



**Board of Trustees  
Meeting Minutes  
September 22, 2021  
4:30 p.m.  
In-person - Community Room  
Virtual – Zoom  
Meeting  
(Draft)**

**Attendance:**

**Trustees: Community Room:** Ms. Caimano, Mr. Goralski, Ms. Nichols, Mr. Antis, and Ms. Eddy.  
**Zoom:** Ms. Shapiro, Ms. Bartlett, Ms. Nemer, Ms. Johnson, Ms. Rainwater, Mr. Toomey, and Ms. Swanson.

**Absent: Excused:** Ms. Vanderminden, Ms. Hogan, and Ms. Barcomb

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

**Guests:** Judi Ruscitti, Friends of Crandall Public Library.

**1. Call to Order**

B. Caimano

President Caimano called the meeting to order at 4:33 p.m. Quorum was established.

**2. Public Comment**

None.

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

Correspondence and Press this month included four thank you notes/pictures from patrons; and a couple of articles from the *Classical Music and More in the Glens Falls-Lake George Region View From 2021*; A Publication of SUNY Empire State College.

**4. Department Reports**

1. Assistant Director, G. Forshey

Ms. Forshey reported on the first official Pinnacle IT Plan meeting with Groff NetWorks, LLC (professional consultants). She stated it was a very productive meeting with their project coordinator and our IT Department; the onboarding process begins tomorrow. They will review our IT Systems, documentation, asset management; and run vulnerability scans and analyses of our current and future planning. The project manager from Groff NetWorks, LLC commented on how impressed he was with our IT Department, compliments to Steve and Justin.

2. Adult Services, J. Boyer

Ms. Boyer reported on wrapping up the Summer Reading Program, and the winner of the first prize Barnes & Noble gift card was extremely excited. Participation was great for this year's summer program. The Pie Baking Program was today, it went well, and they have already received positive feedback. The Reference Department's; Home Downsizing: Moving and Decluttering Program; is scheduled for October 6, 2021. Ms. Boyer stated they are making plans for the holiday season. She hopes to continue the virtual film series for the rest of the year. The films are available on the Kanopy streaming platform; anyone with a Crandall Public Library card can access the movies in the film series.

3. Children's Department, J. Farrar

Ms. Farrar also discussed wrapping up a busy Summer Reading Program. She reported on the science programs held this summer, sponsored by a grant from National Grid. The Children's Department has take-home kits and outdoor programs planned for the fall season. The "Guess What I Collect" program has returned, and the collections will be on display in the Children's Department. This year's Trunk or Treat and Fall Fun! is sponsored by the Community Coalition for Family Wellness, on October 23, 2021, at the Moreau Recreational Park.

4. Development Department, M. Chandler

Ms. Chandler updated the Board on the Henry Crandall Award Corporate Breakfast, securing the Queensbury Hotel as the venue, the full breakfast buffet menu, tickets, and sponsorships. The Adirondack Regional Chamber of Commerce, the award recipients, issued a press release. The invitations went out last week, and there are a limited number of them to maintain social distancing. The Development Department is busy working on the program and speakers; the breakfast event is on October 13, 2021.

5. Folklife Department, T. DeGarmo

Mr. DeGarmo discussed the couple of exhibits they added to the Folklife Gallery, including the showcase of Amigurumi, the Japanese art of knitted or crocheted small stuffed animals and creatures. They held the reception for the summer Shutter Squad Program with approximately fifty people in attendance, and the fall Shutter Squad Program has begun. The Folklife Department is currently recruiting for the Manager of Research and Special Collections position; they have received about a dozen applications. Mr. DeGarmo and his daughter Hannah DeGarmo participated (by invitation) on a conference panel of speakers, Writing the Watershed: A Literary Festival, at the Schoharie River Center.

**5. Friends of Crandall Library**

J. Ruscitti

Ms. Ruscitti reported that all of the Books on Carts In the Park sale events went great, earning just under \$7,000 in total. The Friends accepted book donations during the outdoor sales, with a sizeable response from the community. The Friends are hoping to hold their next book sale in the spring of 2022. They have vote "Yes" lawn signs available, and they are publishing an ad in the *Chronicle* for the upcoming election, which has the proposed Crandall Public Library Budget on the ballot.

