



Crandall Public Library
Board of Trustees Meeting Minutes
Jun 22nd, 2022 4:30 pm - 6:00 pm

Attendance:

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

Absent: Excused: Ms. Bartlett.

Staff: The Community Room: Ms. Naftaly, Ms. Forshey, Ms. Chandler, Ms. Winters, Ms. Boyer, Ms. Farrar, and Ms. Durett-Clapper.

Guests: None.

1. Call to Order

President Caimano called the meeting to order at 4:32 p.m. Quorum was established.

2. Public Comment

No public comment.

3. Correspondence and Press

The Board passed around this month's Correspondence and Press.

a. Incident Reports

Reviewed.

4. Department Reports

a. Assistant Director

Ms. Forshey reported that the third delivery of fresh vegetables for the Farm-2-Library Program is tomorrow; the response has been very positive. A variety of herbs and vegetables are delivered every Thursday, and most items are gone by Friday afternoon. Ms. Forshey shared a lovely card left at the refrigerator to 'gardeners extraordinaire' by a grateful patron. Recipes and cooking tips will be available soon. There will be a grand opening event for the program with Glens Falls Hospital once we receive the signage and work out a couple of kinks.

b. Adult Services

Ms. Boyer also discussed the Farm-2-Library Program; it is a wonderful program. The Reference Department is working on putting information together to help people with working with vegetables they might not be familiar with, such as collard greens. The refrigerator is working well; the vegetables have remained fresh. Ms. Boyer reported that the Department had seen an increase in book requests, patron help requests, and exponential growth in the Interlibrary Loan (ILL) requests. They are thrilled with the increase in services.

c. Children's Department

Ms. Farrar reported that the Family Focus Room has reopened; she encouraged everyone to view the updated room, it looks great, and patron feedback has been very positive. The 2022 Oceans of Possibilities Summer Reading Program kick-off event is next week, in the Park, with snacks, games, and music. Signup for the program is online through Beanstack; patrons of all ages are eligible to join.^[1] Ms. Farrar shared the June-July Children's Event Calendar done by Ms. Ziegler.

^[1] <https://www.crandalllibrary.org/calendar-and-events/summer-reading-2022/>.

i. Teen Department, F. Toth (written report)

d. Development Department

Ms. Chandler reported that we are waiting on the wrap signage and window decal for the Farm-2-Library refrigerator. The Department has been working on the promotion of the summer reading program. Fundraising for the Henry Crandall Award (HCA) has doubled since she sent her report. The Heart of the Community Dinner honoring Dr. Jim Morrissey has been very well received. She reported local media have not been picking up press releases when first sent out. Ms. Chandler explained the test run of paid Facebook ads from the end of May until the beginning of June. It reached almost 11,000 people, and the Circulation Department reported 146 new library card sign-ups from June 1 to June 21. She also gave an update on the Google ads. Ms. Chandler and Ms. Naftaly broke down the new cardholders' statistics. Discussion about the local media not picking up press releases ensued.

e. Folklife Department

Excused.

f. Facilities Update, J. Dickinson (written report)

Mr. Dickinson supplied a binder of photographs documenting the current roofing project work.

5. Friends of Crandall Library

Ms. Schmitt could not attend tonight's meeting; Ms. Naftaly read her written report. The first of the Books on Carts in the Park Sales was on June 15; Adirondack Song Dogs, a local Bluegrass band, provided the music. The sale earned \$1,898.80. The next book sales in the Park are on July 20 and August 17. Ms. Schmitt wanted a special shout-out to Mr. Dickinson and the facilities staff for all of their help with the sale and book donations and Mr. DeGarmo for

lending and setting up the audio equipment for the band. The self-service book sale kiosk in the Park lobby, set up in May, has earned \$393.27. The Friends are reviewing their bylaws, and they are looking for any additional members for next fall.

6. Approval of Board of Trustees Minutes: May 25, 2022

➤ A **Motion** to approve the Board of Trustee's Minutes of May 25, 2022, was made by Ms. Shapiro, seconded by Mr. Goralski. **Motion** carried unanimously.

7. Treasurer's Report, May 2022

Mr. Goralski reported the revenues are at 66.8%; as of May 2022, expenses are 32.8%. May is 41.6% of the 2022 budget year. Mr. Goralski explained the budget revisions as outlined in the report. A typo on the Long-term Disability line item was noted.

➤ A **Motion** to accept the Treasurer's Report was made by Ms. Nemer, seconded by Ms. Eddy. **Motion** carried unanimously.

8. Approval of Claims Auditor Reports, May 2022

Acceptance of the Claims Auditor Reports for May 2022 bills and payroll; there were no issues in May.

