

**Minutes of the Board of Trustees**  
**February 11, 2009**  
**ORGANIZATIONAL MEETING**  
– rescheduled from 1/28/09

**Board Members Present:** Mr. Merrill, Ms. Caimano, Mr. Leonelli, Ms. Nemer, Ms. Irion, , Mr. Toomey, Mr. Pratt, Ms. Newcomb

**Board members Excused:** Mr. Searleman, Mr. Dee, Ms. Kerr-Gallagher, Ms. Putnam, Mr. Sheahan

**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, Editor – Glens Falls Leader, Post-Star

Mr. Merrill called the meeting to order at 4:05 pm.

Mr. Searleman spoke from the audience. He has moved to Queensbury, therefore will be unable to continue to serve as a trustee from Glens Falls. Both Mr. Merrill and Ms. McDonald thanked Mr. Searleman for his many years of service, guidance and expertise to the Board of Trustees and the Library.

Mr. Merrill asked the Board to refer to the Pass around file being circulated around the table, which includes correspondence. He noted that the Library has received excellent, positive press coverage from the Schenectady Daily Gazette.

Mr. Merrill stated that this is the Organizational Meeting for 2009. His three year term as President of the Board of Trustees is now over. He stated that it has been a wonderful three years. We can all be proud of our new Library. The Oaths of Office were administered to the following trustees who were re-elected in November: Richard Merrill, Richard Leonelli, Sandy Searleman, Dale Nemer, Benjamin Pratt.

Ms. Newcomb made a motion to accept the resignation of Mr. Sanford Searleman, with regret, seconded by Mr. Leonelli and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Mr. Toomey (yes), Mr. Pratt (yes), Ms. Newcomb (yes).

Mr. Leonelli presented the new slate of officers for 2009:  
Richard Leonelli, President  
Benjamin Pratt, Vice-President  
Patricia Irion – Secretary

Barbara Caimano – Treasurer

Ms. Nemer made the motion to approve the slate of officers as presented, seconded by Ms. Newcomb and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Mr. Toomey (yes), Mr. Pratt (yes), Ms. Newcomb (yes).

There was no public comment.

### **2009 Committee Assignments**

Mr. Leonelli stated that he will be contacting all the Trustees within the next week regarding committee assignments. This will be finalized and presented at next month's meeting.

### **Minutes**

Ms. Newcomb motioned to approve the minutes of the January 7<sup>th</sup> meeting as presented, seconded by Mr. Pratt and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Mr. Toomey (yes), Mr. Pratt (yes), Ms. Newcomb (yes).

### **Treasurers Report**

Ms. Caimano presented the December 2008 report, which is at 99.2% of the 2008 budget. Income to-date is at 99.2%. Operating costs are at 95.97% of the budget. She noted that a surplus of approximately \$78,000 will be rolled over into the 2009 budget. Mr. Pratt moved to approve the December 2008 report as presented, seconded by Ms. Newcomb and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Mr. Toomey (yes), Mr. Pratt (yes), Ms. Newcomb (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. Newcomb and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Mr. Toomey (yes), Mr. Pratt (yes), Ms. Newcomb (yes).

### **Project Budget**

After review and discussion, Ms. Nemer motioned to accept the Capital Project Budget as presented, seconded by Mr. Merrill and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Mr. Toomey (yes), Mr. Pratt (yes), Ms. Newcomb (yes).

Ms. Newcomb made a motion to approve the purchase of Records Storage Shelving from Inner Space Systems for \$4995., seconded by Ms. Nemer and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Mr. Toomey (yes), Mr. Pratt (yes), Ms. Newcomb (yes).

### **Project Budget Amendments**

After review by Ms. Caimano, Ms. Newcomb made the motion to accept the Project 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), Mr. Toomey (yes), Mr. Pratt (yes), Ms. Newcomb (yes).

### **Approval of Warrant**

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

### **Committee Reports:**

#### **Personnel Committee**

The Personnel Committee agreed on a date to meet to review Ms. McDonald's evaluation; February 13, 2009. Ms. Newcomb then motioned to approve the provisional appointment of Julia Stuckman, Librarian I, Children's Services, effective 1/21/2009 at an annual salary of \$34,116, seconded by Ms. Caimano and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Mr. Toomey (yes), Mr. Pratt (yes), Ms. Newcomb (yes).

