



**Board of Trustees
Meeting Minutes
October 27, 2021
4:30 p.m.
Virtual – Zoom Meeting
(Draft)**

Attendance:

Trustees: Ms. Caimano, Mr. Goralski, Ms. Nichols, Mr. Antis, Ms. Eddy, Ms. Bartlett, Ms. Nemer, Ms. Johnson, Ms. Rainwater, Ms. Vanderminden, Mr. Toomey, and Ms. Hogan.

Absent: Excused: Ms. Swanson, Ms. Shapiro, and Ms. Barcomb

Staff: Ms. Naftaly, Ms. Forshey, Ms. Boyer, Mr. Dickinson, Mr. DeGarmo, Ms. Farrar, 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 was established.

2. Public Comment

None.

3. Correspondence and Press (Emailed to the Board)

Correspondence and Press this month included the Adirondack Regional Chamber of Commerce 2021 Business Awards Event Pamphlet, Crandall Public Library's 2021 Nonprofit Business of the Year Nomination Certificate, the Henry Crandall Award Breakfast Event Pamphlet, and a couple of patron emails.

4. Department Reports

A. Assistant Director, G. Forshey

Ms. Forshey reported that last Saturday's Trunk or Treat and Fall Fun! event at the Moreau Recreational Park was a great experience. Ms. Forshey, along with Ms. Boyer, and Ms. Bello, had a blast handing out candy and library information to all the kids. It was a very successful program. Ms. Chandler and Ms. Ziegler did a great job on the flyers for the event; they handed out over 400 postcards and bookmarks. The second meeting with, John Huggins Project Coordinator, for the Creating Healthy Schools and Communities Grant was today; Glens Falls Hospital is funding the grant. Ms. Forshey and Ms. Naftaly are working on having a produce refrigerator installed in the Library for patron use. The SALS Farm-2-Library Program works with two regional food

distribution networks to reduce food waste by rescuing food and sharing it through libraries located in rural food deserts.¹ They are currently working on the policies and procedures and coordinating with the Comfort Food Community to supply the food. They will present a draft Memorandum of Understand (MOU) at the next board meeting. The Creating Healthy Schools and Communities Grant provides multiple opportunities to assist the Library and the community with health and wellness goals.

B. Adult Services, J. Boyer

Ms. Boyer also discussed what a good time they had at the Trunk or Treat and Fall Fun! event. The Reference Department is looking forward to the Downtown Glens Falls' annual Hometown Holidays Celebration; they are excited to plan for this year's events. Unfortunately, last year's events were canceled due to the pandemic. They will have take-home kits for adult patrons to create a balsam sachet; an instruction video will be available. The King Arthur Baking Company's Easy as Apple Pie Baking Program went so well; they are planning another baking program for December; this one will be baking cookies. The Reference and Children's Departments are working on a spring program using bird-watching kits; Ms. Chandler is working on a grant to fund the program if awarded.

C. Children's Department, J. Farrar

Ms. Farrar updated the Board on fall programming. She discussed the Turtle Dance Music's *Spooky Halloween Music and Comedy Concert for Kids!* Ms. Farrar recommended watching the very interactive virtual concert program; the kids had a great time. A couple of school classes attended the program and really enjoyed it. The Turtle Dance Music program, originally scheduled as a live concert in City Park, was rescheduled and changed to virtual due to circumstances beyond their control. The Children's Department is shifting to winter programming. They have take-home kits, virtual programs, and outside activities planned even as the weather gets colder.

D. Development Department, M. Chandler

Ms. Naftaly reported for Ms. Chandler. The Henry Crandall Award was well received, the recipients, the Adirondack Regional Chamber of Commerce, were honored, the guests appeared to enjoy the event, and the program went smoothly. Ms. Chandler will report on the final financial details at the next board meeting.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo talked about beginning some public programming again. The Folklife Department is working with Reference Librarian Dan Hubbs, who is a musician and poet. Funding from an Alfred Z. Solomon Grant provided funding for publication of a book of Mr. Hubbs poetry, filming of an informational video about Mr. Hubbs, and production of live concerts at different venues within the four counties we serve. The concert series started in October and continues into November. Mr. Hubbs and his band, the Dan Hubbs Trio, will perform during the Hometown Holidays Celebration kick-off event on December 3, 2021. Mr. DeGarmo updated the Board on the interviewing progress for the Manager of Research & Special Collections position. The Folklife art exhibit on loan to the Traditional Arts in Upstate New York Center is returning tomorrow. Finally, the Department is working on a couple of grant proposals to add a video document series on the Champlain Canal System for its upcoming 200th anniversary, called *Champlain Canal Stories*.

