

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

**Board Members Present:** Mr. Leonelli, Mr. Pratt, Ms. Irion, Mr. Searleman, Ms. Newcomb, Mr. Toomey, Ms. Kerr, Ms. Vanderminden, Mr. Rottenstreich

**Board members Absent:** Ms. Caimano, Ms. Putnam, Mr. Sheahan, Ms. Nemer, Mr. Dee, Mr. Lebowitz

**Staff Present:**

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

Mr. Leonelli called the meeting to order at 4:07 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 February 3, 2010 meeting as presented, seconded by Mr. Rottenstreich and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes).

**Treasurers Report**

Ms. Daly reviewed the January 2010 report, which is at 8.33% of the 2010 budget. Income to-date is at 5.1%. Operating costs are at 4.91% of the budget. Mr. Searleman moved to approve the January 2010 report as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes).

**Project Budget**

After review, 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), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes).

### **Budget Amendments**

After review by Ms. Daly, 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), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Ms. Vanderminden (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), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes).

### **Committee Reports**

#### **Fund Raising Committee:**

Mr. Pratt reported on the February 3<sup>rd</sup> meeting where the committee reviewed the progress of the Library mini golf event as well as plans going forward for the Henry Crandall Award event. Minutes from the meeting were provided to the trustees.

#### **Executive Committee:**

Mr. Leonelli reviewed the February 23<sup>rd</sup> meeting and asked the Board to refer to the minutes from that meeting.

Ms. Kerr entered the meeting at 4:15 pm.

### **Friends of Crandall Public Library**

Ms. Kerr reported that the February Book Sale went very well. Sales were over \$14,000, which is a new record.

### **SALS**

Ms. McDonald reported on the last meeting of the JA Council [SALS/MVLS] where issues regarding address change blocks affecting RFID self-check were discussed.

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

Ms. McDonald reported on Legislative Day yesterday (3/2/10) in Albany. She and Ms. Naftaly met with Betty Little, Teresa Sayward, Hugh Farley as well as other area representatives. She also did an interview with Capital News 9 regarding Legislative Day and issues affecting the Library. The Library is eligible to receive funds from a Federal Broadband Grant, the exact dollar amount yet to be determined.

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

1. Approval for Todd DeGarmo to attend two workshops: "Digitizing Audio Materials", offered by CDLC, Albany on Wednesday, March 24, 2010, 12:30 to 4:30 pm - Cost \$82

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(includes tuition, lunch, travel) and “Preserving Digital Media Files: Managing Digital Audio, Images and Video for the Future”, offered by the Vermont Folklife Center, Middlebury, VT, March 8, 2010, 1:00 TO 4:00 PM – Cost \$140 (includes tuition, lunch and travel)

2. Approval for Erica Burke to attend a New York Genealogical and Biographical Society workshop/tour of the New York City Municipal Archives, 31 Chambers St, NYC, Friday, Mar 12, 1:30-4:30. Leonora Gidlund, Director, will welcome registrants and provide an introduction to the large assortment of vital records, city directories, photographs, voters records, etc. Costs: \$25 workshop fee, \$142 travel, \$50 meals – Total \$217
3. Approval to change the June 23<sup>rd</sup> Board of Trustees meeting to June 30<sup>th</sup>, 2010.
4. Approval of Executive Committee recommendation to approve a LeChase change order for shelving project specifications, not to exceed \$19,358.
5. Approval of Executive Committee recommendation to approve revised meeting room policies
6. Approval of grant application to be submitted with Literacy NY Greater Capital Region serving Warren and Washington counties, through ALA and Dollar General for \$5000, to be used to partially fund the Mango Language Database, contract with Literacy NY to train tutors, purchase materials and print informational flyers. The grant focuses on having the tutors hold a weekly conversation group meeting for adult English language learners at the Library
7. Approval for C. McDonald and K. Naftaly to attend the sixth program in the seven part Certified Public Library Administrator series on April 28<sup>th</sup> and 29<sup>th</sup>, 2010. Cost: \$150 for one, the other will attend for free under the SALS scholarship.
8. Permission for reimbursement for C. McDonald for ARCC Leadership Adirondack Class of 2010 graduation ceremony and lunch on March 3<sup>rd</sup>, 2010. Cost: \$25 plus mileage

Ms. McDonald provided an update on the Selected Shorts program which is scheduled for May, 2010. The actor Keir Dullea and his wife will be the guest readers. After discussion about whether to charge admission, it was agreed to request a “suggested donation” of \$10. No one attending will be required to pay.

Ms. McDonald requested an additional \$5,000 from the Capital Project budget for the purpose of extending the utilization of JMZ Architects for additional services related to the building, to be paid out in increments to complete the various projects. Mr. Searleman made the motion to approve the use of the additional \$5,000, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Ms. Kerr (yes).

### **Department Reports:**

Ms. Shanks reported that the Library mini golf event has secured \$8,192 in sponsorships so far. The mini golf committee is doing a fantastic job. Glens Falls National Bank is the presenting sponsor at \$1,000. There are five tee sponsorships remaining with two and a half weeks to go before the event. The committee has been able to collect many items for the raffle and silent auction. The “Have a Seat in Glens Falls” Adirondack chair event has met its goal of \$31,500, which is great news for the Library as it will be the recipient of part of these funds. September 15, 2010 will be the date for the auction of the chairs after they are displayed in various venues throughout the city during the summer.

Ms. Herman reported that computer classes are starting up again. Most patrons have requested beginner classes so that is what is being offered at the present time.

Ms. Frazier reported that there were 106 users of the Teen Center for homework help in January. The teens also put on a puppet show for the toddler group which was very entertaining and successful. Also, the reading therapy dogs were here again in January, which is a very popular program with the children.

Ms. Naftaly reported that the Library continues to see an increase in demand for services going into 2010. Circulation was up 5% in January. We also have 41% more library cards issued from the year before.

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

### **Old Business**

**Strategic Plan:** consultant proposals are due on Friday, March 5<sup>th</sup>.

Mr. Leonelli asked the Executive Committee to stay for a brief meeting after adjournment of the Board meeting to discuss a patron problem.

### **Adjournment**

Ms. Newcomb made the motion to adjourn the meeting at 4:45 pm, seconded by Mr. Searleman and approved as follows: Mr. Leonelli (yes), Mr. Pratt (yes), Ms. Irion (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Mr. Rottenstreich (yes), Ms. Kerr (yes).

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, April 28<sup>th</sup>, 2010  
at 4:00 pm in the Holden Meeting Room**