

**Minutes of the Board of Trustees
November 18, 2009**

Board Members Present: Mr. Leonelli, Mr. Pratt, Ms. Irion, Ms. Caimano, Mr. Searleman, Ms. Newcomb, Ms. Putnam, Mr. Sheahan, Ms. Nemer, Mr. Toomey, Ms. Vanderminden, Ms. Kerr

Board members Absent: Mr. Dee

Staff Present:

Ms. Christine McDonald, Ms. Kathy Naftaly, Ms. Lynn Shanks, Ms. Pamela Frazier, Mr. Todd DeGarmo, Ms. Charlotte Daly, Ms. Mary Stevens

Others: Nancy O'Brien-ADK Talk, Dr. Fredd Sensor-Lee

Mr. Leonelli called the meeting to order at 4:04 pm.

Public Comment

Dr. Fredd Sensor-Lee talked about the chairs that had been placed in front of one of the donor walls on the first floor. He stated that those chairs are blocking twenty donor names and asked that they be moved. He asked that a Library computer be put near the information desk at the Glen Street entrance. He also stated that he felt that the fines for videos and DVDs were excessive and that the borrowing time for them should be longer.

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

Minutes

Mr. Searleman motioned to approve the minutes of the October 28th meeting as presented, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Kerr (yes).

Treasurers Report

Ms. Caimano reviewed the October report, which is at 83% of the 2009 amended budget. Income to-date is at 90.88%. Operating costs are at 77.68% of the budget. She stated that the Library will receive 100% of the income in the 2009 budget from the Friends of Crandall Public Library, the Crandall Trust and from Library fines. Due to budget cuts and other circumstances, the Library will not receive 100% of the income from a number

of other areas. Investment income continues to be below budget due to economic factors. The Library has experienced significant savings in utilities: gas costs are ½ of the budget projections, electricity is at 65% of those projections. She reviewed the summary of investments. Mr. Searleman moved to approve the October 2009 report as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Kerr (yes).

Budget Amendments

After review by Ms. Caimano, Mr. Searleman made the motion to approve the budget amendments as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Kerr (yes).

Project Budget

Ms. Caimano reviewed the capital project budget and amendments. The Library received the second \$250,000 pledge from the Charles R. Wood Foundation. Mr. Searleman made the motion to approve the project budget and amendments as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Kerr (yes).

Approval of Warrant

Mr. Searleman made a motion to approve the two Warrants as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Kerr (yes).

Committee Reports:

Joint Budget/Personnel Committee:

Please see the minutes from 11/9/2009

Personnel Committee:

Please see the minutes from 11/16/2009. Health insurance issues were discussed.

Ms. Newcomb also distributed the Director's Performance Evaluation sheets.

Evaluations will be due back from the Trustees on January 7, 2010. Christine McDonald will send information to Board members on December 22nd.

Executive Committee:

Mr. Leonelli reported on the November 9, 2009 Executive Committee meeting. Please also see the minutes from the meeting.

Friends of Crandall Public Library

Ms. Kerr noted that the Friends had a strong year with very successful book sales. They are paying for four sheet cakes that we will provide to the Library patrons to celebrate the one year anniversary of the new building on December 11, 2009.

SALS

Ms. Nemer reported that Warren County aid issues were discussed. Mr. Leonelli reported on the meeting of the Warren County Board of Supervisors budget meeting he attended with Ms. McDonald and Mr. Searleman. They asked the supervisors to reconsider the proposed 50% cut in Library aid.

Director's Report and Action Items:

Ms. McDonald noted that October was another great month for the Library with many programs and continued increases in attendance, self-check usage and door counts. She reminded the Trustees of the December 10th meeting regarding the Strategic Plan.

The action items were addressed separately. Mr. Leonelli reviewed action item #1. Ms. Caimano made the motion to ratify the adoption of the mini-golf contract, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Kerr (yes).

After discussion, Ms. Newcomb made the motion to approve the following action items 2-6 and 9-11 from the Board agenda, seconded by Mr. Pratt and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes) - Mr. Searleman voted no on Action item #3, Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Kerr (yes).

