



**Board of Trustees  
Meeting Minutes  
July 22, 2020  
4:30 p.m. Virtual Zoom Meeting  
(Draft)**

**Attendance:**

**Trustees:** Ms. Caimano, Ms. Nemer, Ms. Hogan, Ms. Rainwater, Ms. Vanderminden, Ms. Shapiro, Ms. Swanson, Mr. Hazewski, Mr. Toomey, Ms. Barcomb, Mr. Antis, and Ms. Eddy.

**Absent: Excused:** Ms. Bartlett and Mr. Goralski. Ms. Johnson.

**Staff:** Ms. Naftaly, Ms. Forshey, Ms. Boyer, Ms. Frazier, Ms. Chandler, Mr. DeGarmo, Ms. Winters, and Ms. Durett-Clapper.

**Guests:** Catherine Schmitt, Friends of Crandall Public Library.

**1. Call to Order**

B. Caimano

President Caimano called the Budget Hearing to order at 4:32 p.m. Quorum established. The Budget Hearing ended at 4:49 p.m., and the regular Board Meeting called to order where the Approval of Resolutions for the 2021 Budget will be presented..

Ms. Caimano made a motion stating; that we the Board of Crandall Public Library, pause to remember the passing yesterday of Edward Bartholomew; Warren County Economic Development Leader, President, and CEO. Mr. Bartholomew was a strong supporter and advocate of the library. We honor him for his guidance and leadership throughout the years. We offer condolences to his family, friends, associates, and community.

**2. Public Comment**

None.

**3. Correspondence and Press (see board pass around file for actual correspondence)**

Correspondence and Press received during the period of virtual meetings will be emailed to the Board for the August 2020 Board Meeting.

**4. Department Reports**

A. Assistant Director, G. Forshey

Ms. Forshey reported working on updating an add-on database program, StackMaps, which works with Polaris. The program indicates where items can be found in the library. The program will help with directional traffic and assist with social distancing when we reopen to the public. Ms. Forshey stated that the study rooms will be ready for the stage of reopening where patrons will again be able to linger in the library.

B. Adult Services, J. Boyer

Ms. Boyer reported that the virtual Vermicomposting Program held in June had a small turnout. The Adult Services Department has been busy with curbside service, and the Surprise Me! Collections for patrons. Overall, curbside services have been steady and keeping staff busy.

C. Children's Department, P. Frazier

Ms. Frazier reported that the Surprise Me! Collections for the Children's Department have been increasing; families are catching on that this service is available for curbside. The Summer Reading Program is off to a good start. She requested everyone join the program, adults as well as children, there is a community goal set for reading 500,000 minutes. Once the goal is reached, there will be a donation to the Warren County Community Action Center's food pantry. Children can also earn badges and free books. The Jungle Jim live Facebook program for the Summer Reading Program kick-off went very well. The Children's Department continues to have virtual story times, and this Friday, they are having a Baby Lap Time Program.

D. Development Department, M. Chandler

Ms. Chandler discussed her June report showing the social media and virtual programming statistics. The funny social memes seem to be the most popular. The post for the Surprise Me! Collections showed an increase in activity as well as the Summer Reading Program post. The Summer Reading Program minutes almost doubled after the posting. The library continues to reach out to the community using the Facebook page. The June report also contains the 2020 donation report, with \$34,850.76 in donations from January 1, 2020, to July 16, 2020.

E. Folklife Department, T. DeGarmo

The Folklife Department is doing daily Facebook posts. With 22 new posts this past month, the page continues to receive a lot of engagements. The top 5 posts were; Jacob Houston Art, Solomon Northup Video, Making Garlic Scape Pickles Video, Lake George; The Mohican Video, and the Lite Brite Neon Video. The YouTube page also continues to have an increase in activity. The virtual programs are not the same as the in-person programs, but they are still reaching people.

**5. Friends of Crandall Library**

C. Schmitt

The Friends held their first Books on Carts book sale last Friday and made \$969.00 in four (4) hours, with approximately 350 people. There will be three (3) more Books on Carts sales; July 31, 2020, August 14, and August 28, 2020. The available puzzles were gone in about 10 minutes. In the past month, the Friends have helped the library with the funds to redo the floors, fix the HVAC system, and fix the hot-water heater. Ms. Schmitt stated they are not taking donated items yet, and she and her husband remain the only members of the Friends coming into the library at this time.

Ms. Caimano thanked Ms. Schmitt and the Friends for their good work and financial support through these stressful times.

**6. Board of Trustees Minutes: June 24, 2020**

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of June 24, 2020, was made by Ms. Shapiro, and seconded by Ms. Eddy. **Motion** carried unanimously.

