



Your Story. Our Mission.

**Board of Trustees
Meeting Minutes
January 6, 2021
Organizational Meeting
(December 2020 Meeting)
4:30 p.m. Virtual Zoom Meeting
(Draft)**

Attendance:

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

Excused Absents: Mr. Hazewski, Mr. Goralski, Ms. Bartlett, Ms. Vanderminden, Ms. Rainwater, and Ms. Johnson.

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

Guests: None.

1. Call to Order B. Caimano

President Caimano called the meeting to order at 4:32 p.m. Quorum established.

2. Oath of Office: B. Caimano

The Oath of Office was given to Diane Swanson, elected Trustee representing the Town of Queensbury, by Library Director, Ms. Naftaly.

3. Election of Officers for 2021 B. Caimano

President: Barbara Caimano
Vice President: Mike Toomey
Treasurer: TBA
Secretary: Margaret Shapiro

Mr. Hazewski is resigning from the Board; the Nomination Committee will review the candidates from the Town of Moreau. Mr. Toomey is stepping down from his position as Vice-President while remaining on the Board as Trustee.

Ms. Caimano asked for Trustees interested in the open officer positions to make their intentions known.

A **Vote** to accept the current Slate of Officers for 2021 as presented was requested by Ms. Caimano. **Vote** passed unanimously.

4. Appointment of Committee Members

Executive Committee: Caimano (Chair), Toomey, Shapiro, TBA

Finance Committee: TBA (Chair), Bartlett, Goralski

Personnel Committee: Vanderminden (Chair), Rainwater, Nemer, Eddy

Board Development: Co-Chairs, Toomey & Barcomb, Shapiro

Ad-Hoc Strategic Planning Committee: Caimano (Chair), Antis, Shapiro, Swanson

Ad-Hoc on every Committee: Caimano

Ms. Caimano requested an email go out to the Trustees concerning their interest or intent to join or change their committee positions for 2021.

Another vote on the Election of Officers and Appointment of Committee Members for 2021; will be held at the January 27, 2021 Board Meeting, as needed.

A **Motion** to accept the Appointment of Committee Members as presented was made by Ms. Hogan, seconded by Mr. Toomey. **Motion** carried unanimously.

5. Public Comment

None.

6. Correspondence and Press (Distributed to the Board via email)

The Board discussed a letter to the Crandall Public Library employees from a grateful patron.

7. Department Reports

A. Assistant Director, G. Forshey

Ms. Forshey reported that the new RFID equipment sorter is installed and is very efficient and quiet. The new RFID checkout pads have been installed at the staff stations. One of the new self-check stations was utilized during the Pop-In Library, with positive feedback from patrons. The IT Department will be setting up the other new self-check stations next week.

B. Adult Services, J. Boyer

Ms. Boyer discussed virtual programming, *Chipmunks: Timber Tigers of the Adirondacks* had over 70 participants. The Reference Department offered the reading of a condensed version of *A Christmas Carol* to distribute to nursing homes. Surprise Me! Collections have received a post-holiday bump in requests; staff members enjoy putting these collections together for patrons. There have been a large number of requests for the non-holdable materials and Hot Ticket items.

C. Children's Department, P. Frazier

Ms. Frazier reported that the Children's Department had also received an increase in the Surprise! Me Collection requests; she discussed the wonderful feedback they have received from patrons who have enjoyed these collections. The virtual programs continue to have a good following. They will be launching a new Book Talk Virtual Program, to promote chapter books to older children. Ms. Frazier discussed statistics from their Facebook page.

D. Development Department, M. Chandler

Ms. Chandler discussed the positive patron feedback the Library has been receiving. The Annual Appeal response rate has been great; it is amazing how generous people have been during these difficult times. The 2020 highlights: an individual donated nearly \$11,000 for the Hearing Loop System, and an anonymous donor gave \$25,000 towards the LED Lighting Upgrade Project. The 2020 setbacks: we were unable to hold the Annual Gala (due to the pandemic), the Beach Foundation did not accept grant applications in 2020, and we received fewer bequests than the previous year. Ms. Chandler stated that the support of individuals in 2020 was a tremendous help to the Library.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo was unable to attend the meeting. The Folklife Department's October and November reports were emailed to the Board.

