



**Board of Trustees
Meeting Minutes
August 25, 2021
4:30 p.m.**
**In-person – Community Room - Enhanced Microphones in Use
(Draft)**

Attendance:

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

Absent: Excused: Ms. Nemer, Ms. Johnson, Ms. Eddy, Ms. Rainwater, and Mr. Toomey.

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

Guests: Steven Rowland of Butler Rowland Mays Architects, LLP.

1. Call to Order

B. Caimano

President Caimano called the meeting to order at 4:38 p.m. Quorum was established.

2. Public Comment

None.

3. Presentation on Status of Roofing Project

S. Rowland/J. Dickinson

Mr. Dickinson discussed the display of pictures he presented showing the roof and masonry issues and the interior water-damaged areas of the building. Mr. Rowland explained that due to the pandemic, certain building materials are not available at this time; the bidders requested an extension to the project dates because of this problem. The new bid opening date is Thursday, September 9, 2021, at 1:00 p.m. in the Community Room, with a project completion date of June 3, 2022. The Board discussed the materials needed, the timing of the project, and the possible need for temporary patchwork. Ms. Naftaly explained that the second action item on today's agenda is for approval to apply for a New York State Construction Grant that could help with funding this project.

4. Correspondence and Press (Emailed to the Board/hard copies in the Community Room)

There was no Correspondence and Press this month.

5. Department Reports

1. Assistant Director, G. Forshey

Ms. Forshey reported she is working with the Development Department on a new signage initiative to create zones in the Library for different patron use, such as areas for tutors and groups. The signage will indicate areas where absolute silence, whispered talking, or regular talking are expected. We are proactively working to help everyone feel comfortable in the Library as in-person activities increase. The signage will be in the form of floor decals and table toppers. Ms. Forshey discussed which areas of the Library would fall into what categories.

2. Adult Services, J. Boyer

Ms. Boyer talked about the virtual program: Decoding the Mysteries of Cats, with cat behaviorist Stephen Quandt, on Wednesday, September 1, 2021, at 5:30 p.m. this is the last of the summer programs. They are holding the Summer Reading Program raffles after Labor Day; there are gift certificates for first and second place. The Trek Lounges have proven to be very popular. Ms. Boyer said the Adult Services Department was excited to receive an in-person request to interview with one of the Department's Librarians. The request came from a Library and Information Science (LIS) student. She stated it had been a long time since they received an in-person request, and it was a nice step in the right direction.

3. Children's Department, J. Farrar

Ms. Farrar reported the Children's Department is also wrapping up the "Tails and Tales" Summer Reading Program, with a production of "Chicken Little" presented by the Library staff; in the Park on Tuesday, August 31, 2021. Ms. Farrar stated that not only has the roof suffered from all the rain this summer, but so did the outdoor programming; they had to use many of the planned rain dates; however, patrons were good about it and have loved the outdoor programs. They plan to continue the outdoor programming into the fall. The Children's Department is also organizing a Teachers Appreciation Week.

4. Development Department, M. Chandler

Ms. Chandler announced the Henry Crandall Award Event: Breakfast at the Queensbury Hotel on Wednesday, October 13, 2021, at 7:30 a.m. The Adirondack Regional Chamber of Commerce staff are thrilled and honored to be this year's award recipients. Ms. Chandler explained the outreach for sponsorship and the press releases; things are beginning to move forward with the event.

5. Folklife Department, T. DeGarmo

Mr. DeGarmo stated a new graduate student intern started today. He updated the Board on the progress of the TravelStorysGPS™¹ Tours. There will be a reception for this year's Shutter Squad on Monday, September 13, 2021, from 5:00-6:30 p.m.; the exhibit is up in the hallway of the Folklife Gallery. Mr. DeGarmo explained that we are working with Warren County Civil Service to rewrite the job description for the open employment position in the Folklife Department to create a Manager of Research & Special Collections job title to meet the needs of the Department. Ms. Dolton's Suffrage Series wrapped up last Saturday, with a good turnout; Mr. Rogan filmed and photographed the event, and it will be on the website soon.

6. Friends of Crandall Library

M. Shapiro

Ms. Shapiro reported it was a great day for the book sale, and it went well.

7. Board of Trustees Minutes: July 28, 2021

B. Caimano

¹ <https://travelstorys.com/>

A **Motion** to approve the Board of Trustee's Minutes of July 28, 2021, was made by Ms. Shapiro, seconded by Ms. Hogan. **Motion** carried unanimously.