**6. Board of Trustees Minutes: August 25, 2021**

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of August 25, 2021, was made by Mr. Antis, seconded by Mr. Goralski. **Motion** carried unanimously.

## 7. Treasurer's Report – August 2021

J. Goralski

Mr. Goralski reported the revenues are at 84.1%; as of August 2021, expenses are at 49.8%. August is 66.7% 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 Budget Modifications for August 2021 was made by Ms. Nichols, seconded by Mr. Antis. **Motion** carried unanimously.

## 8. Claims Auditor Reports – August 2021

J. Goralski

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

Ms. Eddy inquired why we pay fines to other libraries. Ms. Naftaly explained fines paid to other libraries depend on the Library involved and the SALS Joint Automation (JA) Agreement. An example: a Crandall Public Library patron loses inter-library loaned materials from a small rural library and as CPL pursues reimbursement from the patron, it pays replacement cost fees to the owning library. For further clarification, pertinent parts of the policy have been added to these minutes:

### **JA Fines and Fees Policy (Adopted by Joint Automation Council 1/9/2019):**

#### *Fees Collected on Behalf of Other Member Libraries*

In order to provide the best possible customer service, member libraries may collect fines and fees on behalf of other member libraries. To simplify bookkeeping, some of these fees may be retained by the collecting library, while others should be forwarded to the charging or owning library.

1. The following fees should always be forwarded to the owning library:
  - Replacement Cost
  - Damage
2. The following fees should always be forwarded to the charging library:
  - Collection Agency
  - Credit Card Processing Charge
  - ILL
3. All other fines and fees may be retained by the collecting library unless the total of such fines and fees collected on behalf of a particular library in a single transaction exceeds \$25, in which case the full amount should be forwarded to the charging library.

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

## 9. Committee(s) Reports

### **Personnel**

B. Caimano

1. Approval of the Appointment of Substitute Librarian I Michelle Lettus, effective September 3, 2021, at \$20.49/hour.

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

## 10. SALS

M. Shapiro

Ms. Shapiro reported during the SALS meeting held on September 21, 2021; they approved multiple items, including the member libraries' State Aid for Library Construction applications; Crandall Public Library applied for the roofing repair project. They also approved the Central Book Aid/Central Library Development Aid (CBA/CLDA) Agreement with Crandall Public Library.

## 11. Director's Report & Action Items

K. Naftaly

Ms. Naftaly reported that Ambient Environmental Inc. took samples of the water-damaged areas of the Library, and they will be testing for asbestos, lead, mold, and other hazardous materials; she will share the results with the Board when received. The first Engaged Planning Focus Group went well; the second group is tomorrow night; a third virtual session is planned for participants not comfortable with in-person meetings due to the high COVID-19 transmission rates in our area. Ms. Naftaly discussed a letter she received from a law firm representing an individual injured in front of the Library near the Glen Street entrance. The day the incident occurred, staff completed an accident report, which was included in a previous meeting's information, and Ms. Naftaly notified the Library's insurance company. The Library's Attorney, Wayne Judge, was informed of the letter; Board members will be updated with any additional information on this matter as it comes in. Ms. Naftaly explained the action items and reminded the Board of the upcoming public hearing dates for the proposed budget.

### Action Items:

1. Approval to accept the Contractor and Bid Amount recommended by Butler Rowland Mays Architects, LLP for the Crandall Public Library Roofing Improvements.
2. Permission to Adopt, The New York Health and Essential Rights Act (NY HERO Act) effective immediately.

A **Motion** to approve the two Action Items was made by Mr. Goralski, seconded by Mr. Antis. **Motion** carried unanimously.

## 12. Old Business

B. Caimano

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

## 13. New Business

None.

## 14. Executive Session

None.

## 15. Adjournment

A **Motion** to adjourn was made by Mr. Antis, seconded by Mr. Goralski. **Motion** carried unanimously. The meeting adjourned at 5:18 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**  
**October 27, 2021**  
**4:30 p.m.**  
**Virtual Meeting**  
**Zoom Link** <https://us02web.zoom.us/j/94568020306>