

**Minutes of the Board of Trustees
January 6, 2010**

Board Members Present: Mr. Leonelli, Mr. Pratt, Ms. Irion, Ms. Caimano, Ms. Newcomb, Ms. Putnam, Ms. Nemer, Mr. Toomey, Ms. Vanderminden, Mr. Lebowitz (newly elected trustee to be sworn-in), Mr. Rottenstreich (newly elected trustee to be sworn-in)

Board members Absent: Mr. Dee, Mr. Searleman, Mr. Sheahan, Ms. Kerr

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

Others: Nancy O'Brien-ADK Talk, Kristen Hilfiger-Glens Falls High School U.S. Government student

Mr. Leonelli called the meeting to order at 4:08 pm.

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.

Oaths of Office

Ms. McDonald introduced the two newly elected trustees, Mark Lebowitz and Naftali Rottenstreich, representing the Town of Moreau and the City of Glens Falls, respectively.

Mr. Leonelli administered the Oaths of Office to the following trustees:

Mark Lebowitz

Naftali Rottenstreich

Barbara Caimano

Michael Toomey

Election of Officers

Ms. Newcomb made the motion to appoint the following slate of Officers for 2010:

Richard Leonelli, President

Benjamin Pratt, Vice-President

Patricia Irion, Secretary

Barbara Caimano, Treasurer.

The motion was seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes).

The Board received copies of the 2009 Committee list. Mr. Leonelli asked all Board members to consider what committees they would like to participate in for 2010. He stated that he will be in touch with the Trustees on their choices before the February 3rd Board meeting and the Committee list will be finalized at that time.

Minutes

Ms. Newcomb motioned to approve the minutes of the November 18th meeting as presented, seconded by Mr. Pratt and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes).

Treasurers Report

Ms. Caimano reviewed the November report, which is at 91.67% of the 2009 amended budget. Income to-date is at 92.1%. Operating costs are at 83.36% of the budget. Gas and electric expenses continue to be significantly below budget, currently at 54%. Ms. Newcomb moved to approve the November 2009 report as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes).

Budget Amendments

After review by Ms. Caimano, Mr. Pratt 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), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes).

Project Budget

Ms. Caimano reviewed the capital project budget. Ms. Newcomb made the motion to approve the project budget as presented, seconded by Mr. Pratt and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes).

Approval of Warrant

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

Committee Reports:

Personnel Committee:

Ms. Newcomb motioned to approve the following three resignations and one change, seconded by Mr. Pratt and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes).

1. Resignation of Sukrit Goswami, Librarian I, effective January 15, 2010
2. Resignation of Gerrie Marcantonio, PT Substitute Library Clerk, effective January 1, 2010
3. Resignation of Victoria Hafner, Page, effective January 1, 2010
4. Change from Part-time to Full-time Provisional Librarian I for Jennifer Boyer at a yearly salary of \$36,000, effective 2/1/2010

Executive Committee:

Mr. Leonelli reported on the December 21, 2009 Executive Committee meeting. Please also see the minutes from the meeting.

Friends of Crandall Public Library

The Friends have a Book Sale coming up on February 5th, 6th and 7th. Also, they will be sponsoring one of the Adirondack chairs for the "Have a Seat in Glens Falls" project.

SALS

Mr. Leonelli reviewed Warren County aid and how it has worked in the past. Some ideas have been presented to SALS as to the allocation between Crandall Public Library and the other libraries, going forward. The SALS Board makes the final decision as to the allocation and distribution of the funds.

