



Your Story. Our Mission.

**Board of Trustees
Meeting Minutes
June 24, 2020
4:30 p.m. Virtual Zoom Meeting**

Attendance:

Trustees: Ms. Caimano, Ms. Bartlett, Ms. Hogan, Mr. Goralski, Ms. Vanderminden, Ms. Shapiro, Ms. Swanson, Mr. Hazewski, Mr. Toomey, Ms. Barcomb, Mr. Antis, and Ms. Eddy.

Absent: Excused: Ms. Nemer and Ms. Rainwater.

Absent: Unexcused: 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. Chad Arnold, The Post Star.

1. Call to Order

B. Caimano

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

2. Public Comment (Statement from Library Staff)

K. Naftaly (for L. Daniels)

Ms. Naftaly read a thank you letter given to the Board for their support through the pandemic closure. Lisa Daniels wrote the letter on behalf of the library staff. Gift bags containing hand soap, hand sanitizer, and a library-themed face mask will be distributed to the board members at the next in-person meeting. The face masks were made by Joan White Bowen.

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

4. Department Reports

A. Assistant Director, G. Forshey

Ms. Forshey reported that curbside service is going well. All the appointment slots have been filling up, and have been going smoothly. All employees have been helping; it has been all hands on deck. Curbside service has been labor-intensive, and we are working to streamline the process. It has been busy over the last couple of months with reopening preparation, issuing temporary library cards, and helping patrons by email and social media. Ms. Forshey has attended over 40 meetings and learning events. The library's social media has continued to be very active throughout the closure.

B. Adult Services, J. Boyer

Ms. Boyer stated that the Reference department attended a number of webinars during the closure. They are working on computer help videos for patrons. They have had weekly meetings. Virtual programming has been set for vermicomposting, identifying invasive species, meeting the crew of the Artemis, and running a small business series. Over 900 items have been ordered for the collection. The Reference Department, together with the

Circulation, Children's, and Administration departments, developed a new library service from the ground up – Curbside Service.

C. Children's Department, P. Frazier

Ms. Frazier reported that the Children's and Teen Departments have participated in many zoom meetings, committee meetings, webinars, and on-line training. Both departments have tried to stay connected with patrons. Virtual Story Times have continued throughout the closure and still receive a good number of engagements. The Stay at Home Spring photo album project received photos from 8 patrons; the photos are posted on their Facebook page. The Design a Bookmark contest went well, and the bookmarks will be used for the summer reading program. Tumblebooks, online eBooks for kids, has had extensive use during the closure. Patrons have been reaching out to the Children's department requesting help with selecting items for curbside pick-up; they are happy to assist the patrons with this task. The Teen department has a weekly virtual craft program. The Teen group had a graduating senior this year, and they circulated a card by regular mail (with permission) for everyone to sign so he would have a real card on his big day.

D. Development Department, M. Chandler

Ms. Chandler and Ms. Ziegler had been focusing on marketing, graphics, and answering questions from the public during the closure. They are now focusing on preparation for reopening to the public: signage, designing logos, and ways to keep people informed. They have been assisting with curbside service and have first-hand knowledge of the questions coming from the community. Ms. Chandler had a great meeting with a library donor; people are still thinking about the library during this time. She is looking at different fundraising avenues, as grant funding has also been affected by the pandemic.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo discussed his mid-term report to the NYS Council on the Arts. He explained what programs and exhibits were done prior to the emergency closure, and how the Folklife Department turned their focus to all virtual programming after the closure. There has been an increased amount of activity on the Facebook posts and the YouTube page. They are hopeful for the opportunity to bring live concerts, workshops and, story times back in the future. In the meantime, they are going to pull history items from the archives to not only keep people engaged but, with hopes, that patrons will share their items/photos as well.

5. Friends of Crandall Library

C. Schmitt

Ms. Schmitt reported; she has been the only one from the Friends, in the library at this point. They have not had very many donations, which is a good thing as they are running out of storage space. There will probably not be an October book sale, and the January book sale is still undetermined. There are a couple of items that the Friends might be able to assist the library with; they will be contacting their members this week to discuss.

6. Approval of Board of Trustees Minutes: May 27, 2020

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of May 27, 2020, that was sent via email was made by Ms. Hogan, and seconded by Ms. Bartlett. **Motion** carried unanimously.

7. Treasurer's Report-May 2020

D. Hazewski

Mr. Hazewski reported the revenues are at 70.4%; as of May 2020, expenses are at 34.2%. May is 41.6% of 2020, budget year. Presently no items appear to be of concern.

A Motion to accept the Treasurer's Report was made by Ms. Shapiro, seconded by Ms. Barcomb. Motion carried unanimously.

8. Claims Auditor Report

D. Hazewski

Mr. Hazewski reported there is no Claims Auditor Report at this time.