#### **Friends of Crandall Public Library**

The February Book Sale had the second highest take in the history of Friends book sales and the highest February sale ever, bringing in close to \$13,000. There were only 151 books left after the weekend.

#### **SALS**

Mr. Merrill reported on the meeting which took place on February 20, 2009. A cut in New York State aid is expected. The percentage is yet to be finalized. SALS itself is currently financially sound. He also noted that Ms. Naftaly is now on the SALS/MVLS Joint Automation Council. This will be a three year term. Mr. Merrill also encouraged staff to nominate a Crandall program for the SALS sponsored Library Program of the Year award.

#### **Director's Report and Action Items:**

Ms. McDonald reported that a reply has not yet been received from the City of Glens Falls about changing the crosswalk on Glen Street. Mr. Sciavoni, the Public Works Supervisor is in support of this change as per Dick Merrill. In regard to NYSCA funding, the Library will lose the Literature program for 2009, which represents approximately \$5,000. She reviewed a number of other pending items which included the completion of the SHPO Grant final report and LEED certification. She also reviewed the situation with the New York Times Archives microfilm collection which is being stored at the Post-Star and the new remote access of the New York Times through ProQuest. As per the Pike Company, signage in the building will be ready in late February or early March. After review and discussion, Mr. Pratt made the motion to approve the following action items, seconded by Ms. Nemer and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Mr. Toomey (yes), Mr. Pratt (yes), Ms. Newcomb (yes).

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1. Approval for designation of *The Post Star* and *The Chronicle* as the official newspapers for notification purposes
2. Approval of the appointment of Judge & Duffy as the Library's Attorney
3. Contract Renewal for Microfilm Machines for \$1300.
4. Permission for Kathy Naftaly and Christine McDonald to attend NYLA Legislative Day on March 10<sup>th</sup>. Are any Board members interested in attending?
5. Permission for Christine McDonald to attend the Central Library Director's Association meeting on March 9<sup>th</sup>
6. Board to authorize destruction of 11 cubic feet of obsolete library records
7. Approval for CPL to apply to the ACT for Youth Bi-County Collaboration for Community Change, Warren and Washington Counties 2008-2009 Mini-Grant program for Teen Center Activities (Grant awards will range from \$100 to \$400)
8. Approval for Kathy Naftaly to attend Joint Automation Council meetings as a council member for a three year term, 6 times per year. It is very important that the Central Library be represented on this committee. Cost is travel to MVLS.

### **Department Reports:**

Ms. Naftaly reported on updates that will be installed this month to the self-check system.

Ms. Shanks reported that she has spent a great deal of time in the past month working on adding volunteers to our workforce. Ten volunteers have been added so far.

Ms. Frazier reported on the events which took place in December, in particular the program with the author Marc Brown. School break is next week and the Children's department has many activities and programs planned.

Mr. DeGarmo stated that the Center for Folklife has been very busy. They have increased their hours. He reviewed a number of music programs which will be taking place in March.

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

### **New Business**

Mr. Leonelli stated that Mr. Searleman should be recognized in some way for his years of service. He also asked Board members to provide him with any names of Glens Falls residents who might be interested in serving as a trustee. Ms. McDonald stated that the management team will be revising and updating the collection development policies. The terrazzo floor in the old part of the building is going to be evaluated. The punch list is down to eight pages. Interviews for the Building Maintenance Mechanic/Supervisor position have been taking place.

Mr. Pratt stated on behalf of the community, the Library and the Board of Trustees, we owe Mr. Merrill a huge debt of gratitude and appreciation for his tremendous hard work and dedication during his term as President.

### **Adjournment**

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Ms. Newcomb made the motion to adjourn at 5:20 pm, seconded by Ms. Nemer and approved as follows: Mr. Merrill (yes), Ms. Caimano (yes), Mr. Leonelli (yes), Ms. Nemer (yes), Ms. Irion (yes), Mr. Toomey (yes), Mr. Pratt (yes), Ms. Newcomb (yes).

Respectfully Submitted,

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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, March 4<sup>th</sup>, 2009  
at 4:00 pm in the Computer Lab**