

Minutes of the Board of Trustees
May 24th, 2009
ANNUAL MEETING

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

Board members Excused: Mr. Pratt, Ms. Kerr, Mr. Dee

Staff Present:

Ms. Christine McDonald, Ms. Kathy Naftaly, Ms. Lynn Shanks, Ms. Andrea Herman, Ms. Pamela Frazier, Mr. Todd DeGarmo, Ms. Terry Bell, Ms. Mary Stevens, Ms. Jane Strelz, Ms. Guinevere Forshey, Ms. Sarah Lombardi, Mr. Sukrit Goswami

Others: Nancy O'Brien, Glens Falls Leader

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

Staff Recognition Awards

Ms. McDonald and Ms Sarah Husa, President of the Friends presented gift certificates, donated by the Friends, to the following staff members for their years of service:

- Susan Laing, Head of Circulation – 25 Years
- Jane Strelz, Library Clerk – 20 Years
- Sarah Lombardi, Library Clerk – 10 Years
- Sukrit Goswami, Librarian I – 5 Years
- Guinevere Forshey, Librarian II, Medical Librarian – 5 Years

There was no public comment.

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 April 22nd meeting as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Newcomb (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes).

Treasurers Report

Ms. Caimano reviewed the April report, which is at 33.33% of the 2009 budget. Income to-date is at 71.59%. Operating costs are at 30.2% of the budget. Fines are currently almost \$12,000 over budget. A discussion followed regarding fines, and the time frame

for late notices and how they are sent to patrons. It was noted that with the large increases in circulation the Library has experienced, there would subsequently be increases in fines. Mr. Searleman moved to approve the April 2009 report as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Newcomb (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes).

Project Budget

Ms. Caimano reviewed the Capital Project Budget for April. She noted that \$165,000 in grant money has been received, some of which represents the remaining 10% due the Library from the New York State Construction Grants.

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), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Newcomb (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes).

Committee Reports:

Executive Committee

Mr. Leonelli reviewed the Executive Committee meeting which took place on May 13th. Two items which were discussed involved the Capital Project, one of which was the restoration of the terrazzo floor which took place over the Memorial Day weekend. The other item was additional services provided by JMZ and Ann Beha Architects that went beyond the original scope of the contract. These additional costs were approved by the Executive Committee. A letter has been received by the Library attorney, Wayne Judge which specified that any donated funds remaining once the entire project is closed out can be placed in a Capital Reserve Fund. Policies for the use of these funds will be set up by the Board of Trustees at a later date. It will be at least six months before we will know the amount of money that is left over from the project. A number of pledges and grants are also still to be received. Ms. McDonald noted that she has submitted a request through the Governor's office for stimulus money for the purchase and installation of photo voltaic solar panels. A letter was received notifying us that we are in line to be reviewed for this request. Also, Ms. McDonald and Mr. Leonelli have met with Dan Burke regarding the Business Improvement District and City Park. A discussion of the Library part of the park will take place at a future Executive Committee meeting.

Mr. Leonelli reviewed the Executive Committee action items needing approval from the full Board. Ms. Caimano made the motion to approve the Behan Communications proposal for services not to exceed \$13,250, at an hourly rate of \$125, seconded by Mr. Searleman and approved as follows: Mr. Leonelli (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Newcomb (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes).

Mr. Searleman made a motion to approve the Commitment to Community Health Resolution from the Southern Adirondack Tobacco Free Coalition, seconded by Ms. Newcomb and voted on as follows: Mr. Leonelli (yes), Ms. Caimano (no), Mr. Searleman

(yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Newcomb (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes). Mr. Searleman suggested that the Library accounts be examined for any possible investments in tobacco companies, which, if any, should be divested based on this resolution.

After discussion, Mr. Searleman made a motion to approve the closing of the Library on June 25th, 2009 for a staff Continuing Education Day, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Newcomb (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes).

Fund Raising Committee

Ms. Shanks reviewed the last meeting which took place on April 22nd. The Donor Reception was a great success, with approximately 225 people in attendance. It was fun, relaxed and well-received by those who came; nothing but positive feedback. A new e-bulletin has been established with the first newsletter going out this month. This is a mass e-mailing containing information about events and programs at the Library, which has been done through the e-Tapestry software program. Final proofs for the donor plaques are expected to be received by Sunshine Signs next week.

Personnel Committee

Ms. Newcomb made the motion to approve the following personnel items, seconded by Mr. Searleman and approved as follows: Mr. Leonelli (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Newcomb (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes).