2. Approval to stay open until 8:00 pm on 12/4/2009 for the Hometown Holiday celebration
3. Approval of recommendation from Budget/Personnel Committees to raise fines for adult materials from 15cents to 25cents (excluding videos and DVDs which remain \$1.00), effective 1/1/2010.
4. Approval of Credit Card Policy as amended
5. Approval of Cash Receipts Policy to be added to General Policies as amended
6. Approval of recommendation from Budget/Personnel Committees to raise the amount for employee flexible spending accounts to \$3,000.

9. Approval of discard list per Terry Bell
10. Due to the earlier meeting date for the November Board meeting, approval for the Platinum Plus and the Wal-Mart bills to be paid at the end of November (the bills have not yet been received)
11. Permission for Kathy Naftaly, PLS Secretary, to attend the next PLS Board meeting on Friday, December 11, 2009 at the Albany Public Library, Delaware Branch. Cost: Travel (may be reimbursed by NYLA)

No action was taken on Action item #7: Approval of the recommendation from the Budget/Personnel Committees to engage Jaeger & Flynn Associates, Inc. as the Library's broker for health insurance and flexible spending accounts.

After discussion, Mr. Pratt made the motion to approve action item #8, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Kerr (yes).

8. Permission for work time for Christine McDonald to attend the Sundance Film Festival to plan for the 2010 Crandall Film season: January 21, 22, 25, 26, 27, 28, 29 and requesting \$500 towards hotel and airfare. [\$1,040 hotel; \$294 airfare].

Ms. McDonald reviewed background information regarding action item #12. Mr. Pratt made the motion to approve action item #12, seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Kerr (yes).

12. Approval of change order from SAIC [Consultants to NYSERDA and Ann Beha Architects] in the amount of \$4,923 for work that exceeded what was planned for the LEED certification commissioning. Funds to come from the Project Budget

After discussion, Mr. Pratt made a contingency motion to approve action item #13, on the condition that Ms. McDonald and Mr. Leonelli feel comfortable that the necessary documents needed to be submitted to obtain silver LEED certification will be received in a timely manner, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Kerr (yes).

13. Approval of proposal from Ann Beha Architects for additional services related to LEED Certification in the amount of \$2,880 (24 hours @ \$120/hr.)

Department Reports:

Ms. Shanks reported that the Annual Appeal letters have all been mailed, as of today. So far, in just four days we have received \$1100 in donations, from out of district patrons. There is a Facebook opportunity to vote for the Library for a Chase Bank program that could potentially provide \$25,000 to the Library. She encouraged the Trustees and others to go on Facebook and also to encourage Facebook users to vote. So far, the Have a Seat in Glens Falls summer project has received sponsorships totaling \$9000. She also noted that we are still in need of a chairperson for the mini-golf committee.

Ms. Naftaly reported that over 3,000 people came to the Library for Halloween trick or treat. She also provided a tour to colleagues from the Rutland Library who were very impressed with the new building. Self-check usage was at 77% in October.

On behalf of Ms. Herman, Ms. Naftaly reported that the program with author Richard Russo and WAMC Radio host Joe Donahue was a great success.

Ms. Frazier reported on the success of the play which the Teen group presented in October. The Children's Department has participated in a number of outreach programs with area schools. There is a direct correlation with increases in new borrowers and these outreach programs. Also, the Children's Department will be hosting an ornament making workshop during the December 4th Hometown Holiday celebration.

Mr. DeGarmo reported that work is ongoing in collection management with over 100 hours of non-staff/volunteers helping with this work. The Folklife Center received an enthusiastic review from the New York State Council on the Arts review panel. We still don't know the final dollar amount to be granted by NYSCA due to New York State budget issues. Also, a total of ten concerts are being scheduled for March and April to take place in the Community Room, featuring traditional and roots music.

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

Old Business

Web Page development is on track and moving forward.

Adjournment

Ms. Newcomb made the motion to adjourn at 5:25 pm, seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Kerr (yes).

Respectfully Submitted,

Patricia Irion
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, December 30th, 2009
at 4:00 pm in the Holden Meeting Room**