**7. Treasurer's Report - June 2020**

D. Hazewski

Mr. Hazewski reported the revenues are at 71.3%; as of June 2020, expenses are at 39.6%. June is 50% of 2020, budget year. Budget revisions; we received more income from Glens Falls Foundation and restricted donations. A 2018 insurance reimbursement was more than



anticipated. Cobra expenses were up, and due to safety and protective precautions from the COVID-19 virus, building maintenance costs increased.

A **Motion** to accept the Treasurer's Report and approve the Budget Revisions was made by Mr. Antis, and seconded by Mr. Toomey. **Motion** carried unanimously.

## 8. Claims Auditor Report

The claims auditor reports for the period of April 2020, through mid-August 2020, will be presented at the August 2020, Board Meeting.

## 9. Committee(s) Reports

### Joint Finance & Personnel Committee

D. Hazewski/T. Vanderminden

1. A **Motion** was made by A. Bartlett, seconded by T. Vanderminden at the July 7, 2020, Joint Finance and Personnel Committee Meeting to approve the Proposed 2021 Budget of \$4,859,906 and bring it to the full board for their approval at the next scheduled meeting. **Motion** carried.

Ms. Naftaly stated that the 2021 proposed budget amounts for the three (3) municipalities are the same as the 2020 budget. However, actual assessment changes on individual properties may vary. State funding cuts have been factored into the proposed budget. Ms. Naftaly stated that one-million dollars of Mr. Herlihy's bequest has been received and deposited in the bank. There is a proposed 1% salary increase for staff to offset benefit cost increases. Ms. Naftaly continued to give an overview of the increases/decreases in the proposed budget.

Mr. Antis inquired on the number of open positions within the library and if these positions will be filled. Ms. Naftaly reported that there are three (3) open positions at this time; two (2) Librarian I positions, and one (1) Library Clerk position. The filling of these positions is to be determined; due to the pandemic.

Mr. Antis also inquired about the percentage of the budget that covers salaries and benefits. Ms. Winters stated that salaries and benefits are approximately 61% of the proposed budget.

### Approval of Resolutions (Documents distributed via email.)

- a. Approval of the 2021 Proposed Budget
- b. Approval of Legal Notices
- c. Approval of Trustee Petitions;
  - Diane Swanson for the Town of Queensbury
  - Daniel Hazewski for the Town of Moreau
- d. Approval of Budget Resolutions for the Board of Elections of Warren and Saratoga Counties
- e. Approval of Resolution: The Board of Trustees authorizes Crandall Public Library to exceed the 1.0156% tax cap in the event the levy exceeds the 1.0156% cap due to miscalculations, erroneous, or incomplete information, or the need to not increase each municipal budget over 2020 amounts due to the impact of the COVID-19 pandemic on

the local economy; in addition, per the NYS Comptroller's Office the Library's Tax Base Growth Factor in 2021 is 1.0060. (As recommended by NY Library Association.)

A **Motion** to approve item a. the Proposed 2021 Budget was made by Ms. Barcomb, and seconded by Mr. Hazewski. **Motion** carried unanimously.

A **Motion** to approve items b. through e. was made by Mr. Antis, and seconded by Ms. Nemer. **Motion** carried unanimously.

#### **Personnel**

T.

#### Vanderminden

1. Acceptance of the Retirement of Marcella Devoe, Part-time Library Assistant effective May 29, 2019. Marcella had worked at the Library for 19 years.
2. Approval of Provisional Appointment (per Warren County Civil Service Exam State: #63540 Local: #31004) of Librarian I, Susan Ciampa, effective 8/1/2019, at a salary of \$37,290/year.
3. Approval of Permanent Appointment (per Warren County Civil Service Exam State: #63540 Local: #31004) of Librarian I, Susan Ciampa, effective 7/14/2020, at a salary of \$37,290/year.
4. Approval for Library Development Director, Michelle Chandler to be removed from Probationary status and fully appointed to Permanent status per Civil Service rules, effective 8/27/2019 at a salary of \$63,240/year.
5. Approval to correct salary amount from \$14.50/hour to \$14.25/hour, effective September 16, 2019 for David Jones, Cleaner, due to clerical error. (Passed October 23, 2019, Board Meeting.)
6. Approval for Library Assistant, Erica Catalano to be removed from Probationary status and fully appointed to Permanent status per Civil Service rules, effective 5/28/2020, at a salary of \$35,394/year.
7. Approval of Permanent Appointment (per Warren County Civil Service Exam State: #63540 Local: #31004) of Librarian I, Rিকেলে Bello, effective 7/14/2020, at a salary of \$38,409/year.
8. Approval of Permanent Appointment (per Warren County Civil Service Exam State: #63540 Local: #31004) of Librarian I, Patricia Dolton, effective 7/14/2020, at a salary of \$40,352/year.
9. Approval of Permanent Appointment (per Warren County Civil Service Exam State: #63540 Local: #31004) of Librarian I, Cynthia Maguire, effective 7/14/2020, at a salary of \$38,409/year.
10. Approval of Permanent Appointment (per Warren County Civil Service Exam State: #63540 Local: #31004) of Part-time Librarian I, Maureen Tuttle, effective 7/14/2020, at a salary of \$22.84/hour.
11. Approval of Permanent Appointment (per Warren County Civil Service Exam State: #75223 Local: #31005) of Librarian II, Kevin Rogan, effective 7/14/2020, at a salary of \$48,061/year.
12. Approval of Permanent Appointment (per Warren County Civil Service Exam State: #75223 Local: #31005) of Librarian II, Julia Farrar, effective 7/14/2020, at a salary of \$46,481/year.
13. Approval of Permanent Appointment (per Warren County Civil Service Exam State: #75223 Local: #31005) of Librarian II, Karen Hilfiger, effective 7/14/2020, at a salary of \$48,964/year.
14. Approval of Permanent Appointment (per Warren County Civil Service Exam State: #75229 Local: #31006) of Librarian III, Jennifer Boyer, effective 7/14/2020, at a salary of \$52,579/year.
15. Approval of Permanent Appointment (per Warren County Civil Service Exam State: #75232 Local: #31007) of Assistant Library Director III, Guinevere Forshey, effective 7/14/2020, at a salary of \$73,335/year.



