

**Minutes of the Board of Trustees
December 1, 2010**

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

Board members Absent: Mr. Rottenstreich, Mr. Dee

Staff Present:

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

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

Mr. Searleman motioned to approve the minutes of the October 27, 2010 meeting as presented, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Ms. Kerr (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

Treasurers Report

Ms. Caimano commended Ms. Daly and Ms. Bell for their hard work in getting the new accounting software system up and running, and also working with the software company's support staff in order to learn the new system in a short amount of time. Ms. Caimano reviewed the October 2010 report, which is at 83.33% of the 2010 budget. Income to-date is at 90.62%. Operating costs are at 80.44% of the budget. Ms. Daly reviewed the statement of revenues and expenditures page by page in order to familiarize the Board with the format of the new report. During review of the capital projects statement of expenditures and revenues, questions were raised regarding setting up a new GFNB capital reserve fund separated out from the GFNB investment account, so this fund would be a separate capital projects statement. After discussion, Mr. Searleman made the motion to transfer the Cash Investments-Building Expenses account from the Expendable Trust Fund to a Capital Reserve Fund within the Capital Projects Fund,

seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Ms. Kerr (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

After further review by Ms. Daly, Ms. Newcomb motioned to approve the October 2010 Treasurers Report as presented, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Ms. Kerr (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

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

Approval of Warrant

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

Committee Reports

Joint Budget/Personnel Committee:

The 11/30/10 meeting and action items were reviewed by Mr. Searleman. He also provided information on the interview process for the Accounting/Business Manager. Mr. Searleman motioned to approve the following items, seconded by Ms. Putnam and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Ms. Kerr (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

1. Add Accounting/Business Manager to the list of exempt employees - pg. 18 of Personnel Handbook
2. Change the probationary period from 26 weeks to 39 weeks - pg. 14 of Personnel Handbook
3. Permanent full time appointment, of Lorenzo E. Sampson, Janitor from Warren County Civil Service list #294, effective December 16, 2010 at a salary of \$21,850 through 2011
4. Appointment of Cynthia Davis, provisional full time Accounting/Business Manager at an annual salary of \$46,000, effective 12/16/10; subject to Civil Service test.
5. Salary adjustment for 2011 for Terry Bell, Senior Account Clerk from \$33,023 to \$35,500
6. Permanent part time appointment of David Lancette, Library Clerk, from Warren County Civil Service List #304, effective December 16, 2010 at a salary of \$21,810 through 12/31/2011
7. Permanent appointment of Lynn Shanks, Library Development Director, from Warren County Civil Service List #63078 & 1711, effective 12/1/10
8. Resignation of Ryan Underwood, Page, effective 10/28/10

2011 Health Insurance options were examined. Based on information that has been received, Ms. Caimano stated that the current CDPHP plan continues to be preferable to other options. Various employee contribution options were discussed. Ms. McDonald noted that she and Mr. Leonelli had talked about the possibility of offering a certain amount of money- perhaps \$25/month towards the premium for a Delta Dental plan to eligible employees if the Health Insurance costs came in below budget. The Board agreed that further information was needed before a vote could be taken on the possible percentage of employee contributions towards health insurance premiums as well as whether to offer money towards dental coverage. An additional meeting with the Budget/Personnel Committee will be scheduled in order to further discuss these two issues. Ms. Caimano made the motion to stay with the current CDPHP Health Insurance Plan for 2011, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Ms. Kerr (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

Ms. McDonald offered the following recommendation regarding payment of the New York State Retirement bill – pay the previous year’s bill on February 1st and pay the total amount due at that time per the annual invoice. A small amount of interest will be added, but less than if the bill was amortized. After questions and discussion, Mr. Searleman moved the adoption of the New York State Retirement payment of \$176,083 as of February 1, 2011, seconded by Ms. Caimano and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Ms. Kerr (yes), Mr. Toomey (yes), Mr. Sheahan (yes).

Ms. Nemer entered the meeting at 4:55 pm.

