



**Finance and Personnel Committee Meeting
Meeting Minutes
July 14, 2021, 4:00 p.m.
Community Room**

Attendance:

Trustees: Ms. Caimano, Ms. Bartlett, Ms. Vanderminden, Ms. Nichols, Mr. Goralski, Ms. Eddy, and Mr. Toomey.

Staff: Ms. Naftaly, Ms. Winters, Ms. Forshey, and Ms. Durett-Clapper.

Meeting Called to Order at 4:03 p.m.

1. Approval to increase Director signed checks threshold to \$2,000.

A **Motion** to approve the increase for Director signed checks threshold to \$2,000 was made by Ms. Vanderminden, seconded by Ms. Bartlett. **Motion** carried unanimously.

2. Approval to change payment schedule from 24 (semimonthly) to 26 (biweekly) paychecks per year, beginning January 1, 2022.

A **Motion** to approve the Payment Schedule Change was made by Ms. Nichols, seconded by Ms. Bartlett. **Motion** carried unanimously.

3. Herlihy estate, update.

Mr. Toomey reported the Library should receive the balance of Mr. Herlihy's bequest by the end of August-mid September. The interest-bearing balance changes daily; Mr. Toomey does not have the final distribution amount at this time.

4. 2022 Proposed Crandall Public Library Budget.

Ms. Naftaly presented the preliminary 2022 budget.

2022 Proposed Municipal Amounts (same as 2021)

- City of Glens Falls \$937,522
- Town of Moreau \$809,976
- Town of Queensbury \$1,948,414

For the 2022 budget year, there are decreases to Library aid, fines, and NYS Council on the Arts film funding. Library By Mail continues to go well, even as the pandemic eases. Ms. Naftaly discussed the vacant employee positions and the restructuring of a recent vacant position due to retirement. Library Administration evaluates the criteria of every vacant employment position to ensure it best fits the needs of the Library and the communities we serve. The proposed 2022 salary ranges, health care, and employee benefit costs were also topics of discussion. There was over a

10% increase in the building insurance cost; Ms. Naftaly and Ms. Winters are reviewing other options; the final budget amount may change.

4:58 p.m. Mr. Toomey left the meeting prior to the final motion (Mr. Toomey is not a member of the Finance or Personnel Committees this year).

The 2022 Budget needs to be approved at the July 28, 2021, Board Meeting and submitted to the Saratoga and Warren County Boards of Election by August 2, 2021.

A **Motion** was made by Mr. Goralski, seconded by Ms. Bartlett, to approve the proposed 2022 Budget of \$5,172,423 and bring it to the full Board for their approval at the next scheduled meeting. **Motion** carried unanimously.

Meeting adjourned at 5:23 p.m.

Recorded by Melissa Durett-Clapper, Administrative Assistant.