

**Minutes of the Board of Trustees
February 3, 2010**

Board Members Present: Mr. Leonelli, Mr. Pratt, Ms. Irion, Ms. Caimano, Mr. Searleman, Ms. Newcomb, Mr. Toomey, Mr. Sheahan, Ms. Kerr, Mr. Lebowitz, Mr. Rottenstreich

Board members Absent: Ms. Putnam, Ms. Nemer, Ms. Vanderminden, Mr. Dee

Staff Present:

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

Mr. Leonelli called the meeting to order at 4:03 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.

Oath of Office

Mr. Leonelli administered the Oath of Office to Mr. Robert Sheahan, Town of Moreau.

Mr. Leonelli reviewed the Committee assignments for 2010. Each trustee has received a copy of the 2010 Committee list.

Minutes

Ms. Newcomb motioned to approve the minutes of the January 6, 2010 meeting as presented, seconded by Mr. Rottenstreich and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Sheahan (yes), Ms. Kerr (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes).

Treasurers Report

Ms. Caimano reviewed the December 2009 report, which is at 100% of the 2009 amended budget. Income to-date is at 94.02%. Operating costs are at 92.2% of the budget. The building has proven to be very energy efficient. Gas usage is at 41% of what was budgeted and electric usage is at 83% of the original budgeted amount. As expected, trust fund income was down overall for 2009. Mr. Searleman moved to approve the December 2009 report as presented, seconded by Ms. Newcomb and approved as

follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Sheahan (yes), Ms. Kerr (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes).

Project Budget

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

Mr. Toomey entered the meeting at 4:15 pm.

Budget Amendments

Ms. Daly reviewed and explained the year-end budget amendments pertaining to revenue and expenses. Ms. Caimano then reviewed the Project Budget amendments. Mr. Searleman made the motion to approve both the general operating budget amendments and the Project Budget amendments as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Kerr (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (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. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Kerr (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (yes).

Friends of Crandall Public Library

The Friends Book Sale will be taking place this week-end.

SALS

Mr. Leonelli attended the SALS regular monthly meeting. One of the items which were discussed was the allocation of Warren County aid.

Director's Report and Action Items:

Ms. McDonald noted that she received notification that the NYSCA funds for Folklife are being released and we will know the exact amount to be received tomorrow (2/4/2010). She reviewed the Request for Quote for the Strategic Plan, and the expenses related to hiring a facilitator. If quotes exceed the Library's resources, a phased in Strategic Planning process may be necessary.

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

Board of Trustees Minutes February 3, 2010

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 and Kathy Naftaly 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.

Ms. McDonald noted that the Selected Shorts program is scheduled for May 7, 2010.

Department Reports:

Mr. DeGarmo reported on a number of upcoming events and programs, including a free concert during the February school break featuring the duo, the “Swing Peepers”, on February 16, 2010 at 1:30 pm, and the series of live concerts which will be taking place every Thursday evening at 7:00 pm in March and April. Folklife is also collaborating with the Children’s Department and the Teen Center on the “Have a Seat in Glens Falls” Adirondack Chair Project. The program will be called, “This Seat Taken lol” and will be a juried show of mini Adirondack chair sculptures designed by children and teens ages 10 to 19.

Ms. Frazier reported on the December Children’s Department programs which took place, including two “Go Global in Your Backyard” programs, and noted the many programs which will be occurring during the February break, including a Charlotte’s Web party, which are all posted on the Library website. Ms. Newcomb noted the

wonderful comments she has received from a number of people about the Children's Department programs and how friendly and helpful the Children's staff are.

Ms. Naftaly reported on behalf of herself and Ms. Herman. They have been working on re-evaluating the computer classes that have been offered and what should be offered in the future. There is still a great need for basic computer instruction, but they are also looking into expanding the classes to include more advanced instruction. She reviewed the "Snapshot NY" project which Guinevere Forshey is working on, which includes surveying the public as to what positive memories they may have had in the Library as either a child or an adult. Ms. Naftaly is also working on finalizing the new Meeting Room Policies.

Ms. Shanks reported on the status of the Annual Appeal. \$18,884 was raised in 2009. So far, \$455 has come in for 2010. 72.1% of all *dollars* donated to date were in-district, 27.9% were out-of district. Of the total *number* of gifts, 74.5% were in-district, 25.5% were out-of district. Ms. Shanks also provided an update on the Tee-time at Crandall Public Library event, taking place in March. The mini golf committee has been meeting regularly and doing wonderful work. Sponsorships continue to be worked on. Along with other advertisements and promotion, the three area radio stations will be promoting the event. The Library has also established a partnership with the Phantoms hockey team, with a discount being offered to library card holders for Wednesday home games.

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

Old Business

It was noted that Project Reserve policies need to be written, based on the New York State Comptroller's guidelines. Ms. McDonald referred to the Comptroller's opinion obtained by our attorney Wayne Judge stating that project reserve funds were not subject to referendum.

Adjournment

Ms. Newcomb made the motion to adjourn the meeting at 5:08 pm, seconded by Mr. Pratt and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Mr. Sheahan (yes), Ms. Kerr (yes), Mr. Lebowitz (yes), Mr. Rottenstreich (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, February 24th, 2010
at 4:00 pm in the Holden Meeting Room**