



**Board of Trustees
Meeting Minutes
October 28, 2020
4:30 p.m. Virtual Zoom Meeting
The Community Room – Board and Staff Members
(Draft-Prior to Acceptance at November Board meeting)**

Attendance:

Trustees: The Community Room: Ms. Caimano, Mr. Goralski, Ms. Shapiro, Ms. Eddy, Mr. Antis, and Ms. Vanderminden. **Zoom:** Ms. Swanson, Mr. Toomey, Ms. Barcomb, Ms. Hogan, Ms. Bartlett, Ms. Rainwater, and Ms. Johnson.

Excused Absents: Mr. Hazewski and Ms. Nemer.

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

Guests: None.

1. Call to Order

B. Caimano

President Caimano called the meeting to order at 4:34 p.m. Quorum established.

2. Staff Recognition (2019)

<u>Name</u>	<u>Years</u>
Jennifer Boyer	10
Deborah Burnham	5
Patricia Dolton	5
Julia Farrar	10
Karen Hilfiger	15
Anne Nelson	15
Henriette Ottenhoff	15
Erin Rohde	5
Martha Scripture	15
Maureen Tuttle	5

Ms. Caimano and Ms. Naftaly recognized the employees for their hard work and years of dedication to the Library; the awards were presented to the employees in attendance.

3. Public Comment

None.

4. Correspondence and Press

The Board received the Correspondence and Press via email (hard copies in the Community Room). This month included a news clipping from The Post Star featuring Alice Vogt, Board President Caimano's mother.

Department Reports

A. Assistant Director, G. Forshey

Ms. Forshey reported on week eight of the Pop-In Library; the service has been going very well, and patron attendance has been increasing steadily. Saturday afternoon Pop-In hours started last week, and the weekly door count was the highest so far at 496. The Pop-In Service is growing more popular with the public; patrons are excited to come back into the library; there has been a lot of positive feedback from staff as well. The Pop-In Committee is meeting tomorrow, October 29, 2020, to re-evaluate the hours and days open and the services currently offered.

B. Adult Services, J. Boyer

Ms. Boyer started by stating how nice it is to see the board members in person. Reference has been busy with Pop-In and Curbside Services; there has been a nice mix of both services, with some patrons dedicated to the use of Curbside Services. They have been busy with reference questions, especially on Pop-In days. Requests for the Surprise Me! Collections and non-holdable materials remain steady. The Reference Department is working on more community engagement projects using training videos, "Shelf Talkers", and "Book Talkers".

C. Children's Department, P. Frazier

Ms. Frazier discussed virtual programming; they are averaging production of one virtual program a day, and they continue to maintain a good following. Surprise Me! Collections have grown more popular among families; the Children's and Teen Departments customize every collection by the individual family's needs, such as the number of children in the household, age groups, subject areas, and more. Pop-In Service continues to go well; they had started displaying items in the windows of the Children's area of New & Popular for people to view as they walk by the library. A two-page spread in *Think Big! A Resource Manual for Teen Library Programs That Attract Large Audiences* featured Crandall Public Library and our Teen Department. This time of year, the Children's Department is usually busy with field trips from area schools, but due to the pandemic, this year is different, so they put together a virtual field trip video to share with the schools, highlighting the services available for students and teachers. The video features all of the Children's Department employees, and it will be available to the public on the Children's Department YouTube channel and Facebook page and on the Library's Facebook page on November 2, 2020.

D. Development Department, M. Chandler

Ms. Chandler shared that she had a curbside patron comment on how pleased she was that we were able to fit her into the schedule that day, the patron had run out of books, and it was the first time she had left her house since the beginning of the pandemic. The Development Department continues to update and push social media to get information out to the public; the weekly "Shelf Talkers" have helped increase the circulation of the new and upcoming materials posted. Ms. Chandler discussed the current donor and grant proposals and preparation of the calendar year-end Library appeal.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo discussed how the Folklife Department staff has been assisting with Pop-In and Curbside Services. Mr. Rogan has been filming and editing videos for the Pop-In

Library Promo and the Children's Department virtual programs. Ms. Dolton has been working on an exhibit of local suffragettes' portraits she has done in redwork embroidery on tea cozies with the women's biographies displayed next to them. The department is working on a virtual exhibit of the project. Ms. Gonyea has been fielding patron's emails and phone calls, as well as processing new books and collections. The Folklife Department has been asked to guest curate a selection of our collections for an exhibit in Canton, NY, from February to October of next year.

5. Friends of Crandall Library

M. Shapiro

Ms. Shapiro stated there is no report this month.

Ms. Naftaly reported that the Friends would be presenting library employees with \$25.00 each in December to use as they wish; this is in place of the annual holiday "thank you" event; due to restrictions caused by the pandemic.

6. Board of Trustees Minutes: September 23, 2020

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of September 23, 2020, was made by Mr. Goralski, seconded by Mr. Antis. **Motion** carried unanimously.

7. Treasurer's Report – September 2020

S. Winters for D. Hazewski

Ms. Winters reported the revenues are at 83.1%; as of September 2020, expenses are at 67.2%. September is 75.0% of the 2020 budget year. Ms. Winters discussed that trust revenue distributions are coming in, and some are above the budgeted 75% for September. Due to the Covid-19 virus causing reoccurring modifications, Ms. Winters requested reallocations for the quarter of under/over budget variances as outlined in the report.