8. Friends of Crandall Library

M. Shapiro

Ms. Shapiro stated there was no report for December.

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

B. Caimano

Board members received the annual policies by email; the completed forms should be returned by 01/27/2021.

10. Board of Trustees Minutes: November 18, 2020

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of November 18, 2020, was made by Ms. Hogan, seconded by Ms. Nemer. **Motion** carried unanimously.

11. Treasurer's Report – November 2020

S. Winters for D. Hazewski

Ms. Winters reported the revenues are at 88.0%; as of November 2020, expenses are at 78.8%. November is 91.7% 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 Ms. Barcomb. **Motion** carried unanimously.

12. Claims Auditor Reports – November 2020

S. Winters for D. Hazewski

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

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

13. Committee Report

14. SALS

D. Nemer

SALS did not hold a meeting in December.

15. Director's Report & Action Items

K. Naftaly

Ms. Naftaly discussed the disc golf equipment purchased; based on Ms. Hogan's recommendation, patrons will be able to borrow the equipment to use on the new disc golf course in Crandall Park. The LED Lighting Upgrade Project started on Monday, January 4, 2021, and will take approximately 2-weeks to complete. The new RFID security gates are being installed next week. The DVD/Blu-ray cases that work with the new equipment fit on the shelves better, taking up less space. Ms. Naftaly reported on returning to Curbside Services only; due to the increasing COVID-19 cases in our area, patrons have been very understanding.

Action Items:

1. Approval of the appointment for 2021 of H. Wayne Judge as the Library's Attorney.
2. Approval for designation of The Post Star and The Chronicle as the official newspapers for notifications purposes.
3. Approval of standard mileage rates for travel reimbursement of **56 cents per mile** for business miles driven as per the IRS.
4. Approval of the Independent Contractor Mariagnes DeMeo to continue to act as Claims Auditor for the Library in 2021.
5. These are based on the Action items from the January 8, 2020 Board meeting. They are for standing meetings/activities during the year 2021:
 - A. Approval for Kathy Naftaly and/or Guin Forshey to attend monthly SALS Board meetings in Saratoga Springs, NY. 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 Friday, February 26, 2021 (virtual this year).
 - D. Permission for at least four staff and/or board members to attend the NYLA Annual Conference in 2021: Syracuse, NY (or virtual). November 3-6, 2021. 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, NY. Cost: Travel (as needed).
 - G. Permission for Guin Forshey 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 Children's Librarian 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, NY. Cost: Travel.
 - b. New York Folklore Society – *Voices: The Journal of New York Folklore* meetings as editor in Schenectady, NY. 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 the 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 programming; meetings with potential collaborators of cooperative projects. Cost: Travel.
- P. Permission for Erica Gonyea 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, NY, 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. Cost: Travel. To be approved by department head.
- 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 programming; 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 initiate 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, NY, as scheduled. Cost: Travel.
- T. Permission for designated Crandall Public Library staff members to attend Capital District Library Council workshops in the Capital Region, NY as scheduled. Cost: Travel.

A **Motion** to approve Action items 1 through 5 (including sub-categories) was made by Ms. Nemer, seconded by Ms. Eddy. **Motion** carried unanimously.

16. Old Business

B. Caimano

- A. Public Survey
- B. Promotion of Library Card Sign-ups

Discussion ensued on the public survey results and the 2020 promotions done to increase library card sign-ups.

17. New Business

None.

18. Executive Session

None.

19. Adjournment

A **Motion** to adjourn was made by Ms. Hogan, seconded by Ms. Shapiro. **Motion** carried unanimously. The meeting adjourned at 5:14 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 27, 2021
4:30 PM
Virtual Zoom Meeting
<https://us02web.zoom.us/j/94568020306>