

**Board of Trustees
Meeting Minutes
November 28, 2012**

Attendance:

Trustees: Mr. Sheahan, Ms. Putnam, Ms. Nemer, Ms. Caimano, Ms. Vanderminden, Ms. Troelstra, Mr. Searleman, Mr. Lebowitz, Mr. Leonelli, Ms. Newcomb, Ms. Irion, Mr. Pratt. Mr. Toomey entered at 4:26 pm, Mr. Lebowitz left at 5:14 pm.

Absent: Mr. Rottenstreich, Mr. Gannon

Staff: Ms. Naftaly, Ms. Davis, Ms. Webb, Ms. Shanks, Ms. Herman, Ms. Frazier, Ms. Stacy Camp.

Meeting was called to order at 4:08 p.m. by President Sanford 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 October 24, 2012 that was sent via email was made by Ms. Newcomb, seconded by Ms. Vanderminden. Motion carried.

Approval to "Amend Something Previously Adopted" in the August 29, 2012 Meeting Minutes. Item that was left out of the minutes under President's report: As per Crandall Public Library Bylaws, Article V, Mr. Searleman will form a Search Committee to hire a new Director for the Library. Motion to approve forming a Search Committee was made by Ms. Newcomb, seconded by Ms. Putnam. Motion carried.

Treasurer's Report – October, 2012

Ms. Irion reported that the Library is at 83% of the budget for 2012. Revenues and expenses are on track at this time.

Motion to approve October Treasurers report and Budget Amendments was made by Ms. Newcomb, seconded by Ms. Vanderminden. Motion carried.

Approval of Claims Auditor Report

Approval of the October 31 & November 15, 2012 bills & payroll. A **Motion** to approve the Claims Auditor's report was made by Ms. Putnam, seconded by Ms. Newcomb. Motion carried

Committee Reports

1. Search Committee

S. Searleman

Mr. Searleman indicated that three RFPs were sent out for proposals for consultants for the Director search. We received only two back. After several committee discussions it was decided that it would be best for the Library to hire a consultant. Bradbury Associates/Gossage Sager Associates were chosen and their references were checked. Mr. Searleman read highlights of the proposal from Bradbury Associates/Gossage Sager Associates. Due to time constraints with the holidays approaching and board members going away for the winter Mr. Searleman went ahead pending full Board approval and made the first appointment for Bradbury Associates/Gossage Sager Associates to meet with the Search Committee and Board members as well as staff on December 3, 2012. A **Motion** was made by Ms. Caimano, seconded by Ms. Newcomb to hire Bradbury Associates/Gossage Sager Associates to conduct the search for the new Director of Crandall Public Library at a fee not to exceed \$22,000. A retainer of \$4,500 is due upon Board approval. Motion carried.

Request for a budget revision to move \$22,000 out of salaries and into professional fees to cover the fee for the consulting firm of Bradbury Associates/Gossage Sager Associates. A **Motion** authorizing the signing of the contract, retainer payment of \$4,500 and the moving of \$22,000 for consultant fee out of salaries and into professional fees was made by Mr. Pratt, seconded by Ms. Newcomb. Motion carried.

2. Board Development

R. Sheahan

Mr. Sheahan expounded that the Committee would like to make a recommendation for the 2013 Board of Trustee officers and Committee members.

President: Sanford Searleman

Vice President: Michael Toomey

Treasurer: Patricia Irion

Secretary: Christina Vanderminden

Executive Committee: Searleman (Chair), Toomey, Irion, Vanderminden, Pratt

Finance Committee: Irion (Chair), Leonelli, Caimano, Putnam, Searleman

Personnel Committee: Vanderminden (Chair), Newcomb, Troelstra, Lebowitz, Searleman

Board Development: Gannon (Chair), Sheahan, Nemer, Rottenstreich, Searleman

Friends of Crandall Public Library

Mr. Sheahan reported that he is no longer on the Friends Board as he has served two terms and is no longer able to serve. He reported that the last book sale brought in approximately \$12,000. He will find out who the new liaison for the Board meetings will be.

SALS

Ms. Nemer was unable to attend the last meeting. SALS received the \$25,000 from Warren County. SALS allocates all the funds. We received \$12, 000 of it. Ms. Naftaly sent thank yous to all Warren County Supervisors.

Acting Director's Report

1. Ms. Naftaly indicated that Cornell Cooperative Extension of Warren County 4-H will be putting a box in our lobby to collect new or gently used coats to distribute to those in need of them.
2. Ms. Naftaly indicated she has tried to contact Wells Fargo but had some misinformation regarding who to contact. She now has the correct contact and will be getting in touch with that person to see about refinancing the Library's bonds.
3. The counter tops on the Glen Street side will be going in next week.

