

**Minutes of the Board of Trustees
August 25, 2010**

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

Board members Absent: Ms. Putnam, Mr. Dee

Staff Present:

Ms. Christine McDonald, Ms. Lynn Shanks, Ms. Pamela Frazier, Ms. Charlotte Daly, Ms. Mary Stevens

Mr. Leonelli opened the **Public Hearing on the Proposed 2011 Budget** at 4:06 pm.

Ms. McDonald reviewed the proposed budget line by line, outlining all 2011 income and expenses. She also reviewed salary ranges and the 2011 formula page.

Mr. Leonelli asked for Public Comment. Mr. Malachy McCann from Queensbury voiced his concerns regarding current economic conditions and felt that the Library should be examining a reduction, rather than any kind of increase.

Mr. Searleman made the motion to close the Public Hearing at 4:27 pm, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Vanderminden (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Kerr (yes).

Mr. Leonelli called the regular meeting to order at 4:27 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. Caimano motioned to approve the minutes of the July 28, 2010 meeting as presented, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr.

Toomey (yes), Mr. Rottenstreich (yes), Ms. Vanderminden (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Kerr (yes).

Treasurers Report

Ms. Caimano reviewed the July 2010 report, which is at 58.33% of the 2010 budget. Income to-date is at 86%. Operating costs are at 48.87% of the budget. She also reviewed the Capital Project budget. After discussion, Mr. Searleman moved to approve the Treasurer's Report and Capital Project Budget as presented, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Vanderminden (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Kerr (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), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Vanderminden (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Kerr (yes).

Committee Reports

Personnel Committee:

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

1. Resignation of Anne Nelson, Library Clerk/Page, effective 9/2/2010
2. Unreachable Resignation of Janet Schrader, Library Clerk, effective 9/21/10
3. Resignation of Kristen Hilfiger, Page, effective 8/23/2010
4. Resignation of Nora Burrows, Page, effective 8/19/2010

Budget/Personnel Committee:

Mr. Searleman reported on the August 16, 2010 meeting with Mr. Leonelli, Ms. Caimano, Ms. McDonald, Ms. Naftaly and Mr. Searleman as well as the August 17, 2010 joint Budget/Personnel Committee meeting. He also reported on the two new job descriptions which the committee reviewed in detail which will be sent to Warren County Civil Service for review; Accounting/Business Manager and Assistant to the Development Director/Volunteer Coordinator. Mr. Searleman made the motion to approve the following items, seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Vanderminden (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Kerr (yes).

1. Approval of Capital Reserve Fund Policy
2. Approval of job descriptions for Accounting/Business Manager and Assistant to Development Director/Volunteer Coordinator

Approval of Resolutions for 2011 Budget

Mr. Searleman made the motion to approve the 2011 Proposed Budget and was seconded by Ms. Nemer. After questions and discussion regarding the concerns and comments voiced by Mr. McCann during the Public Hearing on the Budget, the adjustment in salary ranges, and review of the notices and resolutions, the motion was approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Vanderminden (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Kerr (yes).

Mr. Searleman 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), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Vanderminden (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Kerr (yes).

1. Approval of Legal Notices
2. Approval of Trustee Petitions for Susan Putnam, Annette Newcomb and Benjamin Pratt
3. Approval of Budget Resolutions for Boards of Election

Director's Report and Action Items:

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

1. Approval of an addition to the Employee Personnel Policy to include the classification of exempt for the position of Building Maintenance Mechanic
2. Approval for Christine McDonald and Kathy Naftaly to attend a SALS meeting with Sandra Nelson, Facilitator for the SALS 2011-2015 Plan of Service on September 28, 2010, from 10 am – 3 pm. Cost: travel.
3. Approval for automatic fund transfers for the BTOP Grant
4. Approval for Todd DeGarmo to work for one week at the Huntington Library, in San Marino, California in order for him to use their collections (Grace Nicolson papers & photographs) to further research the Nell K. Pruyn Cunningham Indian Basket Collection. Estimated Total Cost: \$1,750 includes air fare, car rental, hotel and meals.

Ms. McDonald reported that the Library will be the recipient of an award from the Southern Adirondack Center for Independent Living on Saturday, September 11th for being a leader in providing handicapped accessibility. Tickets to the event are \$35. She provided an update from Dan Burke on the City Park work and maintenance that has been provided by Jim Girard, free of charge. She also reviewed the Strategic Plan Committee list.

Department Reports:

Ms. Shanks gave an update on The Henry Crandall Award Reception and the Love Your Library Raffle. She asked Trustees to please see her for tickets.

Ms. Frazier reported on the successful Summer Reading program and some of the programs which took place in July.

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

New Business:

In regard to newly elected Trustees and the Oath of Office, it was noted that New York State Public Officer's Law requires that the Oath of Office must be taken and filed with the county clerk within 30 days after commencement of the trustee's term or the position is deemed vacant.

Adjournment

Mr. Searleman made the motion to adjourn the meeting at 5:35 pm, seconded by Ms. Newcomb and approved as follows: Mr. Leonelli (yes), Ms. Irion (yes), Ms. Caimano (yes), Mr. Searleman (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Mr. Rottenstreich (yes), Ms. Vanderminden (yes), Ms. Nemer (yes), Mr. Sheahan (yes), Ms. Kerr (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, September 22nd, 2010
at 4:00 pm in the Holden Meeting Room**