¹ <https://salsblog.sals.edu/outreach/>

F. Facilities Update, J. Dickinson

Mr. Dickinson discussed the results of the mold, lead, and asbestos testing done by Ambient Environmental, Inc. The testing showed less than one square foot of mold visible in the ten tested areas of the building; they will address any mold (if found) in the area between the roof deck and the ceiling when we get to that stage in the repair process. There were trace amounts of lead found in the walls. They stated this is typical of older buildings where painting over lead occurred; unless there is a disruption to the lead, it poses no issues. Ms. Naftaly reported that Mr. Dickinson had mitigated the water-damaged areas of the building to ensure containment of any lead debris. There was no asbestos found within the Library building; however, they did discover asbestos; in the tar sealant used on the chimney caps. Complete abatement of the asbestos needs to occur before they can replace the chimney caps. Mr. Dickinson met with Mid-State Industries, Ltd. (roofing contractors for the project); they would like to begin the chimney repairs soon; the roofing repairs will not begin until May or June of 2022; due to issues with the availability of materials. Mid-State Industries, Ltd. gave us a quote of approximately \$8,000 for the asbestos abatement; there is an added action item for approval of a change order (the original roofing project plans include replacing the chimney caps). Ms. Naftaly and Mr. Dickinson are looking into hiring a Clerk of the Works for the roofing project. Mr. Antis asked about the issue with the lighting system's automatic timing. Mr. Dickinson reported that the lighting system is working correctly, and there are no further issues.

5. **Friends of Crandall Library**

There was no Friends report this month.

6. **Board of Trustees Minutes: September 22, 2021**

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of September 22, 2021, was made by Mr. Antis, seconded by Ms. Bartlett. **Motion** carried unanimously.

7. **Treasurer's Report – September 2021**

J. Goralski

Mr. Goralski reported the revenues are at 84.9%; as of September 2021, expenses are at 65.7%. September is 75.0% 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 Budget Modifications for September 2021 was made by Ms. Nemer, seconded by Ms. Bartlett. **Motion** carried unanimously.

8. **Claims Auditor Reports – September 2021**

J. Goralski

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

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

9. **Committee(s) Reports**

None.

10. **SALS**

K. Naftaly

Ms. Naftaly reported to the SALS Board at their meeting; she discussed what exactly Crandall Public Library, as a Central Library, provides the Libraries within the Southern Adirondack Library System (SALS); her report was well received. They are currently working on the final throws of their next budget year.

11. Director's Report & Action Items

K. Naftaly

Ms. Naftaly stated that, in keeping with the building theme, she would be reporting out next week, on the first six months into changing our energy supplier, the preliminary news looks good. Ms. Naftaly met with Gretta Hochsprung, a reporter for the *Post Star*, to discuss the Proposed 2022 Budget; the article should run in this coming Friday or Saturday edition. Ms. Naftaly announced that she is sending the Personnel Committee an electronic version of the updated Employee Handbook for review. The goal is to present the updated Employee Handbook for full board approval at the November meeting. She thanked Ms. Bartlett for reviewing the document on the legal end before the full Personnel Committee review. Ms. Naftaly updated the Board on the Strategic Plan; we have two priorities to focus on and break down into many goals, objectives, and timelines. The two strategic priorities are Promotion of and Access to Library Services, in all their many forms. The Ad-Hoc Committee will receive a draft of the Strategic Plan by this Friday afternoon for their review.

Action Items:

1. Approval of the 2022 Holiday Closings (see attached).
2. Approval to remain open until 8:00 p.m. on December 3, 2021, for the Hometown Holidays and Adirondack Christkindlmarkt Celebration in Glens Falls City Park. (If the event is canceled, the Library will close at the regular time of 5:00 p.m.)
3. 2022 Board Meeting Dates (see attached).
4. Approval for an \$8,000 Change Order to the Roofing Repair Project for Chimney Asbestos Abatement (Action Item added after Agenda completed/distributed).

A **Motion** to approve the four Action Items was made by Mr. Antis, seconded by Ms. Nemer. **Motion** carried unanimously.

12. Old Business

None.

13. New Business

Mr. Antis discussed he feels the Library needs to focus on hiring diversity. Discussion ensued and included the topic of the diversity makeup within the local area. Ms. Naftaly explained that it is our intent to maintain inclusivity at all times, and we evaluate applicants, on all points, without discrimination.

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 5:07 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
November 17, 2021
4:30 p.m.
Virtual Meeting
Zoom Link <https://us02web.zoom.us/j/94568020306>