



**Board of Trustees
Meeting Minutes
April 28, 2021
4:30 p.m. Virtual Zoom Meeting
(Draft)**

Attendance:

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

Absent: Excused: Ms. Nemer, Ms. Johnson, and Ms. Vanderminden.

Staff: Ms. Naftaly, Ms. Boyer, Ms. Chandler, Mr. DeGarmo, Ms. Farrar, and Ms. Winters.

Staff Present for Recognition: Mr. DeGarmo, Ms. Winters, Ms. Camp and Ms. Gonyea.

Guests: None.

1. Call to Order B. Caimano

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

2. Staff Recognition (2020) B. Caimano

<u>Name</u>	<u>Years</u>
Stacy Camp	25
Todd DeGarmo	30
Erica Gonyea	15
Toni Truesdale	10
Joseph Urbonowicz	20
Stephanie Winters	5
Jimmy Zwart	15

Ms. Caimano and Ms. Naftaly recognized the employees for their hard work and years of dedication to the Library.

3. Public Comment

None.

4. Correspondence and Press (Emailed to the Board)

This month's correspondence and press included:

- A note of thanks and appreciation from patrons excited to be able to browse in the Library again.

- An email thanking us for our support of an Earth Day Event in City Park put on by the Sustainable PR Team.¹
- A copy of the Blog: *Windows on the Park*; talking about the views from inside Crandall Public Library, written by *The Post Star's* local news editor, Bob Condon.²

5. 2020 Annual Report

K. Naftaly

The Board members discussed the possibility of finding a sponsor(s) to have the Annual Report published in The Post Star.

A **Motion** to approve the 2020 Annual Report was made by Ms. Bartlett, seconded by Ms. Shapiro. **Motion** carried unanimously.

6. Department Reports

A. Assistant Director, G. Forshey – Excused; the Board received her report via email.

B. Adult Services, J. Boyer

Ms. Boyer reported how thrilled everyone is to be back in the building for browsing; it is like being recharged. Curbside Services and Surprise Me! Collections continue to go well. Ms. Boyer discussed the Hoopla Statistics. We started using Hoopla in 2016 with a total circulation of 62,579; from March 2020 through April 27, 2021, the total Hoopla circulation accounted for about 46% of all circulation from its inception; we have circulated almost 9,000 items in 2021 alone, using just this one database from all of our eServices. Ms. Shapiro asked about publisher delays in eContent access; Ms. Boyer stated some publishers delay the release of new materials. Hoopla does not put holds on the release of their materials. Unfortunately, our eResources are restricted to what publishers allow.

C. Children's Department, J. Farrar

Ms. Farrar discussed the reopening of the Library for browsing. In March, they rearranged the Children's Department to return the Pop-In Library materials to the shelves and add more new materials acquired during the closure, making the area more accessible for patrons. Patrons are inquiring about programming; the Department has additional virtual programs and summer programs are in the planning stages. They are preparing to start outdoor programs in City Park very soon. There is an educational program in conjunction with the Department of Conservation next month; children can bring home tree saplings.

D. Development Department, M. Chandler

Ms. Chandler reported the Development Department has been working on signage and public relations, announcing the stage of reopening the Library for patron browsing again. She stated we received a lot of positive feedback from the public on social media, which has been exciting. They have been working hard on putting together the information and details for the Annual Report. Ms. Chandler discussed they are currently researching new foundations to reach out to for support and looking into applying for available grants.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo discussed that the Folklife Department remains closed to the public, but their virtual programs continue to go gangbusters; he reported on the March social media statistics. The Department continues to have a large social media reach in the community, which is nice. Mr.

¹ <https://sustainablepr.com/>

² <https://poststar.com/blogs/blog-windows-on-the-park>

DeGarmo discussed the department's plans for when they can reopen to the public. The new exhibit: *Saga City Japan: 33 Years of Gifting from our Sister City*, is an exhibit of the crafts gifted to the Library over all the years that the City of Glens Falls and Saga City Japan have been sister cities. They are looking ahead with the Children's Department to reboot the Shutter Squad Photography workshop. The Folklife Department and Library Building Maintenance Mechanic, Jeremy Dickinson, are working together to create an outdoor socially distanced performance area. Mr. Rogan is working on a glass plate negative collection from an early part of the twentieth-century photographer, Richard Bloomer from Hudson Falls. The reception and folk-art festival for the department's exhibit at the TAUNY Center³ in Canton, New York, is Sunday, September 19, 2021; it will be an in-house event in Canton; please save the date.

7. Facilities Report

K. Naftaly/J. Dickinson

Ms. Naftaly reported the IntegraLED lighting project is complete; the electric and gas contracts with Engie Green Power and Engie start May 1, 2021; Ms. Naftaly will keep everyone abreast of the savings we will be accruing. She turned the facilities report over to Mr. Dickinson.

Mr. Dickinson reported on the building's continued roofing problems. He has been working with roofing contractors; S.D. Carruthers Sons, Inc. out of Argyle, New York. The issues around the skylight are causing problems inside the building as well. Mr. Dickinson hopes to have the roofing problems corrected so this does not continue to be a concern for the Library. S.D. Carruthers Sons, Inc. suggested we contact Roof Scan, Inc. they perform infrared moisture surveys to determine the extent of the damage. Mr. Dickinson received a quote from Roof Scan, Inc. today; the quote is \$1,400 to survey the older building roof only or \$1,800 to survey the whole roof. Ms. Naftaly added that the older portion of the building's roof has been leaking for as long as she has worked at the Library, with multiple unsuccessful repairs. Some leaks appear affiliated with the building's 2007-2008 expansion. The entire roof was replaced when the expansion was built, and it is a flat rubber roof. She has been in contact with the architects used for the expansion; it appears the warranty has run out, but there may be more information forthcoming. Discussion ensued. The Board agreed that the entire roof is to be surveyed.

