



**Board of Trustees
Meeting Minutes
January 26, 2022
4:30 p.m.
Virtual Zoom Meeting
(Draft)**

Attendance:

Trustees: Ms. Caimano, Ms. Nichols, Ms. Eddy, Ms. Shapiro, Ms. Bartlett, Ms. Johnson, Ms. Vanderminden, Mr. Antis, Mr. Toomey, Mr. Barcomb, and Ms. Hogan.

Absent: Excused: Ms. Nemer, Ms. Swanson, Mr. Goralski, and Ms. Rainwater.

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

Guests: None.

1. Call to Order

B. Caimano

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

2. Oath of Office

B. Caimano

The Oath of Office was given to David Barcomb, nominated Trustee representing the Town of Moreau, by Board President, Ms. Caimano.

3. Public Comment

None.

4. Correspondence and Press (emailed to the Board)

The Board discussed this month's Correspondence and Press.

5. Department Reports

A. Assistant Director, G. Forshey

Ms. Forshey discussed the preliminary overview with Groff NetWorks LLC, the IT Consultants working with the Library. They were very complimentary of our IT Department and the Southern Adirondack Library System (SALS) staff; they were impressed with the safety and security of our networks and of everything done to ensure the continued safety of patron data. They can assist us with increasing staff productivity and utilization of Outlook 365, which is part of our email system through SALS.

B. Adult Services, J. Boyer

Ms. Boyer reported that the Reference Department is getting ready to start the twenty-third annual African American Film Forum next week. It will be virtual again this year. The sign-up is on the calendar for anyone interested in participating in the film forum. Ms. Boyer will send registered patrons a link to the week's film on Sunday, and the discussions will be on the following Tuesday at 6:30 p.m. The Reference Department is currently working on March programming.

The 2022 African American Film Forum:

- February 1 - Crime on the Bayou
- February 8 - No Time to Waste
- February 15 - Meltdown in Dixie
- February 22 - '63 Boycott

C. Children's Department, J. Farrar

Ms. Farrar discussed there was an uptick in December program attendance. A Winter Photo Session was held during the winter school break. Families had their photographs taken in front of a backdrop. Staff member; Emma Rogan is a professional photographer; she captured the families on film and emailed them the final product. Ms. Farrar said it was nice to see many new people taking part in the program. Looking ahead, they have programs planned for the February school break. The Children's Department staff will attend training workshops to assist with their summer program planning, including this year's summer reading program.

D. Development Department, M. Chandler

Ms. Chandler reported we received an American Rescue Plan: Humanities Grant for Libraries, the American Library Association (ALA) distributed \$10,000 to Crandall Public Library; the purpose of this emergency relief program is to assist libraries recovering from the coronavirus pandemic. Ms. Chandler thanked Ms. Forshey, Ms. Boyer, and Ms. Naftaly for their help with the grant application process. More information on the use of the grant funds will be forthcoming. Ms. Chandler discussed our new business partner, Robinson & Son LLC, of Hudson Falls.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo has been finalizing the 2021 Annual Report for New York State Council on the Arts (NYSCA), which awarded the Folklife Department grant funding for general operating costs. He shared the statistics from the report with the Board. The new Manager of Research & Special Collections, Amanda Franzoni, started this week and hit the ground running. Everyone is excited about her addition to the Folklife Department.

6. Friends of Crandall Library

M. Shapiro

Ms. Shapiro stated there was nothing to report this month.

7. Board of Trustees Minutes: January 5, 2022

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of January 5, 2022, was made by Ms. Eddy, seconded by Mr. Antis. **Motion** carried unanimously.

8. Treasurer's Report – December 2021

S. Winters for J. Goraliski

Ms. Winters reported the revenues are at 91.3%; as of December 2021, expenses are at 88.9%. December is 100.0% of the 2021 budget year. Ms. Winters explained the year-end budget revisions as outlined in the report.

A **Motion** to accept the Treasurer's Report and approve the Budget Revisions was made by Mr. Toomey, seconded by Ms. Hogan. **Motion** carried unanimously.

