

**Minutes of the Board of Trustees
January 7, 2009**

Board Members Present: Mr. Merrill, Ms. Caimano, Mr. Leonelli, Ms. Nemer, Ms. Irion, Ms. Kerr-Gallagher, Mr. Toomey, Mr. Pratt, Mr. Sheahan

Board members Excused: Mr. Searleman, Mr. Dee, Ms. Newcomb, Ms. Putnam

Staff Present:

Ms. Christine McDonald, Ms. Kathy Naftaly, Ms. Lynn Shanks, Ms. Andrea Herman, Ms. Pamela Frazier, Ms. Charlotte Daly, Ms. Mary Stevens

Others: Nancy O'Brien, Editor – Glens Falls Leader

Mr. Merrill called the meeting to order at 4:15 pm.

Mr. Merrill asked the Board to refer to the Pass around file being circulated around the table, which includes correspondence.

Mr. Merrill showed the trustees the framed New York State Assembly Citation which was a gift from Assemblywoman Teresa Sayward on the opening of the new Library. Mr. Merrill briefly reviewed the project meeting which took place yesterday, January 6, 2009. The checklist of items that need to be completed was examined. A plan of action was formulated to finish up all the details. There are a number of loose ends that are being addressed. This is to be expected for a project of this size. In response to a question, Ms. McDonald noted that signage for the building should be ready in late January.

There was no public comment.

Minutes

Mr. Leonelli motioned to approve the minutes of the December 17th meeting as presented, seconded by Ms. Nemer and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Ms. Kerr-Gallagher (yes), Mr. Pratt (yes), Mr. Sheahan (yes).

Treasurers Report

Ms. Caimano presented the November 2008 report, which is at 92% of the 2008 budget. The December report will be presented at the January 28th meeting. Income to-date is at 98.1%. Operating costs are at 88% of the budget. She noted that next month, the Charles R. Wood money will be used to pay construction project bills. In regard to the project budget and in response to a question from Ms. Caimano regarding whether the Library

will be awarded the \$350,000 from the SHPO Grant, Ms. McDonald stated that she is waiting for financial documentation from The Pike Company in order to complete the required paperwork, which will not be available until they have closed out the project. Mr. Pratt moved to approve the November report as presented, seconded by Mr. Leonelli and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Ms. Kerr-Gallagher (yes), Mr. Pratt (yes), Mr. Sheahan (yes).

Budget Amendments

Ms. Caimano reviewed the budget amendments needing approval from the Board. (see attached) Mr. Pratt made the motion to approve the budget amendments as presented, seconded by Ms. Nemer and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Ms. Kerr-Gallagher (yes), Mr. Pratt (yes), Mr. Sheahan (yes).

Approval of Warrant

Ms. Caimano made a motion to approve the two Warrants as presented, seconded by Ms. Nemer and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Ms. Kerr-Gallagher (yes), Mr. Pratt (yes), Mr. Sheahan (yes).

Mr. Toomey entered the meeting at 4:30 pm.

Committee Reports:

Personnel Committee

Ms. Caimano motioned to approve the following personnel items, seconded by Ms. Nemer and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Ms. Kerr-Gallagher (yes), Mr. Pratt (yes), Mr. Sheahan (yes), Mr. Toomey (yes).

1. Labor Class appointment of Grant Leonelli, Page, as of 12/22/08 at an hourly rate of \$7.44
2. Labor Class appointment of Christopher Simmons, Page, as of 12/19/08 at an hourly rate of \$7.44
3. Temporary appointments of the following “taggers”, Amber Frazier, Derek Laing, Benjamin Shanks, Eric Hilfiger, to work during school break, at an hourly rate of \$8.00

Friends of Crandall Public Library

Ms. Kerr-Gallagher reported that the Friends are in their new space and are busy getting ready for the next book sale which takes place on February 6th, 7th and 8th. The sale will take place in the Friends area, the lower level lobby and the Community Room.

Director’s Report and Action Items:

Ms. McDonald stated that the staff is to be commended for the amazing job that they are doing. The review of resumes for new positions is taking place and new staff should be hired by February. There are funding cuts coming from New York State, some expected and some not. Mr. Sheahan noted that he has received many positive comments from

people about the new building and also positive comments about the helpfulness of the staff. The new technologies are working very well. Ms. Naftaly stated that the RFID system has been working extremely well; doing more than what was originally expected and the company is very responsive to our needs. Ms. Herman stated that the new Cybrarian internet monitoring system is also working very well. Mr. Merrill noted that the Library is a technology showcase for all of New York. After review and discussion, Ms. Nemer made the motion to approve the following action items, seconded by Ms. Caimano and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Ms. Kerr-Gallagher (yes), Mr. Pratt (yes), Mr. Sheahan (yes), Mr. Toomey (yes).

1. Approval of an 1/8 page ad in the Chronicle to wish Adirondack Community College congratulations on the grand opening of its Regional Higher Education Center. Cost is \$157.50.
2. Approval for the Library to become an organizational member of SEFCU (State Employees Federal Credit Union).

Department Reports:

Ms. Naftaly reported on some preliminary numbers for the month of December. This December there were 460 new library cards issued when we were only open approximately half the month, compared to last December when 178 new cards were issued. There was a 9% increase in circulation from a year ago. We circulated 37,992 items. The door count was 22, 934 people from December 11th to December 31st. Technical services staff added over 4000 new items during this time. Everyone is doing a fantastic job.

Ms. Herman commended her staff for going continually above and beyond the call of duty. Patrons coming into the City Park entrance to the building are in awe of the restoration and the beauty of the building.

Ms. Shanks reported that contributions are still being received. Now that the building is open, there is even more interest being generated. The Empire Zone Credits are still being utilized by donors. She will be calling a meeting of the Capital Campaign Committee shortly in order to talk about moving forward. She is focusing her attention at the present time on recruiting volunteers. She also noted that the donor signage that is up in the building is purely temporary. Changes to the wording can still be made by donors.

Ms. Frazier reported on the events which took place in October and November. She also stated how excited the children are to see the new building.

Please also refer to the reports which were e-mailed to you.

New Business

The next meeting will be on January 28th which is also the Organizational Meeting. Mr. Pratt asked about the policy regarding the donations of paintings to the Library. Mr. Tom Ryan, a highly regarded local painter would like to donate one of his paintings. Mr. Pratt was instructed to have Mr. Ryan contact Mr. DeGarmo.

Motion was made by Ms. Caimano to go into Executive Session at 4:55 pm to discuss the Director's performance review, seconded by Mr. Leonelli and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Ms. Kerr-Gallagher (yes), Mr. Pratt (yes), Mr. Sheahan (yes), Mr. Toomey (yes).

Motion to come out of Executive Session at 5:10 pm was made by Ms. Caimano, seconded by Ms. Nemer and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Ms. Kerr-Gallagher (yes), Mr. Pratt (yes), Mr. Sheahan (yes), Mr. Toomey (yes).

Adjournment

Mr. Leonelli made the motion to adjourn at 5:15 pm, seconded by Ms. Irion and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Ms. Kerr-Gallagher (yes), Mr. Pratt (yes), Mr. Sheahan (yes), Mr. Toomey (yes).

Respectfully Submitted,

Sanford Searleman
Secretary of the Board of Trustees
of Crandall Public Library
Recorded By: Mary Stevens

**The next meeting
of the Crandall Public Library
Board of Trustees will be
Wednesday, January 28th, 2009
at 4:00 pm in the Computer Lab**