Director's Report and Action Items:

Ms. McDonald reviewed a proposal from JMZ Architects regarding the remediation of shelving problems in the historic building. The goal is to have the repairs done by the spring. After discussion, Ms. Caimano made the motion for approval of JMZ Project #0923 to correct the problems with the shelving in the historic building and to go to bid if the estimate for the repairs is over \$10,000, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Toomey (yes),

After review and discussion, Ms. Newcomb made the motion to approve the following action items 1-8 and 10-13 from the Board agenda (action item #9 was already approved), seconded by Mr. Rottenstreich and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Toomey (yes),

1. Approval of Service Contract renewal from Image Integrator, LLC for two microfilm machines - \$1145.00
2. Authorize 10 \$15 access code fees for web related courses from NYLA
3. Authorize 20 \$25 access code fees for web related courses from NYLA
4. Approval of the addition of an attachment to the General Policies for: Authorization for Destruction of Obsolete Library Records to include the Records Retention and Disposition Schedule MI-1 (see attached)
5. Approval of discard list per Terry Bell

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6. Approval to change from the NYSHIP Empire Plan to the NYSHIP Excelsior Plan effective 90 days after NYSHIP receives our notification
7. Approval for Stacy Camp and Anne Segan to attend a SALS Tech Service Meeting on December 16th, 2009 from 10:00 am to 12:00 pm (Occurred between meetings)
8. Permission for Kathy Naftaly and Christine McDonald to pick up the Platt water color at the Williamstown Art Conservation Center and to select a frame for the oil painting discovered under the Platt painting, on Monday, December 14th, 2009. Cost- mileage & lunch (Occurred between meetings)

10. Approval for designation of *The Post Star* and *The Chronicle* as the official newspapers for notification purposes
11. Approval of the appointment of Judge & Duffy as the Library's Attorney
12. Approval of IRS mileage rate of .50/per mile
13. Approval of SymphonySpace contract for the Selected Shorts radio program on May 7, 2010 for \$5250, paid by the Friends of Crandall Public Library

Department Reports:

Ms. Shanks provided an update on the results of the Annual Appeal. The amount raised as of this date is \$18,800, with \$6000 spent on the mailings, a very good result so far. The plans for the Library Mini Golf fundraiser are moving forward. Ms. Shanks is working on securing sponsorships and getting a committee in place. The mini golf company is beginning to design the course for the Library. She also provided an update on the "Have a Seat in Glens Falls" project. Approximately \$21,000 in committed sponsorships are in place. The Library currently has 700 fans on Facebook and the entry of e-mail addresses into the e-Tapestry computer program is current and up to date.

Ms. Naftaly provided the trustees with a demonstration of the new Library website.

Ms. Herman reported on a number of reference program highlights from November.

Ms. Nemer entered the meeting at 5:05 pm.

Ms. Frazier reported on the Go Global in Your Backyard programs that have been presented. She also noted that the Teen group received a "Bravo" from The Post-Star for their play presentation. The winter reading programs will be starting up this month.

Mr. DeGarmo shared flyers with the Trustees and provided details on a concert in February, featuring the "Swing Peepers" and a series of upcoming concerts in March and April.

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

Old Business

Mr. Pratt noted that there are no new developments regarding the Hydro-Electric Lawsuit. Ms. McDonald reported on the Strategic Plan. She and Ms. Naftaly have spoken with Sara Dallas who has provided some recommendations. Ms. McDonald will provide an update next month. The NYSCA Folk Arts Grant is still pending a final decision on funding, based on New York State budget negotiations. Mr. DeGarmo noted

that the NYSCA Program Director does not expect Folklife to be zeroed out as some groups were in 2008, but that there is a possibility of a 10% to 15% cut, and we are waiting for a final determination.

New Business

Town of Moreau – 2010 Allocation:

Ms. McDonald explained that Mr. Wayne Judge, the Library Attorney, instructed the Town of Moreau that despite some changes in assessments, the tax allocation that was originally set at the November vote would remain the same.

Mr. Pratt motioned to go into Executive Session to discuss a personnel matter at 5:18 pm, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Nemer (yes).

Mr. Pratt made the motion to come out of Executive Session at 5:26 pm, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Toomey (yes), Ms. Nemer (yes).

Two Personnel Committee meetings were scheduled; one for January 19th at 4:00 pm and the other for February 8th at 4:00 pm.

Adjournment

The meeting was adjourned at 5:28 pm.

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, February 3rd, 2010
at 4:00 pm in the Holden Meeting Room**