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**Board of Trustees
Meeting Minutes
November 18, 2020
4:30 p.m. Virtual Zoom Meeting
The Community Room – Board and Staff Members
(Draft)**

Attendance:

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

Excused Absents: Mr. Hazewski, Ms. Shapiro, Ms. Barcomb, and Ms. Eddy.

Staff: Ms. Naftaly, Ms. Forshey, 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 meeting to order at 4:32 p.m. Quorum established.

2. Public Comment

None.

3. Correspondence and Press

The Board discussed the press coverage of the election results.

4. Department Reports

A. Assistant Director, G. Forshey

Ms. Forshey discussed how well the Pop-In Library Services are going and the increase in patrons using the services offered. A second internet station is being set-up due to the increased volume of people utilizing this service. Library Assistant; Erica Catalano, in combination with the Southern Adirondack Audubon Society, is offering the virtual program: *Chipmunks: Timber Tigers of the Adirondacks*; tonight from 7:00-8:30 p.m. The speaker is Naturalist Educator Charlotte Demers.

B. Adult Services, J. Boyer

Ms. Boyer was not in attendance by prearrangement.

C. Children's Department, P. Frazier

Ms. Frazier reported that Pop-In Services are going great; several families have already made the service a regular weekly stop. The Children's Department will be adding a couple of new virtual programs; they offer many virtual programs each week. This year's Thanksgiving Parade will be held virtually, with large books used as the parade "balloons" and the staff as commentators. They received a virtual thank you, showing a group of students enjoying the virtual storytime program. The Children's Department will be sharing the virtual storytime programs with homeschooled students as well. Ms. Frazier discussed that the Teen Department's Instagram and Twitter followings have increased, and their weekly Zoom meetings continue to be popular.

D. Development Department, M. Chandler

Ms. Chandler reported that in comparison with 2019, the 2020 fundraising is right on track, minus the Gala, which, unfortunately, could not be held this year; due to the pandemic. The Annual Appeal is in the mail and is off to a good start, which is encouraging. Ms. Chandler has been in contact with an anonymous donor for the LED Lighting Project; further information will be forthcoming.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo reported on his virtual meetings with the New York State Folk Arts Roundtable, which consists of colleagues around the state who share similar fields of work with Mr. DeGarmo. Things look hopeful; the New York State Council on the Arts is encouraging everyone to put their experience and funding into virtual programs. The Folklife Department has started an initiative using archives and collections; for a program called "From the Vault". For one of these programs, Mr. Rogan was able to take a Betamax tape and turn it into a digital movie, which features nationally known Ballad Singer Colleen Cleveland, who is from our area and put on a concert at the Library in 1982. Mr. DeGarmo discussed working on a series of historical videos in conjunction with Filmmaker; Hannah DeGarmo. These videos will feature Jack Leadley - An Adirondack Legend, The Big Moose Community Chapel's Balsam Bee, Indian Village in Lake George, and more; the videos will be available on the Folklife Department's YouTube page.

5. Friends of Crandall Library

C. Schmitt

Ms. Schmitt reported that the Friends have completed their fiscal year, and monetary donations are about the same as the last couple of years. They will be delaying their fundraising outreach until June of 2021. They are requesting people hold onto their book donations until they can safely start accepting them again.

6. Board of Trustees Minutes: October 28, 2020

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of October 28, 2020, was made by Mr. Antis, seconded by Ms. Vanderminden. **Motion** carried unanimously.

7. Treasurer's Report – October 2020

S. Winters for D. Hazewski

Ms. Winters reported that the Library had received approximately 78.0% of the Library State Aid budgeted for 2020. The revenues are at 86.7%; as of October 2020, expenses are at 73.0%. October is 83.3% of the 2020 budget year. Ms. Winters explained the budget revisions as outlined in the report.

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

8. Claims Auditor Reports – October 2020

S. Winters for D. Hazewski

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

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

9. Committee Report

Personnel

T. Vanderminden

1. Acceptance of the Retirement of Library Clerk Susan Burkley, effective November 6, 2020, Susan has worked at the Library for 10-years.

A **Motion** to approve Personnel item 1. was made by Ms. Vanderminden, seconded by Mr. Antis. **Motion** carried unanimously.

10. SALS

K. Naftaly

Ms. Naftaly discussed that SALS is facing cuts to their state aid funding, similar to the state aid funding cuts the Library is facing. SALS continues with community sharing between libraries to keep everyone informed on the ever-changing COVID-19 state and local regulations.

11. Director’s Report & Action Items

K. Naftaly

Ms. Naftaly started her report by thanking all of the staff and the Friends for doing such an excellent job; she also thanked the Board for their support; because of everyone’s efforts, the budget passed in all three municipalities. Ms. Naftaly, again, thanked the Friends for the \$25-dollars in cash; given to all employees in place of the annual holiday event; it is very much appreciated. Administration met with the health insurance representative; employees will have four insurance plans to choose from for their 2021 coverage. Ms. Naftaly recognized Ms. Winters for her work with the insurance numbers for the budget. She also recognized the custodial staff for removing fifteen pallets of the old DVD cases today; the DVD cases are to be recycled. Trustees Diane Swanson and Dan Hazewski were both re-elected to serve another five-year term on the Library Board.

	Yes	No	Yes%	No%
Glens Falls	3,631	1,205	75.08%	24.92%
Queensbury	7,797	3,631	68.23%	31.77%
Moreau	3,721	2,214	62.70%	37.30%

Trustees: Queensbury, Diane Swanson, 99.34%; Moreau, Dan Hazewski, Jr., 99.85%

Action Item:

1. MODEL RESOLUTION RESOLVED, By the Trustees of Crandall Public Library that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein. FURTHER RESOLVED, that in accordance with Article 57-A:(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

A **Motion** to approve Action item 1; adoption of the (LGS-1) Retention and Disposition Schedule for New York Local Government Records, was made by Mr. Antis, seconded by Ms. Vanderminden. **Motion** carried unanimously.

12. Old Business

B. Caimano

The Board discussed the five-year Strategic Plan.

13. New Business

B. Caimano

The Board discussed surveying the public:

What do they want now – in the short term? (Under “pandemic” operations.)

What will they want in the future – in the long term? (Under “normal” operations.)

Discussion ensued on the promotion of library card sign-ups.

14. Executive Session

None.

15. Adjournment

A **Motion** to adjourn was made by Mr. Antis, seconded by Ms. Vanderminden. **Motion** carried unanimously. The meeting adjourned at 5:13 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, January 6, 2021
4:30 PM
Meeting Method: To be Announced
Organizational Meeting**