

**Minutes of the Board of Trustees  
October 27, 2010**

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

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

**Staff Present:**

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

**Others:** Tim Tipton, student, Whitehall High School

Mr. Leonelli called the meeting to order at 4:04 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.

**Minutes**

Ms. Newcomb motioned to approve the minutes of the September 22, 2010 meeting as presented, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Ms. Putnam (yes).

**Treasurers Report**

Ms. Caimano reviewed the September 2010 report, which is at 75% of the 2010 budget. Income to-date is at 89.79%. Operating costs are at 73.59% of the budget. Ms. Newcomb motioned to approve the September 2010 Treasurers Report as presented, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Ms. Putnam (yes).

After review by Ms. Caimano, Ms. Newcomb motioned to approve the budget amendments as presented, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz

(yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Ms. Putnam (yes).

Ms. Putnam motioned to approve the Capital Project Budget as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Ms. Putnam (yes).

### **Approval of Warrant**

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

### **Committee Reports**

#### **Personnel Committee:**

After review by Ms. McDonald, Ms. Nemer made the motion to approve the following items, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Ms. Putnam (yes).

1. Labor Class appointment of Toni Truesdale, Page, effective 9/30/10 at an hourly rate of \$7.44
2. Retirement of Bruce Cole, effective 11/1/10
3. Retirement of Walter Kendall, effective 12/28/10
4. Retirement of Charlotte Daly, effective 12/28/10
5. Resignation of John Weaver, Custodian effective 10/25/10

Ms. McDonald provided information about a retirement party being planned to honor Mr. Cole, Ms. Daly and Mr. Kendall on December 11, 2010. More information will be forthcoming and invitations will be sent out within the next few weeks.

#### **Executive Committee:**

Mr. Leonelli reviewed the Executive Committee meetings of 10/14/10 and 10/21/10.

Ms. Caimano made a motion to go into Executive Session at 4:17 pm to discuss a personnel issue, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Ms. Putnam (yes). Ms. Naftaly was invited into the Executive Session.

Motion to come out of Executive Session at 4:22 pm was made by Ms. Newcomb, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Ms. Putnam (yes).

**Friends of Crandall Public Library**

Mr. Sheahan reported that the October Book Sale raised approximately \$12,000; another great success.

**SALS**

Mr. Leonelli and Ms. McDonald attended the last SALS meeting and reported that SALS is in the process of examining the services they offer and the costs of those services in light of New York State budget cuts. Ms. McDonald noted that further information regarding this process and how it might affect the Library will be available at the next Board of Trustees meeting.

Ms. Vanderminden entered the meeting at 4:30 pm.

**Report on the Strategic Plan:**

An additional meeting with the Board of Trustees to discuss the progress of the Strategic Plan was scheduled for Tuesday, November 9<sup>th</sup>, 2010 at 4:00 pm. Ms. Naftaly reported that four separate meetings with staff took place to go over the service responses. She stated that the staff was very forthright and very thoughtful in their responses.

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

Ms. McDonald reported that the Library was awarded a Leo Cox Beach Foundation Grant which will be used for the Selected Shorts Program and a Children's Theatre production in 2011. She met with Neil McPhillips on insurance matters for the Library building. Banners are up about the budget vote and budget flyers have been mailed out. The Library received a very positive editorial from The Post-Star.

After discussion, Ms. Newcomb made the motion to approve the Agreement for Services with Northeast Career Planning, seconded by Mr. Rottenstreich and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Ms. Putnam (yes), Ms. Vanderminden (yes).

After review by Ms. McDonald, Ms. Nemer made the motion to approve the following additional action items, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Ms. Putnam (yes), Ms. Vanderminden (yes).

1. Approval of Board meeting dates for 2011
2. Approval of a date in January 2011 for newly elected trustees to take the Oath of Office
3. Approval of 2011 Holidays and Closings
4. Approval of mileage reimbursement for C. McDonald for attending the SALS Planning Session with Sandra Nelson at the Clifton Park Public Library on 9/28/10 – Dale Nemer and C. McDonald represented Crandall
5. Approval of Great Escape Ticket Consignment Contract for the 2011 season (approx. 8 staff members purchased the reduced price general use tickets during the 2010 season)
6. Approval of disposal list per Terry Bell
7. Approval of contract with ArtsPower National Touring Theatre for a production of Jigsaw

Jones: The Case of the Class Clown, children's program on April 9, 2011. Program is being funded by the Beach Foundation.

**Department Reports:**

Ms. Herman noted that this is Bruce Cole's last week after 29 years at the Library, with his retirement effective November 1, 2010.

Ms. Frazier listed the many area businesses that support the Children's Reading programs with gift certificates and other prizes. She also listed some of the programs that are coming up in the next few months, including a program on Mexico.

Mr. DeGarmo shared materials with the Board regarding the "Live!Folklife" concerts, the "World War II in Glens Falls" exhibit, a new exhibit going up in November: "Peak to Peak" and a program being presented in November about Saratoga Springs: "Saratoga in Bloom".

Ms. Shanks reported on the meeting of the Fund Raising Committee which took place on October 22, 2010. She also reported on the success of the Henry Crandall Award Reception and Love Your Library raffle. The reception raised over \$10,000 and the raffle raised \$5,000, which was a very good outcome. She noted that the Library received one quarter of the proceeds (\$5,049) from the Have a Seat in Glens Falls project. She is currently working on the Annual Appeal letter which will be sent to 4,500 prospective donors. The Library Mini-Golf event has been tentatively scheduled for March 26, 2011.

Ms. Naftaly reported that she and Sue Laing, Head of Circulation have been working on an Enhancement Request report for Polaris.

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

**New Business:**

Mr. Leonelli reported that he and Ms. McDonald had a meeting this morning with Dan Burke and Peter Hoffman, representatives of the Business Improvement District to discuss a preliminary request for funding towards the maintenance of City Park; the specific costs are yet to be determined. Ms. McDonald stated that the Library will continue to work with the BID on deciding how to maintain the park and determining the costs involved. Also, a letter of thanks will be sent to Jim Girard for his landscape company's work on the park.

**Adjournment**

Ms. Newcomb made the motion to adjourn the meeting at 5:14 pm, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Nemer (yes), Ms. Putnam (yes), Ms. Vanderminden (yes).

Board of Trustees Minutes October 27, 2010

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, December 1<sup>st</sup>, 2010  
at 4:00 pm in the Holden Meeting Room**