



**Board of Trustees  
Crandall Public Library  
AGENDA  
Organizational Meeting  
January 8, 2020**

- 1. Call to order** N. Rottenstreich
  
- 2. Oath of Office:** N. Rottenstreich
  - Elizabeth Little Hogan
  - Mike Toomey
  - Amy Bartlett
  - Barb Caimano
  - Reed Antis
  - Liz Barcomb
  
- 3. Elections of Officers for 2020** N. Rottenstreich/B. Caimano
  - President:** Barbara Caimano
  - Vice President:** Mike Toomey
  - Treasurer:** Dan Hazewski Jr.
  - Secretary:** Margaret Shapiro
  
- 4. Appointment of Committee Members**
  - Executive Committee:** Caimano (Chair), Toomey, Hazewski, Shapiro
  - Finance Committee:** Hazewski (Chair), TBA
  - Personnel Committee:** Vanderminden (Chair), TBA
  - Board Development:** Co-Chairs, Toomey & Barcomb, TBA
  - Ad-Hoc Strategic Planning Committee:** Caimano (Chair), Antis, Shapiro, TBA
  
- 5. Public Comment**
  
- 6. Correspondence and Press (see board pass around file for actual correspondence)**
  
- 7. Department Reports**
  - P. Frazier, Children's Department
  - T. DeGarmo, Folklife
  - G. Forshey, Assistant Director
  - J. Boyer, Adult Services
  
- 8. Friends of Crandall Public Library** C. Schmitt
  
- 9. Code of Ethics & Conflict of Interest Policy/Whistleblower Policy** B. Caimano

- 10. Approval of Board of Trustees Minutes: November 20, 2019** B. Caimano
- 11. Treasurers Report, November 2019** D. Hazewski  
 A. Budget Amendments
- 12. Approval of Claims Auditor Reports for November 13, 2019 and December 3, 2019 for bills/ payroll.** D. Hazewski
- 13. Committee Reports**
- Personnel** T. Vanderminden
1. Approval of Provisional Promotion from full-time (FT) Librarian III to FT Assistant Director for Guin Forshey effective 1/1/2020 at a salary of \$73,335.
  2. Approval of Provisional Promotion from FT Librarian II to FT Librarian III, Head of Adult Services for Jenn Boyer effective 1/1/2020 at a salary of \$52,579.
  3. Approval of Provisional Promotion from FT Senior Library Clerk to FT Principal Library Clerk for Stacy Camp effective 1/1/2020 at a salary of \$40,037.
  4. Approval of Provisional Promotion from FT Computer Assistant to FT Computer System Analyst for Justin Spraragen effective 1/1/2020 at a salary of \$40,998.
- 14. SALS** D. Nemer
- 15. Director's Report & Action Items:** K. Naftaly
- A. Action items:**
1. Approval of the Folklife Center Research Room to expand its public hours to as of January 1, 2020:
    - Monday 10 am to 4 pm
    - Tuesday 10 am to 9 pm
    - Wednesday 10 am to 4 pm
    - Thursday 10 am to 4 pm
    - Friday 10 am to 4 pm
    - Sunday 1 to 5 pm (excluding summers)
  2. Approval of the appointment for 2020 of H. Wayne Judge as the Library's Attorney.
  3. Approval for designation of The Post-Star and The Chronicle as the official newspapers for notification purposes.
  4. Approval of standard mileage rates for travel reimbursement of **57.5 cents per mile** for business miles driven as per IRS.
  5. Approval of the Independent Contractor Mariagnes DeMeo to continue to act as Claims Auditor for the Library in 2020.
  6. Permission for Erica Gonyea to attend the NY Family History Conference in Albany, NY, September 10-12, 2020. Cost: \$195 registration, \$172 (car, 100 miles/day, 3 days @ 57.5 cents/mile), \$150 food (\$50/per diem).
  7. These are based on the Action items from the January 9, 2019 Board meeting. They are for standing meetings/activities during the year 2020:
    - A. Approval for Kathy Naftaly and/or Guin Forshey to attend monthly SALS Board meetings in Saratoga Springs. Cost: Travel (as needed).
    - B. Approval for Kathy Naftaly and/or Guin Forshey to travel locally for meetings with government, business, and educational organizations etc. as needed. Cost: Travel (as needed).
    - C. Permission for staff/board members to attend NYLA Library Advocacy Day Tuesday, February 25, 2020 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 2020: Saratoga Springs, NY, November 4-7. 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 or designee 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 Jenn Boyer 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 [If overnight accommodation is required this will be approved at a Board meeting closer to meeting date.]
  - 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 Tisha Dolton to attend:

- a. Folklife Center Business – Including localized trips associated with her participation in women’s history events, exhibitions and conferences and associated historic activities. A regular part of the job: to initial and participate in meetings with potential collaborators of cooperative projects. Cost: Travel

S. Permission for designated Crandall Public Library staff members to attend the SALS Workshops in Saratoga Springs as scheduled. Cost: Travel

**16. Old Business**

**17. New Business**

B. Caimano/K. Naftaly

1. Scent Aware Facility
2. Small Study Room Policies
3. Earth Day, April 22 Special Celebration Week

**18. Executive Session (if necessary)**

**19. Adjournment**

**The next Board Meeting is  
Wednesday January 22, 2020  
4:30 PM  
Holden Meeting Room**