

**Board of Trustees
Crandall Public Library**

**AGENDA
Organizational Meeting
January 3, 2013**

1. Call to order S. Searleman
2. Oath of Office: Denise Troelstra S. Searleman
3. Elections of Officers for 2013
 - President: Sanford Searleman
 - Vice President: Michael Toomey
 - Treasurer: Patricia Irion
 - Secretary: Christina Vanderminden
4. Appointment of Committee Members
 - 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
5. Public Comment
6. Correspondence and Press (see board pass around file for actual correspondence)
7. Approval of Board of Trustees Minutes: November 28, 2012 S. Searleman
8. Treasurers Report, November 2012 P. Irion
 - A. Budget Amendments
9. Approval of Claims Auditor Report for November 30, December 14, & 28, 2012 bills & payroll P. Irion

10. Committee Reports

T. Vanderminden

A. Personnel--Approval of Justin Spraragen, Library Computer Assistant to become a FT employee.

11. Friends of Crandall Public Library

B. Sheahan

12. SALS

D. Nemer

13. Acting Director's Report & Action Items:

K. Naftaly

A. Action items:

1. Approval of the appointment for 2013 of Judge & Duffy as the Library's Attorney.
2. Approval for designation of The Post-Star and The Chronicle as the official newspapers for notification purposes.
3. Approval of change in standard mileage rates for travel reimbursement to 56.5 cents per mile for business miles driven as per IRS.
4. Approval of the Independent Contractor Mariagnes DeMeo to continue to act as Claims Auditor for the Library in 2013.
5. Permission for Frieda Toth to attend the 2-part ALA TechSource Workshop with Corey Wittig "Creating a Digital Media Space for Today's Teens" on Thursday, January 24 and Thursday, January 31. Cost: \$55.00
6. Permission for Cyndi Davis to attend a public hearing on Local Law No. 4 of 2013 (Self-insurance) at 10 a.m. on January 18, 2013 at the Warren County Municipal Center. Cost: Travel.
7. Permission for Kathy Naftaly to view NYLA e-Institute Webinar "The Hopeful Workplace" with George Needham held on January 31, 2013. Cost: \$25.00.
8. Permission for staff members Stacy Camp, Guin Forshey, Tala Henry-Halabi and Linda Webb to attend Creating Healthy Places to Live, Work and Play Worksite Wellness meeting held at Crandall Public Library. Cost: None
9. These are based on the Action items from the February 1, 2012 Board meeting. They are for standing meetings/activities during the year 2013:
 - A. Approval for Kathy Naftaly to attend monthly SALS Board meetings in Saratoga Springs. Cost: Travel.
 - B. Approval for Kathy Naftaly to travel locally for meetings with government, business, and educational organizations etc. as needed. Cost: Travel (as needed)
 - C. Permission for Kathy Naftaly to attend 2012/13 NYLA Council meetings, usually held in Guilderland, Thursday, December 13, 2012 (Retroactive--Conference call), Thursday, February 7, 2013 @ NYLA Office, Thursday, March 21, 2013 - (Conference Call), Thursday, May 9, 2013 @ NYLA Office, Thursday, June 20, 2013 - (Conference Call), Thursday, August 8, 2013 @ NYLA Office, Wednesday, September 25, 2013 @ NYLA Conference, Niagara Falls. Cost: reimbursed by NYLA.
 - D. Permission for Kathy Naftaly to attend March 5, 2013 NYLA Library Advocacy Day in Albany, NY. Cost: Reimbursed by NYLA.
 - E. Permission for Kathy Naftaly to attend the NYLA Annual Conference in Niagara Falls, NY September 24 through September 29 (exact dates TBA): Cost: reimbursed by NYLA
 - F. Permission for Kathy Naftaly to attend Central Library Director's meetings. Held irregularly. Location: TBA. Cost: Travel.
 - G. Permission for Kathy Naftaly to attend SALS Director's Council meetings in Saratoga Springs. Cost: Travel.
 - H. Permission for Kathy Naftaly to attend NYLA Public Library Section Board meetings. Usually conference calls.

- I. Permission for Kathy Naftaly to attend JA Joint Automation Council Meetings every other month and subcommittee meetings such as ecommerce. Cost: Travel (Alternate between MVLS and SALS).
 - J. Approval for Kathy Naftaly to attend JA PAC Steering Committee Meetings. No meetings are currently scheduled. Location: SCPL. Cost: Travel.
 - K. Permission for Pam Frazier to attend local School Library Council meetings. Cost: Travel.
 - L. Permission for Sue Laing, Stacy Camp and/or Kathy Naftaly and/or designated staff to attend JA Operations Committee meetings. Cost: Travel.
 - M. Permission for Kevin Rogan to attend CDLC Reference Services Interest Group meetings. Meets several times a year. Cost: travel.
 - N. Permission for Andrea Herman to attend Overdrive Collection Development meetings. Scheduled as needed. Cost: Travel.
 - O. Permission for Guin Forshey to attend CDLC Consumer Health meetings. Scheduled irregularly. Cost: Travel.
10. Permission for Todd DeGarmo to attend to the following meetings required of his position without month-to-month Board approval:
- A. Capital District Library Council - Documentary Heritage Program - meetings as a member of the advisory committee in Albany
 - B. New York Folklore Society - Voices: The Journal of New York Folklore meetings as editor in Schenectady; participant in spring conference (White Plains in March) and fall annual meeting (TBA in NYS) Cost: Travel?
 - C. Camp Chingachgook - archives advisement, cooperative programing & summer 2013 exhibition, trips as needed to Lake George
 - D. Adirondack Folk School - cooperative programing & early 2013 exhibition, trips as needed to Lake Luzerne and participating artists' studios
 - E. American Folklore Society - participants at the annual meeting October 16-20 in Providence, RI
 - F. New York State Folk Arts Roundtable - participant at meeting as NYSCA-Folk Arts grant recipient May in Saratoga Springs
 - G. Field School for College Interns - as director of project (funding pending), trips as needed to identify and document traditional activities on Lake George, Saratoga, etc.
 - H. Folklife Center Business - a regular part of the job: to investigate potential donations; transport additions and conservation/preservation projects; conduct field research on artists needed to develop exhibitions and cultural programing; meetings with potential collaborators of cooperative projects
11. Permission for Erica Burke to attend to the following meetings required of her position without month-to-month Board approval:
- A. Mid-Atlantic Regional Archives Conference - participant at conference, either April 25-27 in Erie, PA, or November 7-9 in Philadelphia, PA Cost: (TBA—will be slated for inclusion as a future action item)
 - B. New York Archives Conference - participant at conference June 6-8 in Rochester, NY or Conference on New York State History - has sent proposal to speak, June 6-8 in Cooperstown, NY Costs: TBA-not to exceed \$600.
 - C. Capital Area Archivist - participant at evening meetings in Albany area
 - D. Heritage Hunters - participant and speaker at meetings in Schuylerville, NY
 - E. Various - a guest speaker several times a year at various local historical and/or genealogical societies

14. Department Reports

- A. Herman, Adult Services
- L. Shanks, Development Director
- P. Frazier, Children's Department
- T. DeGarmo, Folklife
- Steve Ray, Computer Specialist—RFID updates

15. Old Business

16. New Business

17. Executive Session (if necessary)

18. Adjournment

The next Board Meeting is
Wednesday January 30, 2013
4:00 PM,
Holden Meeting Room