A **Motion** to proceed with the roofing survey not to exceed \$2,000 was made by Mr. Goralski, seconded by Mr. Antis. **Motion** carried unanimously.

Ms. Naftaly and Mr. Dickinson will keep the Board updated on the progress of the situation.

8. Friends of Crandall Library

K. Naftaly for C. Schmitt

Ms. Naftaly reported that the Friends would be holding a Children's Book Sale in the Park in conjunction with the Summer Reading Program kick-off. The Friends are still unable to accept book donations at this time.

9. Board of Trustees Minutes: March 24, 2021

B. Caimano

A **Motion** to approve the Board of Trustees' Minutes of March 24, 2021, was made by Ms. Shapiro, seconded by Ms. Bartlett. **Motion** carried unanimously.

10. Treasurer's Report – March 2021

J. Goralski

³ <https://tauny.org/> - Traditional Arts in Upstate New York.

Mr. Goralski reported the revenues are at 68.8%; as of March 2021, expenses are at 21.9%. March is 25.0% of the 2021 budget year. Mr. Goralski described the budget revision as outlined in the report.

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

11. Claims Auditor Reports – February 28, 2021, and March 31, 2021

J. Goralski

Acceptance of the Claims Auditor Reports for February 28, 2021, and March 31, 2021; bills and payroll, there were no issues.

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

12. Committee(s) Reports

Personnel

B. Caimano

1. Acceptance of the Resignation of Merycarol Roods, Page, effective April 27, 2021. Merycarol has worked at the Library since July of 2017.

A **Motion** to accept the Personnel item was made by Ms. Eddy, seconded by Mr. Antis. **Motion** carried unanimously.

13. SALS

M. Shapiro

Ms. Shapiro stated that SALS Annual Meeting is on May 17, 2021; it will be a virtual meeting. Starting on May 3, 2021, quarantining library materials will no longer be required, as the coronavirus was proven to be airborne in transmission; this will help get deliveries back to as things used to be. Ms. Shapiro also briefly touched on the Library Acts in Washington; and encouraged people to show their support; these funds will be available for New York State Libraries in the near future.

14. Director's Report & Action Items

K. Naftaly

Ms. Naftaly discussed her report and statistics. The State Library has issued a mandate; we must return to fifty-five service hours a week by June 1, 2021. Department Heads will meet next week to discuss plans for moving forward between now and June 1, 2021; offered services, the return of seating, and reopening of the Folklife Department are some of the items on the meeting's agenda. We are working towards becoming a full-service Library again. Indoor programming will still be on hold for the time being, but we are working on outdoor programming plans and preparations. As of May 19, 2021, space restrictions in office areas are increasing to 75% capacity. Ms. Naftaly discussed the action items.

Action Items: (Documentation emailed to the Board.)

1. Approval of Legal Notice for Trustee Petitions (1-Town of Queensbury) for publication in *The Chronicle* and *The Post Star* in May 2021. Trustee petitions are due between July 2 and July 14, 2021 (by 3:00 pm).
2. Approval to continue participation in the 2021 Joint Automation Project Agreement between Crandall Public Library and the MVLS/SALS, which covers our Integrated Library System (Polaris) and associated support.

3. Permission for Erica Gonyea to attend the New York State Family History Conference (20 virtual sessions this year). September 1 through October 18, 2021. Cost: \$98 for remote access.
4. Permission to register the following people for ALA's Annual Virtual Conference, June 23 through June 29. The cost is \$179 (member) or \$249 (non-member). Once five people are registered, the sixth is free. Total shall not exceed \$1,494. (Conference planners have not determined if the "free" sixth person's cost is at membership level or non-member level).
 - Kathy Naftaly
 - Guin Forshey
 - Jenn Boyer
 - Sue Laing
 - Anne Nelson
 - Jessica Farrell
 - Cindy Maguire

The following three staff's registration fees were paid through an early literacy grant from SALS:

- Julia Farrar
 - Riekele Bello
 - Alissa Wood
5. Permission for Jeremy Dickinson and Jimmy Zwart to attend the Hill & Markes Equipment Expo 2021 on Friday, May 14, 2021, in Amsterdam, NY. Cost: Travel.

A **Motion** to approve Action items 1 through 5 was made by Mr. Goralski, seconded by Ms. Hogan. **Motion** carried unanimously.

15. Old Business

B. Caimano

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

Mr. Toomey stated there are three possible candidates for the Committee to review; there will be further information at the next board meeting.

2. Strategic Plan

K. Naftaly

Ms. Naftaly is cross-referencing the information from the completed Community Resource Plans. The next step will be to send out the SOAR (Strengths, Opportunities, Aspirations, and Results) exercise. She will share the Community Resource Plan and SOAR exercise compiled information with the Board and the Strategic Planning Committee to determine community members to reach out to for assistance with the planning process. Mr. Antis discussed the Board Members taking a more forward-thinking approach with the planning process.

16. New Business

None.

17. Executive Session

None.

18. Adjournment

The meeting adjourned at 5:35 p.m. with no formal motion.

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, May 26, 2021
4:30 P.M.
Meeting Method: To be announced**