1. Provisional Appointment of Jennifer Boyer, PT Librarian I, effective May 12, 2009, at an hourly rate of \$18.75
2. Provisional Appointment of Catherine Brot, PT Librarian I, effective May 15, 2009, at an hourly rate of \$18.75
3. Permanent Appointment of Bryan Rowzee, PT Library Assistant, effective 5/19/2009

Friends of Crandall Public Library

Ms. Sarah Hussa, President of the Friends, reported that the Friends are celebrating their 60 year anniversary on June 7th in the Community Room from 1:00 – 3:00 pm. It was also noted that the Library will be open during LARAC, June 13th – 14th, with the Friends Book Sale taking place that weekend.

SALS

Ms. McDonald reported that Ms. Nemer is now on the SALS Board as Warren County Trustee. The SALS Annual Meeting took place on May 18th at the Queensbury Hotel, with many tours of the Library being conducted prior to the meeting.

Director's Report and Action Items:

Ms. McDonald thanked Ms. Shanks for the great success of the Donor Recognition Event. Also thanks to Ms. Naftaly for working with and making improvements to the self-check RFID system. In April, the Library experienced a 38% increase in circulation,

141% increase in computer usage and an increase of 93% in new borrowers over last year. Warren County Civil Service provided an excellent orientation program and we are very pleased to be working with them. In regard to building issues, the stair/gallery railings are scheduled to be refinished within the next two weeks. Also, as was mentioned earlier, the terrazzo floors have been restored; two major punch list items which have been resolved. It will take a number of months to get the remaining punch list items addressed and resolved. She also noted that problems with the SALS delivery service are being discussed and addressed. Mr. Searleman made the motion to approve the following action items, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Newcomb (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (yes).

1. Approval of Central Library Development Aid/Central Book Aid budget application
2. Approval of Municipal Accounting Software Contract for June 2009 – May 31, 2010 for \$2218.70
3. Approval for Kathy Naftaly and Sue Laing to attend a Polaris Reports workshop on June 11th at SALS, Saratoga Springs from 10:00 am to 12:00 pm. Cost-travel
4. Permission for the Library to stay open past 6:00 pm on Friday, October 16, 2009 for guest author, Richard Russo who will speak here free of charge.
5. Approval for Christine McDonald and two other staff to attend the NYLA Conference in Niagara Falls, October 14-17. Cost – registrations, travel and hotel
6. Permission for two staff members to attend a free grant-writing workshop here at the Library, sponsored by Washington County's Economic Opportunity Council's ACT for Youth initiative, on Thursday, June 18, 2009

Department Reports:

Ms. Naftaly reported that she will have an opportunity to showcase the Library next week at The Sagamore Hotel at a Bill and Melinda Gates Foundation Summit, a two day workshop for librarians, trustees, government officials for both New York State and the east coast who have been part of the Gates initiative to bring broadband internet access to urban areas and remote rural areas. We will be able to showcase specifically what broadband has done for the Library, including RFID, the sorter return and wireless communication and also particularly highlight what broadband has done to facilitate earlier state grants, for example our consumer health services.

Ms. Herman reported on the two new part time librarians who have started their training, which is going very well. With the addition of these two staff members, the Adult Services Department will be able to concentrate on and plan more programs. The new scheduling calendar is being set up and is working very well.

Ms. Frazier reported that Children's Services has experienced a huge increase in program attendance, up 39.2% from last year. They are in the process of getting ready for the summer reading program. The Teen Center has really caught on. It has been used 1,007 times in April with excellent attendance also at the teen programs. An original play will be performed by the teen group in June.

Mr. DeGarmo reported that Folklife has received a grant from the Capital District Library Council for \$2500 which is being used to do some re-cataloging of the Folklife collections. He thanked Ms. Shanks for the incredible job in obtaining some excellent volunteers who are working regularly in Folklife. A student from McGill University has volunteered to photograph the entire art collection. Folklife is also working with the Teen Center on an archive workshop and working with the Children's Department on the "Guess What I Collect" program. A small mentoring grant has been received which has enabled Mr. DeGarmo to hire a musician/sound engineer who has provided his services in order to enhance the Community Room sound system for live musical performances.

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

Ms. McDonald mentioned that there has been standing room only for a number of the film showings.

Adjournment

Ms. Newcomb made the motion to adjourn at 5:40 pm, seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Newcomb (yes), Ms. Vanderminden (yes), Mr. Toomey (yes), Ms. Putnam (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, June 24th, 2009
at 4:00 pm in the Holden Meeting Room**