

Board of Trustees Crandall Public Library

AGENDA February 3, 2010

4:00 pm

1. Call to order R. Leonelli
2. Public Comment R. Leonelli
3. Correspondence and Press (see board pass around file for actual correspondence)
4. Oath of Office R. Leonelli
Robert Sheahan
- a. 2010 Committee Assignments
4. Approval of Board of Trustees Minutes: January 6, 2010 R. Leonelli
5. Treasurers Report – December, 2009 B. Caimano
 a. Budget Amendments
6. Project Budget B. Caimano
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7. Approval of Warrant, January 6, 2010 to February 3, 2010 bills & payroll B. Caimano
8. Committee Reports
9. Friends of Crandall Public Library M. Kerr
10. SALS D. Nemer
11. Director's Report & Action Items: C. McDonald
 Action items:
 1. Approval of Event Booking Contract for the musical group, Flame, performing on June 30, 2010 in the Community Room. Cost: \$725.00 (paid for by the Friends of CPL)
 2. Approval of Strategic Plan Request for Quote
 3. Approval for Todd DeGarmo to attend the NYS Folk Arts Roundtable May 19-21, 2010 in Saratoga Springs, the annual professional gathering of public sector folklorists, hosted by NYSCA. Total costs - \$225.00 (\$75 for Travel, \$150 for Meals)
 4. Approval for Todd DeGarmo to travel to Washington, DC, February 18-20, 2010, to consult with Nancy Davis, curator at the Smithsonian National Museum of American History – Mr. DeGarmo received the New York State Folklore Society Mentoring Grant, which makes the trip possible.
 5. Approval to sign-up with www.SurveyMonkey.com for “Unlimited” survey creation and reporting for \$200/year to be used through our electronic resources.

6. Permission to sign-up for the email opt-in feature for eTapestry on our Web site at a cost of \$549 one time fee for the page design and a \$140.40 annual eTapestry contract increase.
7. Permission for Kathy Naftaly to travel to Albany, NY on Friday, February 26, 2010 for a PLS-NYLA Board Meeting. Travel cost covered by NYLA.
8. Permission to launch Ask Us 24/7 in conjunction with CDLC and the Western New York Library Resources Council (pilot project free in 2010, \$775.00/year thereafter). Staff commitment is six reference hours per week at a computer workstation during regular business hours.
9. Acceptance of GBCI's Final Review ruling on 30 LEED points which insures basic LEED certification. Ed Rice of Ann Beha Associates will submit for us.
10. Approval for Adelaide Leibold and Julia Stuckman to attend the Summer Reading Workshop at Malta Library on February 25, 2010. Cost: Mileage.
11. Approval of Inspection/Testing Proposal for the Fire Alarm System including all panels, 179 smoke detectors, heat and duct detectors, power supplies, pull stations, other. Includes inspection and testing of all systems and sprinklers twice a year plus cleaning all smoke detectors; changing batteries. With discount, cost is \$4,347.90 annually.
12. Approval for Christine McDonald to attend the Central Library Director's meeting 3/1/10 and NYLA Legislative Day, 3/2/10 in Albany, NY. Cost is travel both days and lunch 3/2/10.

12. Department Reports

- A. L. Shanks, Development Director
- B. K. Naftaly, Assistant Library Director III
- C. A. Herman, Adult Services
- D. P. Frazier, Children's Department
- E. T. DeGarmo, Folklife Center

13. Old Business

1. Strategic Plan
2. Capital Reserve Policies

McDonald/Naftaly

14. New Business

15. Executive Session (if needed)

16. Adjournment

**The next Board meeting
will be held on
Wednesday February 24th, 2010
at 4:00 pm
in the Holden Meeting Room**