

**Board of Trustees  
Meeting Minutes  
May 30, 2012**

***Attendance:***

**Trustees:** Mr. Sheahan, Ms. Putnam, Ms. Caimano, Mr. Searleman, Ms. Irion, Mr. Leonelli, Ms. Newcomb, Ms. Nemer, Mr. Pratt, Mr. Lebowitz, Mr. Gannon

**Absent:** Ms. Vanderminden, Mr. Toomey, Mr. Rottenstreich

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

**Guests:** None

Meeting was called to order at 4:03 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 May 2, 2012 that was sent via email was made by Ms. Newcomb, seconded by Mr. Leonelli. **Motion carried.**

***Treasurer's Report – April 2012***

No report this month. April and May's report will be presented at the June meeting.

***Approval of Claims Auditor Report***

**Motion** was made by Ms. Caimano, and seconded by Ms. Newcomb to accept the Auditor's report as per Mariagnes DeMeo and the Warrants for

(1) March 30, April 13 & 30, 2012 bills and payroll. & (2) May 15 & 30, 2012 bills and payroll.

**Motion carried.**

**BTOP Program Update**

Ms. Forshey Updated Board Members on the BTOP Grant.

**Committee Reports**

**Executive**

- 1) Motion to approve the 2012 Henry Crandall Award recipient, Senator Elizabeth O'C Little, was made by Mr. Pratt, seconded Ms. Newcomb. Motion carried.
- 2) Motion to approve patron Wayne Joseph suspension for a period of one year was made by Mr. Pratt, seconded by Ms. Newcomb. Motion carried.

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

The next book sale will be held June 15-17. The Friends also approved \$5,000 for Robert Pinsky.

### ***SALS***

Ms. Nemer reported that the SALS Annual Meeting and Dinner was held in May. The meeting and the venue were very nice.

### ***Director's Report***

Ms. McDonald and Ms. Shanks spoke about TD Bank Affinity Membership Program. Ms. Shanks informed the Board that 10% of Library customers have to be part of the program. The bank would take the average amount of the Member's accounts and the Library would get ½% of that average balance.

### **Action items:**

1. Approval of the Proposal for UPS Emergency Service and Preventive Maintenance Contract for our APC Symmetra PX, 20kVA USP System. Battery backup source for our public and private servers.
2. Todd DeGarmo requests approval to allow Robert Durkee, Treasurer of Sandy Hills Days, to use Crandall's photographic image of the Strand Theater in Hudson Falls (Fisher photo #784) for their Sandy Hill Days 2012 promotional materials (i.e. logo, pins, t-shirts). Sandy Hills Days will give us credit in their program booklet and provide a copy of the pin and t-shirt for our special collections.
3. Permission to submit a request for a Greater Hudson Heritage Network Conservation Treatment Grant of \$5,295 toward the treatment of our 1860 Map of New York State by Robert Pearsall Smith, due June 1, 2012.
4. Approval to apply for a \$5,000 grant from TD Bank for the 2012 Winter and 2013 Summer Reading Programs.
5. Approval to participate in the TD Bank Affinity Program (a fundraising effort).
6. Permission for Librarian I Kevin Rogan to attend What's New in U.S. Government Information at the William K. Sanford Town Library on June 5. Cost: travel.
7. Permission for Sue Laing, Stacy Camp, Adelaide Leibold, Guin Forshey and Dorie Stevenson to attend CALA workshop on iPads and Their Roles in Libraries at the Folsom Library (RPI), Troy. Cost: \$25.00 (\$5.00 each) plus travel (carpool). Serves Strategic Plan Goal 8 and Organizational Competencies for Training and Staff Development.
8. \*Permission for Todd DeGarmo to attend the American Folklore Society's 2012 (124th) Annual Meeting in New Orleans, LA, October 24 to 27, 2012 as a speaker about our Quebec Bread Oven project. Total cost: approx. \$2,000  
[Costs include: Registration for members: \$135; Hotel at conference rate of \$169+tax per night x 5 nights=\$964.85; Food reimbursements @ \$50 per day; Southwest Airlines \$456 (rt); and travel to/from Albany airport of 100 miles & long term parking] Serves Strategic Plan Goal 5 and Organizational Competencies for External Partnerships and Training and Staff Development.
9. \*Permission of Librarian I, Julia Stuckman to attend the Association for Library Service to Children (ALSC) National Institute in Indianapolis, IN September 20-22, 2012. Costs: \$1,500 [Costs include: registration, lodging, meals and transportation.] Serves Strategic Plan Goal 1 and Organizational Competencies for Training and Staff Development.
10. Approval to pay Erica Burke mileage for outreach programs she attended at Queensbury Senior Citizens Center 4/6/12, Caldwell Presbyterian Seniors 5/1/12, Heritage Hunters 4/28/12 & 5/19/12 (2) for a total of \$96.57.

