

**Board of Trustees
Annual Meeting
Meeting Minutes
May 2, 2012**

Attendance:

Trustees: Mr. Leonelli, Ms. Vanderminden, Mr. Pratt, Mr. Lebowitz, Mr. Toomey, Ms. Putnam, Ms. Caimano, Mr. Searleman, Ms. Irion

Absent: Mr. Sheahan, Mr. Gannon, Ms. Nemer, Ms. Newcomb, Mr. Rottenstreich

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

Guests: Pam Loeb, Donna Leonard, Michelle Lettus, Ann Marie Bilodeau. Left at 4:12

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)

Staff Recognition Awards

Ms. McDonald, Director and Ms. Loeb, President, Friends of Crandall Public Library presented Staff Recognition Awards to the following:

Ann Marie Bilodeau	5 years
Michelle Lettus	5 years
Donna Leonard	10 years
Kathy Naftaly	10 years

Congratulations to all.

Approval of Board of Trustees Meeting Minutes

Motion to approve Board of Trustees Minutes of March 21, 2012 that was sent via email was made by Ms. Putnam, seconded by Mr. Leonelli. Motion carried.

Treasurer's Report – March 2012

Ms. Irion reviewed the Treasurer's report. **Motion** was made by Ms. Caimano, seconded by Mr. Pratt to approve the Treasurer's report. Motion carried.

Motion to approve the Budget Amendment was made by Ms. Irion, seconded by Ms. Vanderminden. Motion carried.

Approval of Claims Auditor Report

Motion to accept the Auditor's report as per Mariagnes DeMeo and the Warrant of March 31st, April 15th & 30th, 2012 bills and payroll to be made at next meeting.

Committee Reports

Personnel - Motion to accept the following was made by Ms. Caimano, seconded by Ms. Putnam,

1. Appointment of Cyndi Davis from Probationary to Permanent status, effective 4/28/12.
2. Approval of new hire Abby Berkheimer, Library Assistant Warren County Civil Service exam #66728. Motion carried.

Friends of Crandall Public Library

Approved \$5,000 for the Robert Pinsky program to be held on November 10, 2012 for the honorarium, pianist and singer. Mr. Pratt is interested in assisting. The next book sale will be held the weekend of June 15 – 17. It was suggested at our meeting that the Friends include the amount of a gift on their thank you notes. It was also suggested that it would be a good idea for both Executive Committees to get together soon and that they meet at least 1-2 times per year.

SALS

Ms. McDonald reported that there will be a 3.3% increase in library aid in 2013. There will also be a 75% match to libraries for the NYS Public Library Construction Funds. SALS has hired Bob Jeffords as Treasurer. SALS Annual Meeting is on May 21st.

Director's Report

Ms. McDonald indicated there is NYCON training on May 23rd for Trustees. She also explained the the evaluation process for the challenge to the The Christian Science Journal. She asked the Executive Committee to meet to go over the nominees for the Henry Crandall Award.

Action items:

1. Approval of April 2012 Disposal List of obsolete computers and computer equipment per Steve Ray, Computer Specialist.
2. Retroactive approval for 3 Reference Librarians to attend a conference on e-books on April 23, 2012 at BOCES, Saratoga Springs for Interlibrary Loan Field Day VI. Cost \$60.00 plus travel.
3. Letter to the Surrogate Court regarding Watson Bequest.
4. Approval of Code of Ethics and Conflict of Interest Policies.
5. Glens Falls Farmers' Market proposal for Wednesday afternoons on Maple Street in front of the Library.
6. Approval of Folklife Center Consultant from March 15, 2012 to June 30, 2013 at a rate of \$20.00 per hour for a total of no more than \$2,500.
7. Approval of renewal of Service Contract for our Micro Readers from Image Integrator, LLC.
8. Freading eBooks Agreement.
9. Approval (and appropriate signatures) for the destruction of obsolete library records, based on the minimum legal requirements of the NYS Records Retention and Disposition Schedule: Invoice 2000-2006, Daily Deposit Slips 2006, Time Slips 2002-2006, Circ Collection Agency Records/Paid in Full, Public Notices for Meetings 2005-2006; for a total of about 8 cubic feet (I have the paperwork to be signed).

Motion to approve item #'s 1, 2, 5-9 was made by Ms. Caimano, seconded by Ms. Vanderminden. Motion carried.

Motion to approve item #3 was made by Mr. Pratt, seconded by Ms. Caimano to communicate our consent to Attorney William Nealon re: Glens Falls Hospital regarding the Watson Bequest. Motion carried.

Motion to accept item #4 was made by Ms. Putnam, seconded by Ms. Caimano to adopt as on May 2, 2012 to be effective as of May 30, 2012 the Code of Ethics and Conflict of Interest Policy for Employees, Officers and Volunteers of Crandall Public Library.

Department Reports

K. Naftaly, Assistant Library Director III

Ms. Naftaly handed out copies of the 2011 Annual Report. She indicated that she has a longer version. The shorter version will be given out to the public.

A. Herman, Adult Services

Ms. Herman thanked Frank Pelkey for securing a \$2,500 grant for large print books. She indicated there is a Civilian Conservation Core meeting here tonight. She reported that the staff was taking a proactive approach to e-readers. Jenn Boyer and Guin Forshey have been helping with a lot of the training for the different types of e-readers out there.

P. Frazier, Children's Department

Ms. Frazier reported that March was a normal month. There were 24 different school groups that visited the Library in March. There were a couple of community programs, Dr. Seuss Butterflies and Opera Saratoga performed here for the first time.

T. DeGarmo, Folklife Center

Mr. DeGarmo indicated that the Spring Series Concerts are finished. They were very successful, having full houses for all shows. He reported that new lighting for the stage was tested out. He is partnering with Summerland Music Society on a trial basis with the Summer Music Series. The music series are held for free and he thanked the Friends for their contribution to make that possible.

L. Shanks, Development Director

Ms. Shanks reported that she is going full steam ahead selling Love Your Library raffle tickets. Let her know if you need tickets to sell. Unsold tickets need to be returned by May 18th. Ms. Shanks indicated that the donor screen is up and running.

Old Business

13. Old Business

- A. Filling open position in Queensbury
- B. Warren County Aid 2012
- C. Revision of Investment Policies
- D. Decision on investing \$15,000 from Watson bequest, in GFNB Temp. Fund (possibly for bike rack project)
- E. Revision of Suspension Policy
- F. Changes to the By-Laws, 2nd notice, to be voted on 5-30-12

Committee to Accomplish

- Board Development Committee
- Finance Committee
- Finance Committee
- Finance Committee
- Executive Committee

14. New Business

- A. Budget/Personnel meetings for 2013 Budget
- B. Henry Crandall Award nominees

- Finance/Personnel Committees
- Executive Committee

15. Executive Session (if needed)

Motion was made by Ben Pratt to go into executive session at 5:05pm and seconded by Susan Putnam. Motion carried.

Motion was made by Barbara Caimano to come out of executive session at 5:25pm and seconded by Susan Putnam. Motion carried.

Adjournment:

Motion to adjourn was made by Ben Pratt, seconded by Susan Putnam to adjourn the meeting. Meeting adjourned at 5:26pm. 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 will be
Wednesday, May 30, 2012
4:00 pm
Holden Meeting Room**