



**Board of Trustees  
Meeting Minutes  
March 24, 2021  
4:30 p.m. Virtual Zoom Meeting**

**Attendance:**

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

**Absent: Excused:** Ms. Nemer, Mr. Goralski, and Ms. Rainwater.

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

**Guests:** Catherine Schmitt, Friends of Crandall Public Library; Sara Dallas, Southern Adirondack Library System (SALS) Director.

**1. Call to Order**

B. Caimano

President Caimano called the meeting to order at 4:31 p.m. Quorum was established.

**2. Public Comment**

None.

**3. Correspondence and Press (Emailed to the Board)**

This month's Correspondence and Press included a thank you note to the Board from Pam Frazier, recently retired Head of Children's Services.

**4. Guest Speaker**

SALS Director Sara Dallas

Ms. Dallas thanked the Board of Trustees; she is a Trustee for Albany Public Library and is now aware of all the work that goes into being a Trustee and appreciates everything the Board Members are doing. She discussed the new Minimum Standards for New York Public and Association Libraries effective January 1, 2021. The New York State Education Department and the Commissioner of Education regulate these minimum standards of service. The new minimum standards tie back to the Library Community Long-Range Plan of Service. Ms. Dallas discussed the Engaged Community Planning Crandall 3/24/2021 document she shared and stated SALS is available to assist the Library throughout the process of meeting the new standards. She likes to think of Crandall as having two branches, the physical building on Glen Street and then the electronic content, which is available twenty-four seven. Ms. Dallas explained what the American Rescue Plan Act (ARPA) of 2021 could mean for public libraries. Finally, Ms. Dallas discussed the Build America's Libraries Act:

## **Build America's Libraries Act**

Introduced on January 28, 2021, in the Senate by Sen. Jack Reed (D-RI), along with Sens. Bernie Sanders (I-VT), Sheldon Whitehouse (D-RI), and Ron Wyden (D-OR), as well as on March 3, 2021, in the House by Rep. Andy Levin (D-MI-9) and Rep. Don Young (R-AK-AL), the Build America's Libraries Act would fund upgrades to the nation's library infrastructure to address challenges such as natural disasters, COVID-19, broadband capacity, environmental hazards, and accessibility barriers. This groundbreaking legislation would pave the way for new and improved library facilities in underserved communities across the country. Join us in the effort to support this bill and #BuildLibraries.<sup>1</sup>

### **5. Nomination of Vice President for 2021**

B. Caimano

Per the Nominating Committee: Vice President: Amy Bartlett, Glens Falls

A **Motion** to nominate Amy Bartlett as Vice President for 2021 was made by Ms. Hogan, seconded by Ms. Shapiro. **Motion** carried unanimously.

### **6. Department Reports**

#### A. Assistant Director, G. Forshey

Ms. Forshey reported that the Pop-In Library is going very well, but we feel that it is time to progress into Step III of the Library's COVID Response Plan. Meetings to map out our best course of action for reopening have been held over the last couple of weeks. We have planned a soft opening for the week of April 6, 2021. We will be open from 9:00 a.m. to 7:00 p.m. on Tuesday and Wednesday and 9:00 a.m. to 5:00 p.m. on Thursday, Friday, and Saturday. Patrons will be able to browse on the first and second floors; additional computer stations and limited services will be available. There will be an occupancy limit of fifty patrons in the building at a time. Patrons will enter and exit at the Glen Street doors. Unfortunately, there will be no lingering at this stage of reopening. We are currently working on updating our Curbside Services, which we will continue to offer. Public restrooms will only be available as a contingency.

#### B. Adult Services, J. Boyer

Ms. Boyer had to leave the meeting; the Board received her report via email.

#### C. Children's Department, J. Farrar

Ms. Farrar introduced herself to the members of the Board who have not met her. She reported the Children's Department is preparing for reopening. The virtual programming continues. We were winners in the National Beanstack Winter Reading Program for the second year in a row; the prize was fifty books from Simon & Schuster. There will be a new cooking program in conjunction with King Arthur Flour; children will receive flour and baking supplies to bring home and use while attending a virtual Zoom Cooking Class with King Arthur Flour. The Children's Department has been sending full-length storytime video programs to area preschools.

#### D. Development Department, M. Chandler

Ms. Chandler reported that we received the Stewart's Holiday Matching Grant of twelve-hundred dollars; the grant money will purchase new toys for the Family Focus Center. The Library has been a recipient of the grant for over ten years; it is exciting to have this wonderful partnership with Stewart's Shops. William "Bill" Crawshaw, former Head of the

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<sup>1</sup> <http://www.ala.org/advocacy/buildlibraries>

Reference Department, passed away, and we have been receiving memorial donations in his name. Patrons enjoy the Pop-In Services; so much so, we received a thousand-dollar donation from someone while visiting the Pop-In Library recently. Ms. Chandler discussed the Reopening Public Relations Plan; watch for information on social media and your email.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo reported; in the spirit of reopening, they are preparing the Folklife Gallery with an exhibit titled: *Thirty-three Years of Gifting from our Sister City, Saga, Japan*. (Note: The Folklife area of the Library including the gallery will remain closed to the public during this phase of reopening.) The department received the remainder of the George W. Conkey Glass Plate Collection. Mr. Rogan uses the glass plate negatives for the Folklife Center's Blog, *Monday Memories*, which he posts every other Monday opposite *Music Mondays*. Ms. Caimano stated, "The pictures develop beautifully, they are so gorgeous, and with the added research, it is history coming to life right before your eyes." Mr. DeGarmo suggested everyone visit the blog page at <https://www.folklifecenter.com/>. The Folklife Center has two upcoming virtual events:

- March 25, 2021 - *Folk Arts All Around Us*, Exhibit Virtual Event: A Discussion with Curator Todd DeGarmo, hosted by the TAUNY Center.<sup>2</sup>
- March 29, 2021 - *Folklife After Hours: Tisha Dolton, Suffrage Singer - Songs Celebrating 100 Years of Votes for Women*. (Ms. Dolton will host the concert as a Zoom Watch Party with a questions and answers session following the presentation.)