A **Motion** to approve Personnel items 1. through 15. was made by Ms. Vanderminden, and seconded by Mr. Hazewski. **Motion** carried unanimously.

**10. SALS**

D.

Nemer/M. Shapiro  
There is no SALS report this month.

**11. Director's Report**

K. Naftaly

Ms. Naftaly reported that as members of the Glens Falls Arts District, a survey about a public art project in downtown Glens Falls is being sent to the Library, the Library Board, and the Crandall Trust Trustees, more information will be forthcoming. The new security cases for the DVDs have arrived. Some of the old cases have been given away to other libraries, and the remaining cases are to be recycled. Ms. Naftaly thanked the Friends not only for their good work on the Books on Carts book sale in the park but also for their financial support for the work on the floors, the HVAC system, and the hot-water heater. Mr. Dickinson, Building Maintenance Mechanic, was able to find N13 level filtering for the HVAC system; these filters exceed the CDC and NYS Health Department recommendations for the space of the library. Ms. Naftaly discussed the proposed updated library hours. At this time, we are to remain at 50% staffing per the Warren County Health Department. Curbside Services will continue to be offered. She also explained how similar libraries, Clifton Park-Halfmoon, Saratoga, and Schenectady, are also operating at reduced services at this time due to the pandemic. The employees have been working hard with curbside services, and the new DVD project will be an all hands on deck process. We will be offering the use of Chromebooks, and Wi-Fi in the park in a limited manner; especially for individuals' NYS Unemployment online needs. The Chromebooks can be disinfected. We are still trying to cover patron needs with the Surprise Me! Collections for curbside service, eResources, and virtual programming. Feedback and questions from patrons, concerning reopening, have been positive. Some questions stem from patrons being unaware of the services that we are offering during the building closure to the public. Ms. Naftaly and Ms. Chandler are looking into different ways to keep the public informed.

Ms. Caimano inquired on Outreach Services; Ms. Naftaly responded that some Outreach Services are continuing if the items can be picked up at the library, there are no outside deliveries/visits at this time.

Ms. Vanderminden inquired about the Library's website having book browsing capabilities; Ms. Naftaly and Ms. Forshey discussed the options available on the website and the possibility of making the options easier to find.

Ms. Hogan inquired if there was a way to have the Children's Department have items and a Librarian available in the park, somewhat the same manner as the Friends Books on Carts book sale. She suggested that the children wouldn't have to leaf through the books, with the possibility that staff could assist the children by choosing the items for them, by the child's interests. Ms. Naftaly responded that there are logistics that would have to be looked into and that Ms. Hogan's suggestion would be a great topic to bring to the Library Team Meeting on Monday, July 27, 2020.

**12. Old Business**

**13. New Business**

The NYS Library Construction Grant cycle is open, and a request, with information, to apply for the grant, will be brought before the board at the August meeting. The grant would be used for touchless glass sliding doors at the Glen Street entrance if applicable.

**14. Executive Session**

None.

**15. Adjournment**

A **Motion** to adjourn was made by Ms. Vanderminden, and seconded by Mr. Hazewski. **Motion** carried unanimously. The meeting adjourned at 5:38 p.m.

Respectfully submitted,

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

Recorded by Melissa Durett-Clapper Administrative Assistant

**The next Board Meeting is  
Wednesday August 26, 2020  
4:30 PM  
through  
Zoom**

**Join Zoom Meeting**  
<https://zoom.us/j/94568020306>

**or**

**Dial by your location**  
**+1 646 558 8656 US (New York)**

**Meeting ID: 945 6802 0306**