



**Board of Trustees  
Meeting Minutes  
January 8, 2020**

***Attendance:***

**Trustees:** Mr. Hazewski, Ms. Shapiro, Ms. Swanson, Ms. Johnson, Ms. Caimano, Mr. Toomey, Ms. Nemer, Mr. Antis, Ms. Rainwater Mr. Goralski, Ms. Bartlett, Ms. Eddy, Ms. Hogan

**Absent:** Excused: Mr. Rottenstreich, Ms. Barcomb, Ms. Vanderminden

**Staff:** Ms. Naftaly, Ms. Boyer, Ms. Forshey, Ms. Winters, Ms. Frazier, Mr. DeGarmo

**Guests:** Nick Caimano

**1. Call to Order** M. Toomey

Vice President Toomey called meeting to order at 4:32 p.m. Quorum established.

**2. Oath of Office** M. Toomey

Elizabeth Little Hogan  
Mike Toomey  
Amy Bartlett  
Barb Caimano  
Reed Antis

**3. Elections of Officers for 2020** M. Toomey

President: Barbara Caimano  
Vice President: Mike Toomey  
Treasurer: Dan Hazewski Jr.  
Secretary: Margaret Shapiro

**4. Appointment of Committee Members** B. Caimano

Executive Committee: Caimano (Chair), Toomey, Hazewski, Shapiro  
Finance Committee: Hazewski (Chair), Bartlett, Goralski  
Personnel Committee: Vanderminden (Chair), Nemer, Rainwater, Eddy  
Board Development: Co-Chairs, Toomey & Barcomb, Shapiro  
Ad-Hoc Strategic Planning Committee: Caimano (Chair), Antis, Shapiro, Swanson

The President is an Ad-Hoc member of all committees. Ms. Caimano asked for Trustees who are not yet on a committee contact her with their intentions.

## **5. Public Comment:**

Nick Caimano suggested that the American and New York State flags be displayed at Library meetings.

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

## **7. Department Reports**

### *J. Boyer, Adult Services*

Fall film series has wrapped up. Will resume in February with African American Film Forum co-sponsored by NAACP. Cooperative programming "In the Public Interest" and Audubon programs continue. Crandall Crafters series resumes January 18. Cabin Fever events including hot chocolate begin next month.

### *P. Frazier, Children's Department*

Highlights include press recognition of puppetry and caricature vacation programs. A child noted in the Chronicle that he liked living in Glens Falls because of the Library. The Board was reminded to log reading minutes in Beanstack in our quest to win the Golden Penguin! Loaning of books to the Hyde in conjunction with their exhibits is going well. Foreign language programs teaching rudimentary Spanish, French, Italian and Russian are starting.

Teens made display snowflakes that incorporated super heroes such as Wonder Woman. Preparing for next production, *Alice Rocks*. Anne Nelson, Library Assistant thanks the Board for paying for her to go to the NYLA conference in Saratoga.

### *T. DeGarmo, Folklife Director*

December was busy with the Lake George on the Water in conjunction with the Chapman. Attendance at affiliated programs between the two institutions was over 500 people. Folklife YouTube statistics have increased dramatically. Posted edited videos 2018: 338 vs. 2019: 442; views (aggregate) 2018: 113,107 vs. 2019:188,533.

### *G. Forshey, Assistant Director*

In 2019, 171 different groups reserved the meeting with 652 public programs. Our new website had an increase of 80,000 users, 44% were returning. Access points ½ through Google and about ½ directly through our URL. Home page was hit about 200,000 times and the other top seven in decreasing order are READ!, LEARN!, Children's programs, visit, LISTEN!, and Folklife.

## **8. Friends of Crandall Public Library**

M. Shapiro

The next book sale is next month February 6, 7, and 8. A discussion ensued about discarded books and recycling opportunities.

## **9. Code of Ethics & Conflict of Interest Policy/Whistleblower Policy**

B. Caimano

These were distributed by email and an acknowledgement, signature sheet was passed around.

## **10. Approval of Board of Trustees Meeting Minutes November 20, 2019**

A **Motion** to approve the Board of Trustees's Minutes of November 20, 2019 that was sent via email was made by D. Nemer, seconded by A. Bartlett. **Motion** carried unanimously.

### 11. Treasurer's Report-November 2019

D. Hazewski

Mr. Hazewski reported the revenues are at 91%; as of November expenses are at 82.4%. November is at 91.6% of the 2019 budget year. A **Motion** to accept the Treasurer's Report was made by R. Antis and seconded by A. Bartlett. An explanation was given as to the adjustment of the Friends of the Library budget revision. **Motion** carried unanimously.

### 12. Claims Auditor Report

D. Hazewski

Claims Auditor Report for November 13, 2019 and December 3, 2019 bills & payroll. There was one issue and a check was reissued. A **Motion** to accept the claims Auditor's reports was made by L. Eddy and seconded by J. Goralski. **Motion** carried unanimously.

### 13. Committee Reports

#### *Personnel*

B. Caimano for 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.

A **Motion** to approve items 1 through 4 was made by M. Shapiro, seconded by D. Hazewski. **Motion** carried unanimously.

### 14. SALS

D. Nemer

SALS is looking for a Warren County representative for their board. Margaret Shapiro has volunteered. Dale will pass on word of her interest and her information to Sara Dallas, SALS director.

### 15. Director's Report & Action Items

K. Naftaly

We are interviewing for the open FT Administrative Assistant position. The Joint Automation fee structure for 2021 includes a 3% increase from 2020. We are in the final stages of launching the Small Study Rooms and the Teen Office Space, pending affirmation of policies today by the Board and completion of HVAC mitigation and IT installations in the Teen Office. Demo unit for updated RFID system had to be replaced as it was damaged in shipping to the Library. A new more up-to-date unit including a coin/bill element will be shipped on a 30 day trial.

#### **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

A **Motion** to approve items 1 through 7 (including sub-categories) was made by D. Swanson, seconded by J. Goralski. **Motion** carried unanimously.

## 16. Old Business

None.

B. Caimano

## 17. New Business

B. Caimano/K. Naftaly

### 1. Scent Aware Facility

Ms. Naftaly introduced the concept of having additional ways to inform the public of our Rule of Behavior prohibiting anything that creates disruptive health and/or environmental hazards, such as:

- Causing strong pervasive odors that constitute a nuisance to others including consuming meals whose aromas penetrate the facility.

Schools, libraries, government buildings etc. have used “Scent Aware Facility” signage to alert customers that strong smells—e.g. body odor, perfumes, food, etc.—may be causing a disruption and a person may be approached by security or staff about their condition.

A lively discussion ensued. Our current posting of our Rules of Behavior was deemed sufficient.

- ### 2. Small Study Room Policies and an addendum to the Meeting Room Policy were distributed by email prior to the meeting. A *Motion* to approve the policy and addendum was made by D. Hazewski, and seconded by A. Bartlett. *Motion* carried unanimously
- ### 3. Earth Day, April 22 Special Celebration Week—Ideas are being solicited.

## 18. Executive Session (Not Necessary)

## 19. Adjournment

*Motion* to adjourn was made by M. Shapiro and seconded by L. Eddy. *Motion* carried unanimously. The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Margaret Shapiro  
Secretary of the Board of Trustees of Crandall Public Library

Recorded by Kathleen U. Naftaly  
Director

**The next Board Meeting**  
**Wednesday, January 22, 4:30 p.m.**  
**Holden Meeting Room, 2<sup>nd</sup> Floor**