

**Board of Trustees  
Meeting Minutes  
October 3, 2012**

***Attendance:***

**Trustees:** Mr. Sheahan, Ms. Putnam, Ms. Nemer, Ms. Caimano, Mr. Pratt, Mr. Toomey, Ms. Troelstra, Ms. Vanderminden entered at 4:16 p.m., Ms. Irion entered at 4:25 p.m.

**Absent:** Mr. Searleman, Mr. Lebowitz, Mr. Leonelli, Ms. Newcomb, Mr. Gannon, Mr. Rottenstreich,

**Staff:** Ms. Naftaly, Ms. Davis, Ms. Webb, Ms. Shanks, Ms. Herman, Ms. Frazier, Mr. DeGarmo, Frank Pelkey.

**Guests:** Maury Thompson

Meeting was called to order at 4:10 p.m. by Vice President Ben Pratt

Mr. Sheahan introduced the new Trustee, Denise Troelstra who is filling a vacancy in Queensbury. A motion was made by Mr. Sheahan, seconded by Ms. Nemer to appoint Ms. Troelstra to the Board of Trustees. She was given and accepted the Oath of Office.

**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 August 29, 2012 that was sent via email was made by Ms. Caimano, seconded by MS. Putnam. Motion carried.

***Treasurer's Report – August, 2012***

Ms. Davis reported that the Library is at 67% of the budget for 2012. Revenues are at 90% and expenses are at 56%.

**Motion** to approve August Treasurer's report was made by Ms. Putnam, seconded by Mr. Sheahan. Motion carried.

A **Motion** was made by Ms. Caimano to approve the Budget Amendments, seconded by Ms. Nemer. Motion carried.

***Approval of Claims Auditor Report***

Approval of the August 15 & 23, September 14 & 28, 2012 bills & payroll. A motion was made by Ms. Putnam, seconded by Ms. Vanderminden. Motion carried.

## **Committee Reports**

### **Search Committee**

Mr. Pratt reported that the committee has met twice. Many things were discussed including resources for doing a search. The Director of SALS, Sara Dallas attended the last meeting. She recommended hiring a consultant to assist the Library with the process. She recommended 3 consultants who are extremely knowledgeable in the Library field. We will have to have an RFP authorized by the Board.

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

Mr. Sheahan reported that the next book sale is October 12 -14. They have signs available asking to vote for the Library. Mr. Sheahan will be glad to bring them to anyone who requests them.

### **SALS**

Ms. Naftaly indicated that the members of the Search Committee have been enrolled in NY Library Trustees Online. It has valuable information that can help them in the search. She asked permission from other members whether or not it would be okay to enroll them. She would have to use their email address to do so.

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

Ms. Naftaly distributed a brochure that the staff worked on called "Your Library Card". She indicated that Behan Communication has prepared the Budget Flyer and sent a copy around. We received money from the Leo Beach Foundation Grant, \$16,450. Some of the money will be used for Folklife for Todd's Arts and Crafts research books. Selected Shorts is on hold for one year. We can use \$12,450 towards materials. Ms. Naftaly indicated that there had been talk of using some of the funds from the Watson Bequest for a bike rack and she suggested an opportunity to use funds that would benefit more patrons. She indicated that the Polaris Machines need to be updated and replaced at a cost of approximately \$80,000. There have been many changes and updates to the system since we had it installed. She thought this project might be a better use for the money. Mr. Pratt indicated that she start with the Finance Committee regarding her suggestion.

### **Action items:**

1. Approval of RFP for Cleaning Services.
2. Approval of 2013 holiday closings.
3. Approval for C. Davis to attend two EAP seminars October 9, 2012 – "I may be difficult, but you're impossible" and October 26, 2012 – "Resolving Conflict – Getting to yes" Free, no travel.
4. Approval for T. DeGarmo to attend the conference, "Low Bridge! Everybody Down: Music of the Erie Canal," hosted by the NY Folklore Society and Erie Canal Museum, November 2-3, 2012. Costs: total \$372 from NYSCA-Folk Arts (including \$50 registration, travel to/from Syracuse area by car est. 400 miles roundtrip @ .555/mi = \$222; meals @ \$50/day x 2 days = \$100; no hotel needed. [Ties in with local Lakes to Locks Passage initiatives.]
5. Service contract approval to Johnson Controls for 3 year for \$5,300 total (\$1,750/yr. 1; \$1,750/yr. 2; \$1,800/yr.3) plus one time \$750 rebate.
6. Permission to submit a grant application to the Connect NY Broadband Grant Program. Requesting funding to continue our digital literacy training in partnership with Northeast Career Planning and GF Economic Development.