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

9. Committee(s) Reports

a. Finance Committee

The Board discussed the information from the Finance Committee Meeting with Glens Falls National Bank held on June 7, 2022. Mr. Goralski explained the bank's recommendations. The Finance Committee noted the March 4, 1992 - Investment Account Agreement between Glens Falls National Bank and Crandall Public Library.

i. Update on Usage of Herlihy Request.

Mr. Toomey explained to the Board that parking, especially for the more senior population, was Mr. Herlihy's concern and that his donation was for the benefit of the Library with no restrictions or directives.

ii. Finance Committee Meeting on June 7, 2022.

The Committee agreed, based on the information and recommendations of the Glens Falls National Bank representatives, to bring the following to the full Board for approval: Board approval to separate Mr. Herlihy's donation into an account labeled Herlihy Fund. The creation of the fund account will not incur additional costs. The first 1.2 million distribution, currently active in the investment portfolio, will be laterally moved into the Herlihy Fund. The

second one-million-dollar distribution, held in the cash equivalent fund, will be eased into the market over the next three to six months.

➤ A **Motion** to approve the creation of the Herlihy Fund and Investment Strategy was made by Mr. Goralski, seconded by Ms. Eddy. **Motion** carried unanimously.

b. Personnel Committee

Ms. Nemer reported that she and Ms. Caimano would meet with Ms. Naftaly next week to review the Director's performance evaluations from the Board.

- i. Permission to increase Sandra Busted's (Library Clerk) hourly wage by \$0.20/hour to an annual salary of \$34,744; effective July 1, 2022.

➤ A **Motion** to approve the Personnel item was made by Ms. Eddy, seconded by Ms. Vanderminden. **Motion** carried unanimously.

10. SALS

Ms. Shapiro discussed highlights from Ms. Dallas's Director's Report for April, May, and June 2022. [2] SALS is submitting a construction grant to purchase new routers and update hardware. SALS received a 98% system-wide approval rating for services provided to member libraries from a survey earlier this year. Stephanie Cole Adams is holding a webinar in July to help libraries create stronger collection development policies.

[2] <https://salsblog.sals.edu/wp-content/uploads/Director-Report-April-May-June-2022.pdf>

11. Director's Report & Action Items

Ms. Naftaly added to Ms. Shapiro's report; that Crandall Public Library and Saratoga Springs Public Library do not qualify for the construction grant because their current routers are considered too new for replacement. The decision is according to the New York State Division of Library Development, which oversees the State Aid for Library Construction Program. Ms. Naftaly reported that the Human Library Project is in a holding pattern due to the overwhelming response to the project during the pandemic. They did not have the opportunity to get individuals the necessary training, and they cannot move forward at this time. We took in 10,016 pounds of discarded electronic materials for our Recycling Day Project for Earth Day. The project was created by the Head of our IT Department, Steven Ray, and Ms. Naftaly feels it is money well invested in the community and should be an annual event, if not held more often. Ms. Naftaly updated the Board on the Mobile Library Van. Ms. Eddy kindly sent her Ford Transit Van to the Library for members of our internal Programming Committee Team to view. The Ford Transit Van is too big for our needs, but it allowed us the opportunity to envision our future ideas for the vehicle and service. Mr. Dickinson is researching different types of vehicles for us to consider. We are in the process of interviewing for the Librarian I and Library Clerk positions and have a Civil Service list for the Library Assistant positions; we are making progress on filling our open positions. We are currently working with Civil Service on reworking the job

description for the Head of Circulation to encompass all of Ms. Laing's duties before her retirement in July.

12. Old Business

a. Open Meetings Law Update.

Ms. Naftaly discussed changes to the New York State Open Meetings Law (OML) to expand the use of virtual/hybrid meetings after the pandemic emergency ends. The Board would need to pass a resolution and make changes to follow the law. She will share the full text of the amended law and information with Ms. Bartlett, Ms. Hogan, and Mr. Toomey.

b. SALS Library Construction Aid Grant Update.

Ms. Naftaly informed the Board that the proposal for restructuring the third-floor office space was much higher than anticipated. JMZ Architects & Planners, PC will go back to the drawing board to see if there is a more reasonable option.

13. New Business

No new business was discussed.

14. Executive Session (if necessary)

No executive session was necessary.

15. Adjournment

 A **Motion** to adjourn was made by Ms. Nemer, seconded by Ms. Hogan. **Motion** carried unanimously. The meeting adjourned at 5:24 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 on July 27, 2022, at 4:30 p.m. in the Community Room (lower level).