Action items:

1. Approval to hold the "Love Your Library" Raffle drawing on April 9 and begin selling tickets January 1. Scoville Jewelers has agreed to support the event again and has agreed to the April 9 drawing date.
2. Approval for the following timeline for the Gala & Henry Crandall Award: Award nomination deadline March 31. Recipient decided at April 24 board meeting. Event date September 14.
3. Approval for Crandall Public Library to participate in Scoville Jewelers CLASP program.
4. Retroactive approval for Kathy Naftaly to attend the ARCC's Eggs & Issues Breakfast at the Queensbury Hotel, Tuesday, November 27, 2012. Cost: \$25.00.
5. Permission for Kathy Naftaly to travel to Albany, NY to present testimony in support of library funding to the Legislature's Standing Committee on Library and Education Technology, November 29, 2012. Cost: travel.
6. Permission for BBH Digital Film Productions to film a scene in the Crandall Public Library on Sunday, December 2, 2012 between 1:30 pm and 4:30 pm. (Note: Certificate of Insurance is in Board pass-around).
7. Permission for Kathy Naftaly to attend ARCC's Network for Enterprising Women's December Luncheon at the Log Jam. Topic "Different Buckets—Crating a Life with Vision, Purpose & Heart" Cost \$18.00
8. Approval of 2013 Board of Trustee meeting dates.
9. Permission to apply for grants available For Deliberative Forums Work - The Taylor L. Willingham Legacy Fund to encourage community discussion of national issues. Amount ranges from \$500-1,000.

A **Motion** to approve items #1-9 was made by Ms. Newcomb, seconded by Ms. Nemer. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman indicated that they had three authors speak in October. She thanked Frank Pelkey for getting one of the authors to come for free. There is a SALS meeting here on December 12th. Author Keith Herkalo will be here on December 3rd. She also shared a patron comment, they love Ancestry.com. It is the best used database in the Library.

L. Shanks, Development Director

Ms. Shanks announced to that the Annual Appeal is underway. So far we have raised \$4,000 in donations in 3 days. She indicated that she is hoping to raise \$25,000. She also informed everyone that there is a sub program as well, Buy a Book. Love your Library raffle tickets will go on sale January 1st. Drawing will be held on April 9th. The Henry Crandall Award event is to be held on September 14th. She spoke of the Clasp Program with Scoville Jewelers. Patrons that make a purchase of \$50.00 or more \$5.00 of the purchase will come to the Library. You must ask for it!

P. Frazier, Children's Department

Ms. Frazier indicated that they had a good October. The Lego programs have been very popular and she is hoping to have them year round. The Glens Falls Downtown trick or treat was very popular. The teens set up a table outside to hand out treats. She will have an information table set up tonight during program at South Glens Falls School on Cyber Safety. She asked us to check the web for upcoming children's programs.

T. DeGarmo, Folklife

The 6 Fall Live Folk Concerts have just finished. There were capacity crowds at most of the shows. Mr. DeGarmo indicated that there is always good feedback from the artists. There will be a concert on January 3rd with the group Sometymes Why. There will be a family history day coming up on a Saturday. Mr. DeGarmo announced that there will be a reception with Carmen and Ed Contento for their Dance Mask of Guatemala exhibit tomorrow night. An appraiser will be coming in tomorrow to see about appraising the Lake George Collection on Henry Crandall that was donated to the Library. He will inform Mr. DeGarmo if he can do it for free if there will be a charge. There was a stipulation that the library have the collection appraised when it was donated. The maps that were framed are back and look gorgeous.

Meet Your Staff – Stacy Camp, Senior Clerk – Acquisitions

Stacy informed the Board that she has been an employee of the Library for 17 years. She works in Circulation. She provides customer service and orders all circulation materials. She indicated that the employees in Circulation have many jobs behind the scenes. She has attended the Polaris User Groups trainings where she has met a lot of great library people from around the country. She expounded that Crandall Public Library is at the top as far as ordering books. She thanked the Board members and the Community for the great Library we have.

Old Business

Committee to Accomplish

- A. Retention of Auditor Joe LaFiura for second year of contract. Executive Committee
As of December 1, 2012, the firm of Fuller and LaFiura will dissolve. Mr. LaFiura has agreed to continue the remaining two years of our contract with the firm. Mr. Toomey will contact Mr. Fuller to seek his input in the decision. He will have the existing contract terminated and ask for a new contract for the remaining two years.

New Business

- A. Acceptance of RFP from cleaning company bids Finance Committee
We received three (3) bids total for the RFP for Cleaning. The low bid was from United Building Maintenance in Albany. A question was raised on how they will staff their crew. A **Motion** was made by Ms. Irion, seconded by Ms. Newcomb to accept the bid from United Building Maintenance for the fee not to exceed \$38,880 for a term of one (1) year

starting January 1, 2013 and ending December 31, 2013. Ms. Naftaly will draft a contract with a clause that states if we are not happy with the service we can end the contract prior to December 31, 2013. Mr. Lebowitz will review the contract. Yes – 12, No – 1 (Caimano), Motion carried.

- B. Patron Suspension Executive Committee
Recommend suspension for Christopher Holcomb for 3 months. *Motion* was made by Ms. Nemer, seconded by Ms. Vanderminden. Motion carried.

Adjournment:

Motion to adjourn was made by Ms. Newcomb and seconded by Ms. Caimano. Meeting adjourned at 5:28 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
Thursday, January 3, 2013
4:00 pm
Holden Meeting Room