7. **Friends of Crandall Library**

C. Schmitt

Ms. Schmitt stated book donations are still on hold, but they are working on a plan for when they can move forward.

8. **Board of Trustees Minutes: February 24, 2021**

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of February 24, 2021, was made by Ms. Shapiro, seconded by Ms. Barcomb. **Motion** carried unanimously.

9. **Treasurer's Report – February 2021**

S. Winters for J. Goralski

Ms. Winters reported the revenues are at 59.3%; as of February 2021, expenses are at 12.7%. February is 16.7% of the 2021 budget year. Ms. Winters explained the budget revision as outlined in the report.

A **Motion** to accept the Treasurer's Report and Revision for February 2021 was made by Mr. Antis, seconded by Ms. Vanderminden. **Motion** carried unanimously.

10. **Claims Auditor Report – February 14, 2021**

S. Winters for J. Goralski

**Introduction to New Claims Auditor, Laura Kyarsgaard**

The Board received an introduction letter from Ms. Kyarsgaard via email. Ms. Winters discussed the details of the new Claims Auditor and her responsibilities.

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<sup>2</sup> <https://tauny.org/> - Traditional Arts in Upstate New York.

Acceptance of the Claims Auditor Report for February 14, 2021; bills and payroll, there were no issues with the February 14, 2021 audit.

A **Motion** to approve Laura Kyarsgaard as Claims Auditor and accept the Claims Auditor Report was made by Mr. Toomey, seconded by Ms. Swanson. **Motion** carried unanimously.

## 11. Committee(s) Reports

### Personnel

T. Vanderminden

1. Approval of Permanent Appointment (per Warren County Civil Service Exam State: #75229 Local #31006) of Head of Children Services, Librarian III, Julia Farrar, effective March 16, 2021, at a salary of \$53,918/year.
2. Approval of change to Full-time status of Library Clerk, Jennifer Murphy, effective March 16, 2021, at a salary of \$27,791/year.
3. Approval of change to Full-time status of Library Clerk, Christopher Simmons, effective March 16, 2021, at a salary of \$27,355/year.
4. Approval of Provisional Appointment of Part-time (Substitute) Library Assistant, Kelsie Burnard for the Children's Department effective, April 3, 2021, at \$19.35/hour.
5. Approval of change to Full-time status of Library Assistant, Eric Hilfiger, effective April 5, 2021, at a salary of \$35,053/year.

A **Motion** to approve Personnel items 1 through 5 was made by Ms. Vanderminden, seconded by Mr. Antis. **Motion** carried unanimously.

## 12. SALS

M. Shapiro

Ms. Shapiro also discussed the American Rescue Plan Act (ARPA) that Ms. Dallas discussed earlier, adding that in 2008 during the recession, libraries all across America; had a very difficult time financially. It is wonderful that the ARPA provided two-hundred million dollars in funding to the Institute of Museum and Library Services (IMLS), with one-hundred and seventy-eight million dollars of that funding allocated for the Library Services and Technology Act. The ARPA also includes an Emergency Education Connectivity Fund (broadband), which, as we all know, is a need in the North Country. Ms. Shapiro stated, "Libraries are important, and people are starting to see that."

## 13. Director's Report & Action Items

K. Naftaly

- I. Ms. Naftaly shared Kate Austin-Avon's positive message about Crandall Public Library on her Facebook page.

You know how the internet knows everything about you based on what you search for and uses that to show you ads and trick you out of your money? I was just thinking about how Crandall Public Library knows plenty about my family based on what we check out and they use that to... nothing. The library is full of people who are pleasant and kind and I have no idea if that's due to my checkouts or because they are always pleasant and kind. Because libraries are private and that's a nice thing.

Ms. Naftaly explained her report and the statistics included; she tried a different focus this month, looking at the Library's engagement with the Village of South Glens Falls. She described the below action items.

**Action Items: (Documentation emailed to the Board.)**

1. Adoption of the Crandall Public Library - NYS Public Employer Health Emergency Plan.
2. Approval of Leave Time for COVID-19 vaccinations for public employees pursuant to Legislation S.2588-A/A.3354-B amending NYS Civil Service Law by adding new section 159-c. This act shall take effect immediately and shall expire and be deemed repealed December 31, 2022.
3. Permission to enter into a fixed-price 24 month Cost Savings Contract with Engie Green Power at 0.06002 (\$/kWh) for electricity and to enter into a fixed-price 24 month Cost Savings Contract with Engie at 0.33330 (\$/therm) for natural gas. This is per review and recommendation by Cost Control Associates, Inc. and a contractual review and a fixed-price recommendation by Library Attorney, Wayne Judge.

A **Motion** to approve Action items 1 through 3 was made by Ms. Eddy, seconded by Mr. Antis. **Motion** carried unanimously.

**14. Old Business**

B. Caimano

Candidate(s) for the vacant Trustee position representing the Town of Moreau. M. Toomey

Old Business was tabled until the April 28, 2021 Board Meeting.

**15. New Business**

None.

**16. Executive Session**

None.

**17. Adjournment**

A **Motion** to adjourn was made by Ms. Shapiro, seconded by Mr. Antis. **Motion** carried unanimously. The meeting adjourned at 5:48 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, April 28, 2021  
4:30 PM  
Meeting Method: To be announced**