

**Minutes of the Board of Trustees
September 22, 2010**

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

Board members Absent: Mr. Leonelli, Mr. Rottenstreich, Mr. Sheahan, Ms. Vanderminden, Ms. Kerr, Mr. Dee

Staff Present:

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

In Mr. Leonelli's absence, Mr. Searleman called the meeting to order at 4:05 pm. A quorum was not yet present.

There was no Public Comment.

Mr. Searleman asked the Board to refer to the Pass Around file being circulated around the table, which includes correspondence.

2009 Audit Report

Mr. LaFiura reviewed and summarized the 2009 Audit Report. The Library has received the highest possible result, which is an unqualified opinion.

Treasurers Report

Ms. Caimano reviewed the August 2010 report, which is at 66.67% of the 2010 budget. Income to-date is at 88.1%. Operating costs are at 54.99% of the budget. NYS Aid has not been received as of this date. The Library has received the first payment from the BTOP Grant. Ms. Caimano also reviewed the budget amendments as well as the Capital Project budget and amendments.

Ms. Nemer entered the meeting at 4:20 pm.

With a quorum now present, Ms. Newcomb motioned to approve the 2009 Audit Report as presented, seconded by Ms. Caimano and approved as follows: Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Putnam (yes).

Ms. Newcomb motioned to approve the minutes of the August 25, 2010 meeting and the September 15, 2010 as presented, seconded by Ms. Nemer and approved as follows: Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Putnam (yes).

Ms. Newcomb motioned to approve the August 2010 Treasurers Report as presented, seconded by Ms. Putnam and approved as follows: Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Putnam (yes).

Ms. Newcomb motioned to approve the budget amendments, the capital project budget, and the project budget amendments as presented, seconded by Ms. Irion and approved as follows: Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (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. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Putnam (yes).

Committee Reports

Personnel Committee:

After review, Mr. Searleman (who stepped down temporarily as chair of the Board meeting to give the report as chair of the Personnel Committee, with Ms. Caimano taking over the duties temporarily as the chair of the Board meeting) made the motion to approve the following items, seconded by Ms. Newcomb and approved as follows: Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Putnam (yes).

1. Temporary hire of Anne Nelson, Library Clerk, from 9/17/10 – 12/17/10
2. Unreachable resignation of Catherine Brot, Librarian I, effective September 6, 2010
3. Temporary hire of Catherine Brot, Librarian I, from 9/13/10 – 12/13/10
4. Labor Class appointment of Rachel McFarren, Page, effective 8/31/10 at an hourly rate of \$7.44
5. Labor Class appointment of Jillian Urbonowicz, Page, effective 8/30/10, at an hourly rate of \$7.44
6. Labor Class appointment of Ryan Underwood, Page, effective 9/16/10, at an hourly rate of \$7.44
7. Labor Class appointment of Alex Bingham, Page, effective 9/2/10, at an hourly rate of \$7.44
8. Permanent appointment of Susan Burkley, Library Clerk, effective 9/20/10, at an hourly rate of \$10.65

Friends of Crandall Public Library

Ms. McDonald reported that the Friends have authorized payment of an additional \$6400 for the mailing of an informational brochure on the 2011 budget, which will go to all

registered voters in the Library district. Behan Communications will be working with Ms. McDonald on the brochure.

SALS

Mr. Searleman reported on the meeting. JA (Joint Automation) was discussed in detail. It was noted that SALS is examining whether to make JA a separate entity.

Director's Report and Action Items:

Ms. McDonald reported that the Southern Adirondack Living Center gave the Library an award for being the most accessible public building in the area. Also, discussions have been taking place regarding modifications to the customer service desk area, as well as considering consolidating services with the reference and circulation departments. Work continues on the BTOP-Broadband Grant, as well as planning for a kickoff event sometime in October with Congressman Murphy. Guinevere Forshey is now the coordinator for the grant. Ms. McDonald noted that this is a highly regulated grant. A productive planning session took place with the Strategic Planning committee.