11. Permission to consider applying for a NYS Department of Labor grant to continue the Unemployed Worker Program via the NYS Consolidated Funding Application. The Library's partner would continue to be Northeast Career Planning. The maximum grant this year is \$100,000.
12. Permission for Guin Forshey to attend a digital literacy workshop at NYLA on Thursday, 5/31 from 9-4; cost = mileage.
13. Permission to submit the NYSCA Folk Arts & Film applications for FY2013, registration, application and supplemental materials all due June 20, 2012.
14. Approval of Legal Notice for Trustee Petitions for publication in The Chronicle and The Post-Star in June 2012.

Motion to approve action items # 1-13 was made by Ms. Putnam, seconded by Ms. Newcomb. Motion carried.

Motion to approve action items # 14 Legal Notice for Trustee Petitions was made by Mr. Pratt, seconded by Ms. Nemer. Motion carried.

\*Note: Trustee petitions are due between August 22-29, 2012 at 3:00 p.m.

\*\*NOTE: Both Todd and Julia are actively seeking roommates to defray part of the housing costs for #'s 8 & 9. Recommended that Todd and Julia find roommates for this to be approved.

### **Department Reports**

#### ***K. Naftaly***, Assistant Library Director III

Ms. Naftaly informed the Trustees that we will have iPads at the board meetings to pass around to the Trustees. That will make it easier to bring up agendas, policies, prior minutes, etc. instead of making so many paper copies. She passed around an iPad for everyone to look at.

#### **A. Herman**, Adult Services

Ms. Herman reported that the representative from "Overdrive" visited the Library today. Stacy Camp has been in contact with her. The April program, "How to Enjoy Your Vacation and Spend Less" was very successful. There are two more planned. The Memory Sharing Program was also very successful. Area high schools were contacted and many senior students attended the program to listen to the Veterans. It was an exceptional learning experience for them.

#### **P. Frazier**, Children's Department

Ms. Frazier reported that April was busy. April saw 81 different school groups in the Library. She mentioned that kids love the Playaways.

#### **T. DeGarmo**, Folklife Center

Mr. DeGarmo reported that he is back from a conference of about 70 folklorists from New England. He indicated that the Odetta exhibit has been extended until mid-July when the artist Stephen Alcorn can attend the closing ceremony. New programs coming up are Guess What I Collect and the Summerland Music Series. The next exhibit will be Dance Masks of Guatemala.

#### **L. Shanks**, Development Director

Ms. Shanks reported that the drawing for the Love Your Library Raffle is tomorrow at 6:00 pm. She reported that Ms. Nemer was the top seller. She thanked Ms. Nemer and Ms. Caimano for spending Saturdays at the Farmers Market selling tickets. Ms. Shanks advised she needs assistance in getting the word out for the Henry Crandall Award Gala as well as acquiring auction items for the gala.

**Old Business**

- A. Filling open position in Queensbury  
Committee meets June 14, 2012.
- B. Warren County Aid 2012
- C. Revision of Investment Policies
- D. Decision on investing \$15,000 from Watson bequest,  
currently in GFNB Temporary Fund (possibly for the Bike Rack project)
- E. Revision of Suspension Policy
- F. Revision of By-Laws  
By-Laws to be updated as recommended by NYCON Attorneys. Mr. Searleman is waiting to hear from NYCON regarding their recommended changes.

**Committee to Accomplish**

Board Development

Finance Committee

Finance Committee

Finance Committee

Executive Committee

Executive Committee

Ms. Frazier left at 4:50 pm

**New Business**

- A. 2013 Budget process and deadlines  
Schedule available 5-30-12
- B. Meeting Room Policy
- C. Approval of conflict of Interest Form for Trustees,  
Friends, Staff, Volunteers  
New policy and form were given to Board members to sign.

Finance Committee

Executive Committee

Executive Committee

NYCON Training for the Trustees was very well received. It was found to be very helpful. It was suggested that we continue to use them for training especially for new Board members. Mr. Searleman is waiting to receive a list of available classes.

Dates for the 2013 January meeting were discussed. Ms. Webb will take a poll of the Trustees dates in January 2013.

**Adjournment:**

*Motion* to adjourn was made by Mr. Pratt, seconded by Ms. Newcomb. Motion carried. Meeting adjourned 4:58 pm

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 June 27, 2012 - 4:00 pm  
Holden Meeting Room**