

**Minutes of the Board of Trustees
August 26th, 2009**

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

Board members Excused: Mr. Leonelli, Mr. Dee, Mr. Toomey

Staff Present:

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

Others: Nancy O'Brien, Glens Falls Leader

Mr. Searleman made the motion to open the second **Public Hearing on the proposed 2010 Budget** at 4:02 pm, seconded by Ms. Newcomb and approved as follows: Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes).

No members of the public were present. There was no public comment.

Mr. Searleman made the motion to close the Public Hearing at 4:03 pm, seconded by Ms. Newcomb and approved as follows: Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes).

Mr. Pratt called the regular meeting to order at 4:07 pm.

There was no public comment.

Mr. Pratt 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 July 29th meeting as presented, seconded by Ms. Newcomb and approved as follows: Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes).

Treasurers Report

Ms. Caimano reviewed the July report, which is at 58.33% of the 2009 amended budget. Income to-date is at 84.4%. Operating costs are at 47.97% of the budget. We continue to be under budget in a number of areas. Utility costs continue to track lower than projected. Mr. Searleman moved to approve the July 2009 report as presented, seconded by Ms. Nemer and approved as follows: Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes).

Budget Amendments

Mr. Pratt explained and reviewed the budget amendments needing approval from the Board. Mr. Searleman made the motion to approve the budget amendments dated 8/11/09 as presented, seconded by Ms. Putnam and approved as follows: Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes).

Project Budget and Amendments

Ms. McDonald reviewed the capital project budget and amendments. Mr. Searleman made the motion to approve the project budget amendments dated 8/26/09 as presented, seconded by Ms. Nemer and approved as follows: Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (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. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes).

Committee Reports:

Personnel Committee

Ms. Newcomb motioned to approve the resignation of Alissa Wood, Page, effective 7/22/09 and the resignation of Tessa Kuster, Page, effective 8/6/09 , seconded by Mr. Searleman and approved as follows: Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes).

Ms. Newcomb motioned to approve the Labor Class appointment of Rhonda Ryan, Page, effective 8/25/09 at an hourly rate \$7.44, seconded by Ms. Nemer and approved as follows: Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes).

Joint Budget & Personnel Committees on Proposed 2010 Budget

Mr. Pratt asked for any questions or comments. Ms. Caimano asked for one correction to be made to a sentence in the minutes from the August 19, 2009 Public Hearing on the 2010 budget so that it reads, “There will also be three Public Hearings, one in each municipality in October.”

In regard to the 2010 budget, Mr. Pratt noted that the budgeting process was difficult this year because there were a lot of conflicting desires, both to keep the budget low and to provide the services that we feel we need to provide and should provide as a Library. We have struck a good balance in doing that and at the same time been sensitive to the needs of the various communities we serve and the taxpayers of the Library District.

After discussion, Mr. Searleman made the motion to approve the minutes from the August 11, 2009 Joint Budget/Personnel Committee meeting and the minutes from the August 19, 2009 Public Hearing on the 2010 Budget as amended, seconded by Ms. Newcomb and approved as follows: Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes).

Mr. Searleman made the motion to adopt the 2010 Budget as presented, seconded by Ms. Newcomb and approved as follows: Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes).

It was noted that the issue of possibly raising fines to 25 cents per day will continue to be examined. Fines have not been increased since the 1980’s.

Mr. Searleman made the motion to approve the Legal Notices, Trustee Petitions and Budget Resolutions as presented, seconded by Ms. Nemer and approved as follows: Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes).

Friends of Crandall Public Library

The Friends are off for the summer. Monthly meetings will resume in September. The next Book Sale takes place on October 9th, 10th and 11th.

SALS

Ms. Nemer noted that the SALS monthly meetings will also resume in September.

Director’s Report and Action Items:

Ms. McDonald stated that Library usage continues to be astounding. Self-check use is up to 78%. Work is being done to tweak and improve the self-check system. Shades have been installed to eliminate glare in certain parts of the building. Hydroseeding of the park is taking place. Many building issues are still being worked on. After discussion Mr. Searleman made the motion to approve the following action items, seconded by Ms.

Newcomb and approved as follows: Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes).

1. Approval for Lynn Shanks to represent the Library at the Adirondack Business Show, on Thursday, October 15th at the Queensbury Hotel. Cost-registration, \$150
2. Approval for McDonald and Naftaly to attend the 13th Annual PLA National Conference in Portland, Oregon – March 23rd –27th, 2010. Cost: \$1905 includes airline, hotel and registrations.
3. Approval for Warren County Small Business Assistance to use the Holden Meeting Room to present a series of 10 Small Business Planning Workshops on Monday or Tuesday evenings, from 6-8:30 pm.
4. Approval of letter of support for the SALS Grant for Saratoga County Aid for downloadable audiobooks.
5. Approval for Guin Forshey to attend the ARCC's Leadership Adirondack Program in the Fall 2009/Winter 2010. Cost: \$475 (includes scholarship of 50% off of the cost of the total \$950 charge)
6. Approval for a staff member to attend a CDLC Workshop: Collections Repair for Libraries & Archives, Sept. 15 & 16 at the Univ. of Albany. Cost: \$200 includes lunch, plus travel

After further discussion, Mr. Searleman motioned to approve the elevator maintenance contract from the Schindler Elevator Corporation, on the condition that the contract is for a five year term, seconded by Ms. Newcomb and approved as follows: Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (yes).

Department Reports:

Ms. Naftaly reported that technology work including tweaking the self-check system took up a lot of her time in July. She was also involved with Library website development. We hope to have a new web design in place by the end of November.

Ms. Herman reported on some of the Fall programs that have been planned. An author appearance by Jon Katz was scheduled for tonight. Computer classes are going very well.

Ms. Frazier reported on the July programs for the Children's Department, with an average of three programs taking place per day for every day we were open. She also thanked the Friends for sponsoring the trip to SPAC for the New York City Ballet. Ms. Nemer noted that a number of her friends told her what wonderful programs the Children's Department has and how happy they are with the variety and quality of the programs.

Mr. DeGarmo reported that Folklife also experienced a very busy summer. He also reported that a new tile floor has been installed in archives. Thank you to Patrick Durkin and Jimmy Zwart. A new portable wall system for displays has been purchased, as well as a new hanging system for art work and historic maps, etc.

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

Adjournment

Mr. Searleman made the motion to adjourn at 5:10 pm, seconded by Ms. Newcomb and approved as follows: Mr. Pratt (yes), Ms. Caimano (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Nemer (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Ms. Kerr (yes), Mr. Sheahan (yes), Ms. Vanderminden (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, September 30th, 2009
at 4:00 pm in the Holden Meeting Room**