

**Board of Trustees
Meeting Minutes
July 25, 2012**

Attendance:

Trustees: Mr. Sheahan, Ms. Putnam, Mr. Searleman, Ms. Irion, Mr. Leonelli, Ms. Newcomb, Ms. Nemer, Mr. Gannon, Mr. Lebowitz, Ms. Vanderminden, Mr. Rottenstreich

Absent: Ms. Caimano, Mr. Pratt, Mr. Lebowitz

Staff: Ms. McDonald, Ms. Naftaly, Ms. Davis, Ms. Webb, Ms. Shanks, Ms. Herman, Ms. Frazier, Mr. DeGarmo

Guests: Amy Fazio, Admin intern of Mr. Gannon.

Meeting was called to order at 4:05 p.m. by President Sandy Searleman

Correspondence and Press (see Board Pass Around file for actual correspondence and press)

Approval of Board of Trustees Meeting Minutes

Motion to approve Board of Trustees Minutes of June 27, 2012 that was sent via email was made by Mr. Rottenstreich, seconded by Ms. Newcomb. Motion carried.

Treasurer's Report – June, 2012

Motion to approve June Treasurer's report and Budget Amendments, was made by Ms. Irion seconded by Ms. Putnam. Motion carried.

Approval of Claims Auditor Report

Motion was made by Mr. Rottenstreich, and seconded by Ms. Putnam to accept the Auditor's report as per Mariagnes DeMeo and the Warrants for June 29, July 13 & 25, 2012 bills and payroll. Motion carried.

Committee Reports

Joint Finance and Personnel

There was a meeting held on July 17th and Ms. Irion gave an oral report. Ms. Davis gave a breakdown of the Waentig Funds. There was discussion held regarding the 2013 budget. **Motion** to accept the report was made by Ms. Newcomb and seconded by Ms. Vanderminden. Motion carried.

Executive Committee

A meeting was held on July 11th. The Committee met with Paul Mays, Architect from Butler, Rowland, and Mays. Mr. Mays provided a presentation on what he felt our problem areas are as well as areas that would benefit from being enhanced. Library technology is constantly changing and what may have worked several years earlier may need some adjustments in the near future. There was discussion relating to three patron suspensions. A *motion* to accept the minutes was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried.

Friends of Crandall Public Library

None – They are off until September

SALS

None – Off for the summer

Director's Report

Action items:

1. Permission for Cyndi Davis to attend a conference sponsored by the NY Council of Non-Profits called “A Lean Horse for a Long Race – Strategies to Help Your Non-Profit Go the Distance.” Dates: October 4 & 5, 2012 at the Mononk Mountain House in New Paltz, NY. Cost: \$523.95 plus travel and tolls.
2. Approval to renew Harris Computer Systems annual support contract for our accounting system. Cost: \$2,329.43.
3. Approval to close the Library for the Veteran’s Day holiday on Monday, November 12, 2012 in lieu of a floating holiday on Sunday, November 11, 2012. The Federal holiday is celebrated on Monday, November 12th.
4. Approval of travel retroactive from 7/9/12 for Christine McDonald to Ballston Spa to meet with architect Paul Mays on NYS Public Library construction grant. Cost: travel
5. Permission for Jenn Boyer and Kathy Naftaly to apply to the National Endowment for the Humanities (in cooperation with the American Library Association) for the *Bridging Cultures Bookshelf on Muslim Journeys* grant. Grant includes books and DVDs with public performance rights. No monetary award.
6. Patron Lena Krugman has been using multiple library cards (not her own) to access the Internet. She has been advised not to use other’s cards to log-on to the computers yet she has persisted in this behavior. Recommendation to suspend her library privileges for two months.
7. Folklife has been given a rare collection of photos, postcards, stereographs etc. for the Lake George region. Todd would like Board permission to travel to Worcester, MA to pick them up from the donor. Cost: travel.
8. Approval for renewal of CornerStone Service Agreement for 3 year contract for our telephone service. Contract is on state contract.

A motion was made to approve Action Items 1-5, 7, 8 by Ms. Newcomb, Seconded by Ms. Nemer. Motion Carried.