8. Treasurer's Report – July 2021

J. Goralski

Mr. Goralski reported the revenues are at 83.5%; as of July 2021, expenses are at 44.6%. July is 58.3% of the 2021 budget year. Mr. Goralski described the budget revision as outlined in the report.

A **Motion** to accept the Treasurer's Report for July 2021 was made by Ms. Swanson, seconded by Ms. Bartlett. **Motion** carried unanimously.

Mr. Goralski discussed the December 31, 2020 Statement of Net Position page from the 2020 Crandall Public Library Audit; and explained the fund reserves that were in question at the July 28, 2021 Board Meeting.

9. Claims Auditor Reports – July 2021

J. Goralski

Acceptance of the Claims Auditor Reports for July 2021; bills and payroll, there were no issues.

A **Motion** to accept the Claims Auditor Reports was made by Mr. Antis, seconded by Ms. Bartlett. **Motion** carried unanimously.

10. Committee(s) Reports

Personnel

T. Vanderminden

1. Acceptance of Deborah Burnham's Resignation, effective August 13, 2021. Deborah has worked as a Part-time Library Clerk for the Library since June of 2014.
2. Acceptance of Kelsie Burnard's Resignation, effective September 1, 2021. Kelsie has worked as a Page and a Substitute Library Assistant for the Library since January of 2020.
3. Acceptance of Carol Jonietz's Resignation, effective August 16, 2021. Carol has worked as a Page for the Library since September of 2019.
4. Approval of the Probational Appointment (per Warren County Civil Service Exam Local: #3106) of Part-time Library Clerk Thaddeus Jewell, effective August 23, 2021, at \$13.56/hour.
5. Approval of the Probational Appointment (per Warren County Civil Service Exam Local: #3106) of Part-time Library Clerk Ronda Thomas, effective September 1, 2021, at \$13.56/hour.

A **Motion** to accept the Personnel Items 1. through 5. was made by Mr. Goralski, seconded by Mr. Antis. **Motion** carried unanimously.

11. SALS

M. Shapiro

Ms. Shapiro stated there is no report this month.

12. Director's Report & Action Items

K. Naftaly

Ms. Naftaly discussed that she and Ms. Winters are working with our current insurance company and two other companies in reviewing our liability policies, which renew on September 1, 2021. Ms. Naftaly updated the Board on the SALS Farm-2-Library Program; she feels that now is not the time to implement this program; we will revisit this in the spring. Ms. Naftaly explained the action items. Discussion ensued concerning the Pinnacle IT Plan; Ms. Naftaly believes the plan is a catalyst for

change. Finally, Ms. Naftaly reported that Teen Center Director; Frieda Toth is presenting at this year's Annual NYLA Conference in November.

Action Items:

1. Approval of the Central Library Plan of Service 2022-2026
2. Permission to apply for New York State Construction Grant for the Roofing and Masonry Project.
3. Permission to place system-wide holds on New & Popular DVD and Blu-ray Titles.
4. Permission to enter into the Pinnacle IT Plan with Groff Networks (professional consultants) for a 90-day trial at \$3,125/month and a \$4,220 Onboarding Project fee.
5. Permission for up to three staff to register for the NYLA Annual Conference in Syracuse NY, November 3, 2021 through November 6, 2021. The early-bird registration deadline is September 30, 2021. Cost: registration: \$349 each; hotel \$169/night for a standard room, food \$65.00/diem and travel \$178.08 (car) roundtrip with standard IRS .56/mile.

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

13. Old Business

None.

14. New Business

Dates for Public Hearings for the 2022 Proposed Crandall Public Library Budget:

- Tuesday, October 5, 2021, at 7:00 p.m., Glens Falls Common Council Chamber
- Wednesday, October 6, 2021, at 7:00 p.m., Moreau Town Office Building*
(*Location subject to change – check website for updates. Board Members will be emailed if the location is changed.)
- Thursday, October 7, 2021, at 7:00 p.m., Queensbury Town Hall Senior Room

15. Executive Session

None.

16. Adjournment

A **Motion** to adjourn was made by Ms. Shapiro, seconded by Ms. Swanson. **Motion** carried unanimously. The meeting adjourned at 5:34 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
September 22, 2021
4:30 p.m.
In-person - Community Room**