7. Permission to enroll Crandall Public Library Trustees in the New York Library Trustees Online (NYLTO) a resource site administered by SALS.
8. Approval of RFP for Consultant Services for Director Search.

A motion to approve items #1-7 was made by Ms. Putnam, seconded by Ms. Nemer. Motion carried. A motion was made to approve item #8 by Ms. Nemer, seconded by Ms. Caimano authorizing the issuance of a Request for Proposal (RFP). Motion carried

**Department Reports**

A. Herman, Adult Services

Ms. Herman indicated that Reference questions have increased due to having more people at the desks. Staff from other departments have been taking turns staffing the Information Desk. Author Joe Cutshall-King will be here tonight to hold a discussion on his book *The Burning of the Piping Rock*. October 10<sup>th</sup>, Author Jean Rikhoff will speak of her Memoir, *Earth, Air, Fire, & Water, A Memoir*. On October 22, Archer Mayor will speak. He has an interesting Bio.

L. Shanks, Development Director

Ms. Shanks thanked all Trustees who had a hand in helping in different ways with the Gala. The final number that was netted is \$ 22,621. It was above her goal. She indicated that it demonstrates potential for growth. There was very positive feedback about the event. She is currently working on the Business Partners Program. Annual Appeal will be coming up.

P. Frazier, Children’s Department

Children’s had a great Summer Reading Program. There were 21,447 books read in children’s and 2,258 in teens. Attendance for programs as of August 25<sup>th</sup> was 1048 children enrolled. Some enrolled online making it easier. There were 360 children involved with the Bumble Bear Club this summer. The teens put on a Shakespeare play “The Tempest” in the park.

T. DeGarmo, Folklife Center

Mr. DeGarmo reported that a lot of patrons have been coming in to conduct research. The fall concerts have been at capacity crowds. The new fall exhibit “Dance Masks of Guatemala” will be on display until the end of December. Through the Beach Grant the Adirondack Folk School will have a display up for 6 months in the spring. They will bring in craft people to work with school groups.

Frank Pelkey, Outreach Librarian

Mr. Pelkey provides a delivery service for seniors. He provided NYS Library Talking Books Services offered by the New York State Library in upstate New York for persons who are blind or visually handicapped. He has developed a method to download audio books to cartridges. He indicated that the Kindles the library loans have been very helpful especially to folks that have trouble with their vision or other physical challenges. Now they can see to read. Ms. Shanks indicated that Frank is very well received in the community. Staff members whole heartedly agreed.

**Old Business**

A. Warren County Aid 2012

Finance Committee members should attend county meeting.

B. Decision on investing \$178,781 from Watson bequest, currently in GFNB Temporary Fund (possibly for the Bike Rack project)

C. CPL audit report by Joe LaFiura at the next Board Meeting

**Committee to Accomplish**

Finance Committee

Executive Committee

Finance Committee

**New Business**

- A. Meetings with TD Bank, Key Bank about invested accounts
- B. 2013 Budget process and deadlines

Finance Committee  
Finance Committee

Upcoming Public Hearings:

Town of Queensbury  
Thursday, 10/11/2012  
Start Time: 7:00 PM  
Location: Queensbury Town Hall

Town of Moreau  
Tuesday, 10/16/2012  
Start Time: 7:00 PM  
Location: Moreau Town Hall

City of Glens Falls  
Wednesday, 10/17/2012  
Start Time: 7:00 PM  
Location: Glens Falls Common Council Chamber

Ms. Naftaly asked that all available Trustees please attend the Public Hearings if possible.

**Adjournment:**

*Motion* to adjourn was made by Ms. Nemer and seconded by Mr. Sheahan.  
Meeting adjourned at 5:02 p.m. Motion carried.

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, October 24, 2012**  
**4:00 pm**  
**Holden Meeting Room**