Ms. Naftaly reported the Claims Auditor Report is being processed a little differently for this month.

9. Committee Reports

T. Vanderminden

Personnel

1. Acceptance of the Retirement of Kathleen Lehmann, Library Clerk I effective June 15, 2020. Kathy has worked at the Library for over 30 years.
2. Acceptance of the Resignation of Alliyah Eastman, Page effective July 3, 2020. Alliyah has worked at the Library just under 2 years.

A Motion to approve items 1 and 2 was made by Ms. Vanderminden, and seconded by Mr. Goralski. Motion carried unanimously.

10. SALS

M. Shapiro

Ms. Shapiro reported that SALS held an emergency meeting on June 2, 2020, to approve their reopening plan; they are now open at a 50% capacity. A Social justice statement was approved, and it is on the SALS website: <https://salsblog.sals.edu/2020/06/22/social-justice-statement/>. The regular SALS meeting was held on June 16, 2020, the auditor's report was given at the meeting. They discussed Phase III of reopening, the start of curbside service, and the possible reduction in state funding for this year and next year. There has been an explosion in e-Content use, and virtual library cards. Everyone was thrilled that SALS maintained a presence during this time. The next meeting is in September.

11. Director's Report & Action Items

K. Naftaly

Ms. Naftaly described how extraordinary staff has been with building the new Curbside Service. It started with virtual meetings, but many factors were unknown until the service was in use. The new service was implemented from scratch in two-weeks at half-staffing. The daily staging for curbside service reminds Ms. Naftaly of the Strand Book Store in New York City with the piles of books. Not all things have gone as planned, but the employees' ability to adapt has been great. Patrons have been excited about curbside service; it has been amazing to watch their reactions. A moving company came in to help remove furniture for the initial reopening to the public. The HVAC system has not been working correctly, parts and software need to be replaced/upgraded (almost 12 years old) they no longer make the software that the system runs on. The hot-water heater has a CO2 pump that needs to be replaced. More information will be forthcoming on the necessary repairs. Ms. Naftaly and Ms. Winters have been working on the proposed 2021 Budget; no increase to the municipalities is needed. Personal and Finance meetings will be held; the proposed 2021 Budget information will be ready for the July Board meeting.

Ms. Naftaly discussed the following action items:

A. Action Items

1. Permission to sell, re-purpose or dispose of approximately 20,000 obsolete Kwik Case® DVD/Blu-Ray/Playaway security cases.

2. Permission to increase the amount for the order of approximately 20,000 One-Time-Locking Cases by \$7,000. Total cost not to exceed \$37,000 to come from our Capital Reserves Account.
3. Permission to eliminate the blocking of Internet use if a cardholder owes more than \$5.00 on their library card in preparation for return of in-house Internet services.
4. Permission to work with the JA and SALS staff to begin the process of allowing reserves to be placed on our New and Popular and Children's DVD and Blu-ray materials.
5. Permission to enter into a 1-yr contract with North Country Janitorial to provide carpet runners for Library entrances and high traffic locations at \$96 every 2 weeks. [Low bid of three submissions; current provider is discontinuing service.]
6. Permission to accept the SHI quote (on state contract) for replacement of our Bibliotheca legacy RFID equipment and installations. The quote for the RFID equipment includes but is not limited to: workstations, payment devices, security gates, software, and licenses for the upgrade, installation, warranty, and training. Total cost of the quote is \$139,459.85 to come from our Capital Reserves Account.
7. Permission to accept the SHI quote (on state contract) for replacement of our Bibliotheca legacy Automated Materials Handler (AMH-sorter). The quote for the AMH equipment from EnvisionWare, Inc. includes but is not limited to: an 8-bin sorting system with 2 induction software, licenses for the upgrade, installation, warranty, and training. Total cost of the quote is \$105,457.50 to come from our Capital Reserves Account.

A **Motion** to approve items 1 through 7 was made by Ms. Vanderminden, and seconded by Ms. Swanson. **Motion** carried unanimously.

12. Old Business

None.

13. New Business

None.

14. Executive Session

B. Caimano

1. Actions against Crandall Public Library
2. Personnel development

Motion to go into Executive Session to discuss items 1 and 2 was made by Ms. Shapiro, and seconded by Ms. Swanson. **Motion** carried unanimously; entered Executive Session at 5:32 p.m. **Motion** to leave Executive Session was made at 5:54 p.m. by Ms. Hogan, and seconded by Ms. Bartlett.

15. Adjournment

Motion to adjourn was made by Ms. Swanson, and seconded by Ms. Hogan. **Motion** carried unanimously. The meeting adjourned at 5:54 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 July 22, 2020
4:30 PM
Meeting Method to be Announced**