A motion was made to approve Action Item 6 to suspend patron Lena Krugman for a period of two months was made by Mr. Gannon, seconded by Ms. Putnam. Motion carried.

Department Reports

K. Naftaly, Assistant Library Director, III

Ms. Naftaly asked for permission for herself and Jenn Boyer to apply to the National Endowment for the Humanities (in cooperation with the American Library Association) for the Bridging Cultures

Bookshelf on Muslim Journeys grant. Grant includes books and DVDs with public performance rights. No monetary award.

A. Herman, Adult Services

Ms. Herman informed everyone that on August 7th they will present a documentary on artist Weber Furlong. Professor Kettlewell, the former Curator of the Hyde will give the presentation.

P. Frazier, Children's Department

Ms. Frazier indicated that the summer programs are going very well. She saw every student in all schools in the district unless they were out for the day. Her department had 174 volunteer hours in June. They were mostly teens. It would be hard to hold so many programs without their help.

L. Shanks, Development Director

Ms. Shanks indicated that the gala has so far exceeded last year. Invitations will be going out next week. She asked for help with donations of live auction items. Please let her know if you know anyone willing to donate large items. She has applied for the Leo Beach Foundation Grant and is waiting to hear about that.

T. DeGarmo, Folklife Center

Mr. DeGarmo reported that the center is changing the exhibit. The new exhibit is the Masks of Guatemala and it will be on display until the end of December. He is also working with a children's theater group from Syracuse. He referred to action item #7; Folklife has been given a rare collection of photos, postcards, stereographs etc. for the Lake George region. They are donating 15 boxes of turn of the century photos.

Old Business

	Committee to Accomplish
A. Filling open position in Queensbury Mr. Sheahan indicated that he has a potential candidate to fill the open position.	Board Development
B. Warren County Aid 2012 Finance Committee members should attend county meeting.	Finance Committee
C. Revision of Investment Policies	Finance Committee
D. Decision on investing \$178,781 from Watson bequest, currently in GFNB Temporary Fund (possibly for the Bike Rack project)	Executive Committee
F. Revision of By-Laws By-Laws to be updated as per recommendation of NYCON Attorneys.	Executive Committee

New Business

A. Meetings with TD Bank, Key Bank about invested accounts Need to set up meeting	Finance Committee
B. 2013 Budget process and deadlines	Finance Committee
C. Meeting Room Policy	Executive Committee

President's Report

Mr. Searleman read a letter from Director Christine MacDonald indicating that she will be retiring from her position as Director of Crandall Public Library as of August 24, 2012. Ms. MacDonald has been the Director for over 33 years and it will be a great loss to the Library as well as the community. A motion to accept the Retirement Letter of Christine MacDonald, Director with regrets was made by Ms. Nemer, seconded by Ms. Putnam. Motion carried.

Executive Session:

Motion to go into Executive session at 4:53 pm was made by Mr. Rottenstreich, seconded by Mr. Leonelli. Motion carried.

Motion to come out of Executive session was made by Susan Putnam and seconded by Ms. Newcomb at 5:55 pm. Motion carried.

Motion was made by Ms. Vanderminden and seconded by Mr. Rottenstreich that Board President Sandy Searleman asks Kathy Naftaly, Assistant Library Director, to assume the position of Interim Director of Crandall Public Library starting on August 25, 2012 and ending at the discretion of the Board of Trustees. Motion passed.

A committee was formed to plan an appropriate recognition of Christine McDonald's retirement from Crandall Public Library. The chair is Robert Sheahan with Annette Newcomb, Dale Nemer and Sanford Searleman as members.

Adjournment:

Motion to adjourn was made by Mr. Toomey and seconded by Mr. Rottenstreich. Meeting adjourned at 5:59 pm. Motion passed

Respectfully Submitted,

Christina Vanderminden
Secretary of the Board of Trustees of Crandall Public Library

Recorded by Linda Webb
Administrative/Human Resource Assistant

**The next Board Meeting
Wednesday, August 29, 2012
4:00 pm
Holden Meeting Room**