9. Claims Auditor Reports – December 2021

S. Winters for J. Goralski

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

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

10. Committee(s) Report

Finance Committee

B. Caimano

1. January 25, 2022, Finance Committee Meeting

The Board received the Finance Committee's January 25, 2022, Meeting Minutes document via email today. Ms. Caimano gave an overview of the meeting, stating the first action item requires Board approval.

1. Proposed ideas for the use of the \$44,500 excess unrestricted bequest funds.

Tabled Action Item 1 - January 5, 2022 Board Meeting:

1. Unrestricted bequests in the amount of \$69,500 exceed the current year budget by \$44,500, per investment guidelines, Board decision on the use of the excess funds.

The Finance Committee discussed the suggestions submitted by Board Trustees for the use of the excess funds. The Committee unanimously agreed to recommend the excess funds go toward the Mobile Library Service effort, to bring services out into the community, as outlined in the 2022-2027 Long-Range Plan. The Finance Committee will present the recommendation at the January 26, 2022 Board Meeting.

A **Motion** to approve the Finance Committee's recommendation to use the excess funds toward the Mobile Library Service effort was made by Ms. Bartlett, seconded by Ms. Eddy. **Motion** carried unanimously.

Mr. Toomey gave an update on the Herlihy bequest disbursements. The Library should receive the second million-dollar distribution within the next two weeks and the final distribution in early spring.

11. SALS

M. Shapiro

Ms. Shapiro stated SALS Annual Business Meeting would be held virtually again this year due to the pandemic. The date of the May meeting has yet to be announced.

12. Director's Report & Action Items

K. Naftaly

Ms. Naftaly informed the Board that Crandall Public Library was one of the forty-eight libraries in the country invited to be part of a national discussion about urban libraries on February 23, 2022. The State Librarian invited us to participate; Ms. Naftaly will be attending; she discussed the details. Ms. Forshey will run the February board meeting in her absence. We received a book collection from the Kamehameha Schools in Hawaii through Dr. Stan Cianfarano, Warren County Historian. The books celebrate the 200th birthday of Charles Reed Bishop,¹ who was an American businessman, politician, and philanthropist in Hawaii. He was born in Glens Falls, New York; it is nice that the school is maintaining a relationship with his hometown. Ms. Naftaly discussed the year-end electronic resources numbers and comparisons, noting the increased use in streaming platforms. Ms. Naftaly gave an update on the Long-Range Plan's two charges starting that involve the Board; one is to participate in an ad hoc Communications Committee, second is to serve on an ad hoc Equity, Diversity, Inclusion, and Belonging Committee. She requested volunteers for the subcommittees. Ms. Naftaly discussed the action item.

A. Action Items:

1. Approval for up to 7 staff to virtually attend the 2022 Public Library Association national conference (Portland, OR) March 23 through March 25, 2022 at \$264.00 member/\$328 non-member. Possible total: \$2,232.

A **Motion** to approve Action item 1. was made by Ms. Shapiro, seconded by Ms. Nichols. **Motion** carried unanimously.

13. Old Business

B. Caimano

Ms. Naftaly and Mr. Dickinson gave an update on the roofing project, the hiring of the Clerk of the Works for the roofing project, and the upcoming National Grid energy audit of the Library to answer Mr. Antis's inquiries.

14. New Business

B. Caimano

None.

15. Executive Session

B. Caimano

None.

16. Adjournment

B. Caimano

A **Motion** to adjourn was made by Mr. Antis, seconded by Ms. Nichols. **Motion** carried unanimously. The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Margaret Shapiro
Secretary of the Board of Trustees of Crandall Public Library

¹ https://www.ksbe.edu/about_us/about_pauahi/charles_reed_bishop/

Recorded by Melissa Durett-Clapper
Administrative Assistant

**The next Board Meeting is
Wednesday, February 23, 2022
4:30 p.m.
See the Library website for details
www.crandalllibrary.org**