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

1. Approval of job description for Accounting/Business Manager as accepted by Warren County Civil Service Approval of job description for Assistant to the Library Development Director/Volunteer Coordinator as accepted by Warren County Civil Service
2. Approval of job description for Assistant to the Library Development Director/Volunteer Coordinator as accepted by Warren County Civil Service
3. Approval for Tala Henry-Halabi to attend the MVLS-sponsored workshop, Mother Goose on the Loose, on October 14th, 2010, from 9-4 at the Schenectady County Public Library. Cost: \$65 plus travel
4. Approval for Christine McDonald to attend the CALA Lunch and Learn Workshop: EBooks-The Future is Now: Panel Discussion, on October 18th, 2010 from 12:00 – 2:00 pm at the Capital District Library Council, Albany, NY. Cost: \$5.00 plus travel
5. Approval for Erica Burke to attend the Mid Atlantic Archives Conference in Harrisburg, PA, November 11th – 13th, 2010. Cost: \$650, includes registration, travel, hotel and meals.
6. Permission for Kevin Rogan to travel to Albany on Thursday, September 23rd, 2010 for a CDLC Reference Interest Group meeting. Cost: travel
7. Permission for Todd DeGarmo to travel to Saratoga Springs on Friday, October 1 to set-up (and take down) a Folklife display for Empire State College Public History Day. Cost: travel.
8. Retro-active approval for Todd DeGarmo fieldwork and visits on 7/22/10 to various sites in the Adirondacks for research collaborations and talk for Hamilton County Historian's evening programs in Indian Lake. Cost: travel and meals: \$112.00
9. Retro-active approval for Todd DeGarmo to deliver maps to the Northeast Document Center in Andover, MA on 8/20/10 for a free preservation assessment. Cost: travel and meals: \$238.74

Department Reports:

Ms. Naftaly reported that most of last month was spent working on the BTOP-Broadband Grant and preparing for the Strategic Plan process.

Ms. Frazier reported that August was a fantastic month filled with wonderful programs. The Teen group play which was presented to the younger children was very successful. A program called Legomania went so well that a Lego club may be started. There was a huge contribution of volunteer hours (mostly teen volunteers) throughout the summer.

Mr. DeGarmo reported on programs which will be coming up in October including Archival Saturdays and Live!Folklife Concerts. Erica Burke is also working on a WWII in Glens Falls exhibit.

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

New Business:

Ms. McDonald noted that three long-standing staff members will be retiring this year; Charlotte Daly, Bruce Cole, Walt Kendall. Discussion followed regarding planning a dinner to properly honor our retirees.

Executive Session

Ms. Newcomb made the motion to go into Executive Session at 5:07 pm, seconded by Ms. Caimano and approved as follows: Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Putnam (yes).

Motion to come out of Executive Session at 5:20 pm was made by Ms. Newcomb, seconded by Ms. Caimano and approved as follows: Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Putnam (yes).

Motion to approve the differential pay for Guinevere Forshey, Librarian II at \$49,500, pro-rated, effective August 1st through December 31st, 2010 or until Ms. Herman returns, whichever is sooner, was made by Ms. Nemer, seconded by Ms. Newcomb and approved as follows: Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Putnam (yes).

Motion to start the process of hiring the Accounting/Business Manager was made by Ms. Newcomb, seconded by Ms. Putnam and approved as follows: Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Putnam (yes).

Motion to change the 2011 salary range for Senior Account Clerk from \$26,211 to a range of \$29,000 minimum and \$40,600 maximum was made by Ms. Newcomb, seconded by Ms. Caimano and approved as follows: Mr. Searleman (yes), Ms. Irion

(yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Putnam (yes).

Motion that all people in the Senior Account Clerk salary range will have their salary adjusted to the mid-point of that range was made by Ms. Newcomb, seconded by Ms. Nemer and approved as follows: Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Putnam (yes).

Adjournment

Ms. Newcomb made the motion to adjourn the meeting at 5:25 pm, seconded by Ms. Nemer and approved as follows: Mr. Searleman (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Newcomb (yes), Mr. Lebowitz (yes), Mr. Toomey (yes), Ms. Nemer (yes), Ms. Putnam (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, October 27th, 2010
at 4:00 pm in the Holden Meeting Room**