ms. Vanderminden, Ms. Barcomb

Absent:

Staff: Ms. Webb, Ms. Herman, Mr. DeGarmo, Ms. Forshey, Ms. Frazier, Ms. Winter.

Guests: Brian Borie, FCPL

President Rottenstreich called meeting to order at 4:32p.m.

Oath of Office:

The Oath of Office was given to Dale Nemer, John Goralski, Clare Rainwater elected Trustees representing the town of Queensbury and Louise Eddy elected Trustee representing the Town of Moreau by President Rottenstreich.

Slate of Officers for 2019

President:	Naftali Rottenstreich
Vice President:	Michael Toomey
Treasurer:	Daniel Hazewski, Jr.
Secretary:	Barbara Caimano

Ms. Caimano cast a single vote to accept the Slate of Officers for 2019 as presented.

Appointment of Committee Chairman

Executive Committee:	Rottenstreich (Chair), Toomey, Hazewski, Caimano
Finance Committee:	Hazewski (Chair)
Personnel Committee:	Vanderminden (Chair)
Board Development:	Toomey & Barcomb (Co-Chairs)

No action taken on the Appointment of Committee members at this meeting. It was tabled until the January 23, 2019 meeting.

Public Comment – None

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

Department Reports

T. DeGarmo, Folklife

Folklife is in the middle of the *Winter Bluegrass Concerts*. We have a new exhibit: *Social Justice Revisited* by Betty LaDuke that will be here until the end of April. The new website for the Folklife center is very exciting. There is a link to our YouTube page. We are gearing up for the spring *Live Folklife Concerts*. Most of the slots are filled. We will be documenting a project, *Lake George on the Water*. We are hoping to add to the Folklife Archives Collection from a family donating items to us.

P. Frazier, Children's Department

Ms. Frazier indicated that the photo from the Teen Department is of the presentation of *Peter and Wolf*. She stated that Library Assistant Anne Nelson has officially enrolled in the MLS program and is studying to become a Librarian. Ms. Frazier asked everyone to join the *Winter Reading Challenge*. The top three Libraries will share a \$30,000 prize. We lost it by one last year. We came in fourth. Log in and sign up before the end of January. There will be a life size *Candy Land* program at the end of the Challenge. Mr. Antis asked Ms. Frazier how we are reaching out to people so they can participate. She stated that she uses all social media sites as well as press releases.

M. Chandler, Library Development Director

She stated that she is wrapping up 2018. The *Annual Appeal* response rate is up from 5% last year to 9% this year. We are slightly over \$30,000 which was our goal for 2018.

G. Forshey, Innovation and Patron Experience

The web site is LIVE as of December 28th. 3783 users used it during 6,100 sessions. That works out to 2.58 pages that people are researching on the web site. We are still working out some of the bugs. Ms. Forshey received great praise for the work she did on the web site.

A. Herman, Adult Services

Ms. Herman thanked Ms. Forshey for her work on the web site. It looks great! Library Assistant Erica Catalano who went from part-time to full-time January 1st. is doing a great job on the *One on One Classes* and the *3D Printer* training. The *Adirondack Flutes* performed in December. Cornell Cooperative Extension Master Gardner's held workshops on *Pumpkin Planters* and *Wreaths*. Both classes were full. A meeting of the Better Angels organization will take place for people getting together to talk. *Author Kate White* is coming in May 2019.

Friends of Crandall Public Library -

Mr. Borie

Mr. Borie explained that the FCPL are a supplement to the Library. They hold three book sales per year and all the money made from the sale goes to fund things that the Library needs that the budget doesn't allow for. The next book sale is February 8, 9, 10. They have 5 new members and they have 23 Board Members. They are excited to be rolling out their new Logo soon. Mr. Rottenstreich thanked the Friends for all their support.

Board of Trustees Meeting Minutes

A **Motion** to approve the Board of Trustees Minutes of November 28, 2018 that was sent via email, was made by Ms. Nemer, seconded by Mr. Hazewski. Motion carried unanimously.

Treasurer's Report – November 2018

Mr. Hazewski

A. Budget Amendments

Mr. Hazewski indicated that revenues are at 91.5% and expenses are at 81.6%. We are running over in Health and Dental Insurance. **Motion** to approve the November 2018 Treasurers Report and Budget Amendments was made by Ms. Shapiro, seconded by Ms. Bartlett. Motion carried unanimously.

Claims Auditor Report

Mr. Hazewski

Acceptance of the November 28, December 12 & 28, 2018 Claims Auditor Reports for bills & payroll. No issues were found. A **Motion** to Accept the Claims Auditor's reports was made by Ms. Nemer, seconded by Ms. Swanson. Motion carried unanimously.

Committee Reports -

Personnel

C. Vanderminden

1. Approval of Promotion from full-time Librarian I to Librarian II for Karen Hilfiger effective 1/1/2019 at a salary of \$45,274.
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

A **Motion** to approve items 1-4 was made by Mr. Antis, seconded by Ms. Bartlett. Motion carried unanimously.

SALS -

Ms. Nemer

Ms. Nemer indicated that she will be attending a meeting next week.

Director's Report

K. Naftaly

Ms. Naftaly was unable to attend tonight's meeting and will give her report at the next meeting on January 23.

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. 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

A **Motion** to approve Action items #1-5 was made by Ms. Caimano, seconded by Mr. Toomey. Motion carried unanimously.

Old Business

Mr. Antis inquired about the new security company. Ms. Webb reported that they have only been working for a week but so far everything is going well.

New Business- None

Adjournment:

Motion to adjourn was made by Ms. Nemer and seconded by Mr. Hazewski. Meeting adjourned at 5:11 p.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