Executive Committee:

Mr. Searleman reviewed the Executive Committee meeting of 11/30/10. A recommendation has been made to suspend two Library customers for disruptive behavior, running or horseplay and harassing Library customers and staff. The Committee is asking for a suspension of six months for Kevin Aratare and a suspension of three months for Robert Hammond, in accordance with Library Policies. Mr. Searleman motioned to approve the Executive Committee’s recommendation, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Ms. Kerr (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Nemer (yes). Suspension letters will be sent to these two individuals.

Director’s Report and Action Items:

Ms. McDonald reported that Tim Larson will have plans for the bike rack and other improvements to City Park available for review at the next Board meeting. Dan Burke may also attend the meeting to talk about what needs to be done to keep the Park looking beautiful. An estimate from Jim Girard should be available at that time.

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

1. Approval of Agreement between the Mohawk Valley Library System (MVLS) and the Southern Adirondack Library System (SALS) Joint Automation Project and the Crandall Public Library
2. Retroactive approval for Kevin Rogan to attend a free meeting re: Reference Business Resources in Albany on November 9, 2010. Cost: travel
3. Permission for C. McDonald, L. Shanks and K. Naftaly to attend the Adirondack Region Chamber of Commerce Networking luncheon on Friday, December 10, 2010 at the Crandall Public Library. Cost: \$45 (3 lunches @ \$15 each)
4. Permission for Christine McDonald to attend the Sundance Film Festival [for Film Festival at Crandall], January 20-29 [she has a press pass which covers cost of films which are \$15 each]. Costs: Airfare: \$282 and partial cost of hotel \$518 [total hotel cost \$1,055 from Jan 20-26 and also staying with friends to cut costs].

Department Reports:

Ms. Shanks reported that the Annual Appeal letters are in the process of being mailed. The Adirondack Phantoms are again working with the Library to provide a “Check It Out” discount to Library card holders. Pledge reminders are being sent out today.

Ms. Naftaly reported that the BTOP Grant will allow us to purchase video conferencing equipment for the Holden Meeting Room at a very reasonable price, which is very exciting. Ms. Naftaly, Guin Forshey and Steve Ray went to a demonstration in October on various video conferencing software and units. Those who are job-hunting and utilizing our services through the BTOP Grant will be able to talk to a possible job prospect contact remotely. We will be able to use this equipment for other educational purposes as well.

Ms. Herman reported that the Reference Department has been experimenting with not staffing the Glen Street entrance at all times and it is working out fairly well. We have many volunteers who are also interested in helping in any ways that the Library may need them. Also, Library books will begin being processed by vendors instead of SALS. This is not expected to be a big problem at this point.

Mr. DeGarmo reported on a very busy October for the Folklife Department, which included a number of music programs and various exhibits. Also, a CDLC Cataloging Grant allowed them to catalog the entire Shapiro music library. Bill Richards, a Lake George resident and amateur historian has recently donated 75 maps of the colonial period to the early 1800s. Charles Flichtbaum donated maps of early New York State and early Warren County as well as early illustrations of the Hudson River.

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

New Business:

Ms. McDonald reminded the Trustees about the December 11, 2010 Retirement dinner and asked that they return their RSVPs by December 3rd. She also noted that a number of changes occurred in the tax roll and assessment information since the real property numbers were received in August. She has been working with Mike Swan of Warren County Real Property Tax Services and an adjustment is being formulated in order for the Library to receive the correct payment amounts in 2011 from the municipalities.

Executive Session:

Ms. Caimano made a motion to go into Executive Session to discuss a personnel issue at 5:31 pm, seconded by Mr. Searleman and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Ms. Kerr (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Nemer (yes).

The Board came out of Executive Session at 5:52 pm.

Adjournment

Ms. Newcomb made the motion to adjourn the meeting at 5:53 pm, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Ms. Putnam (yes), Mr. Lebowitz (yes), Ms. Vanderminden (yes), Ms. Kerr (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Nemer (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, January 5th, 2011
at 4:00 pm in the COMMUNITY ROOM**