A **Motion** to accept the Treasurer's Report and approve the Budget Modifications was made by Ms. Shapiro, seconded by Ms. Vanderminden. **Motion** carried unanimously.

8. Claims Auditor Reports – September 2020

S. Winters for D. Hazewski

Acceptance of the Claims Auditor Reports for September 2020 bills and payroll; there were no issues in September.

A **Motion** to accept the Claims Auditor Reports was made by Ms. Vanderminden, seconded by Mr. Antis. **Motion** carried unanimously.

9. Committee Reports

Finance

B. Caimano

1. Meeting with Glens Falls National Bank

The Finance Committee met with Glens Falls National Bank to review the investment of the initial funds received from Mr. Herlihy's Bequest. Distributions will go into Crandall Library's Investment Program, by a third of the money at a time; the committee will review the status of these investments at the end of the quarter.

Personnel

T. Vanderminden

1. Approval for Cleaner; David Jones to be removed from Probationary status and fully appointed to Permanent status per Civil Service rules, effective 09/16/2020, at a salary of \$25,935/year.
2. Approval of Permanent Appointment for part-time substitute Librarian II, Daniel Hubbs, effective 07/13/2020, at a salary of \$25.54/hour.
3. 2020 Vacation Accrual Decision – Carryover in 2021 50% of unused above amount delineated in Employee Handbook.

A **Motion** to approve Personnel items 1. and 2. was made by Ms. Vanderminden, seconded by Mr. Goralski. **Motion** carried unanimously. Personnel item 3. was approved by the Personnel Committee at the October 7, 2020, Personnel Committee Meeting. Revised Personnel Committee Meeting Minutes attached.

10. SALS

M. Shapiro

Ms. Shapiro reported that SALS approved their 2021 Budget.

11. Director's Report & Action Items

K. Naftaly

Ms. Naftaly reported there was no public attendance at the Public Budget Hearings held in the three municipalities. By April of 2021, New York State is requiring that a contingency plan be added to the library's existing strategic plan with information on; how to handle if there is a declared public health emergency, such as COVID-19. The New York Library Association has put together a series of checklists and definitions to assist libraries with putting the required contingency plan in place. Ms. Naftaly reported on her interview with Jesse Jackson of LookTV. Ms. Naftaly discussed the COVID-19 situation, the continuing changes to the library services, and the library attendance statistics. She noted how proud she is of staff's nimbleness with creating Curbside Service and Pop-In Service out of thin air during these trying times; as we move forward, maintaining safety must be of utmost importance.

1. Approval of 2021 Holiday Closings (see attached).
2. Approval for the Folklife Center to submit a 2021 Alfred Z. Solomon Foundation individual artist grant of \$8,500 to cover the costs of a traveling outdoors concert series (featuring the poetry and music of Dan Hubbs) to 4 sites in our 4-county service, along with the filming/editing of a promotional video, and publication of a chapbook of Hubbs' work.
3. Approval to submit two grant proposals to the Touba Family Foundation:
 - a. \$4,000 to partially fund the cost of a virtual programming consultant, film equipment, and editing software to train staff across all Library departments in videography and to provide tools and equipment for implementation. (Submitted by Crandall.)
 - b. \$4,290 to fund 10% of the artistic fees, maintenance and insurance costs for the acquisition and installation public art along the Arts District of Glens Falls' Arts Trail. (Submitted as part of the Arts District Steering Committee.)

A **Motion** to approve Action items 1-3a/b. was made by Ms. Shapiro, seconded by Ms. Eddy. **Motion** carried unanimously.

12. Old Business

None.

13. New Business

None.

14. Executive Session

None.

15. Adjournment

A **Motion** to adjourn was made by Mr. Antis, seconded by Ms. Eddy. **Motion** carried unanimously. The meeting adjourned at 5:56 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, November 18, 2020
4:30 PM
The Community Room (Board & Staff Members only)
Zoom (Board, Staff & Public)
<https://us02web.zoom.us/j/7729709617>



**Personnel Committee Meeting
Meeting Minutes - Revised
October 7, 2020
2:00 p.m. Virtual Zoom Meeting**

Attendance:

Ms. Caimano, Ms. Eddy, Ms. Nemer, Ms. Vanderminden, Ms. Naftaly, Ms. Forshey, Ms. Winters, and Ms. Durett-Clapper.

The topic of discussion; 2020 Vacation Carryover

The COVID-19 pandemic has caused unusual scheduling and staffing circumstances affecting the amount of 2020 vacation accruals remaining for some employees.

- A/B schedule – 50% Staffing
- No vacations were allowed during June and July

Discussion ensued on the extenuating circumstances, handbook limitations, and possible solutions.

The Personnel Committee proposed that vacation hours remaining on December 31, 2020, over and above the 70-hour handbook limit, be carried over at 50%.

Example: 80 hours remain on 12/31/20 – able to carry over 75 hours.

The committee will present the recommendation to the full board at the October meeting.