

**Board of Trustees
Annual Meeting
Meeting Minutes
May 1, 2013**

Attendance:

Trustees: Ms. Troelstra, Mr. Searleman, Mr. Leonelli, Ms. Irion, Mr. Toomey, Mr. Gannon, Mr. Sheahan, Ms. Nemer.

Absent: Ms. Caimano, Mr. Rottenstreich, Ms. Putnam, Ms. Vanderminden, Ms. Newcomb, Mr. Pratt, Mr. Lebowitz, Ms. Davis (staff-unexcused), Mr. DeGarmo (Staff-excused).

Staff: Ms. Naftaly, Ms. Webb, Ms. Shanks, Ms. Herman, Ms. Frazier, Kerry Ziegler. Terry Bell entered at 4:34 pm. K. Ziegler and T. Bell left at 4:41 pm

Guests: Wilda MacNight – Friends of CPL, Maury Thompson – *The Post-Star*

Meeting was called to order at 4:05 p.m. by President Sanford Searleman.

Staff Recognition Awards

| | |
|-----------------|----------|
| Sandra Busteed | 5 years |
| Gail Malvuccio | 15 years |
| Steve Ray | 5 years |
| Kevin Rogan | 5 years |
| Lynn Shanks | 5 years |
| Dorie Stevenson | 15 years |
| Karen Tinney | 5 years |
| Frieda Toth | 15 years |

Staff recognition awards were handed out by Kathy Naftaly. She indicated a little bit of what each staff member did in the library. She thanked them for their years of dedication.

Mr. Searleman thanked each staff member receiving recognition for their contributions to the library.

Presidential Recognition

Ms. Naftaly presented Mr. Searleman and the Board of Trustees with a plaque honoring all of Crandall Library's Past Presidents. The plaque will be hung in a prominent place in the library.

Public Comment: None

Correspondence and Press (see Board Pass Around file for actual correspondence and press)

Board of Trustees Meeting Minutes

Motion to approve the Board of Trustees Meeting Minutes of March, 2013 that was sent via email was made by Mr. Sheahan, seconded by Mr. Leonelli. Motion carried.

Treasurer's Report – March 2013

Ms. Irion reported that Revenues are at 71% and doing well. Expenses are at 25% and are where they should be. There are 2 Budget Amendments for March. ***Motion*** to approve the March 2013 Treasurer's Report and Budget Amendments was made by Ms. Nemer, seconded by Mr. Sheahan. Motion carried.

Approval of Claims Auditor Report

Approval of the March 31, April 15 & 30, 2013 Claims Auditor Report for bills & payroll. A ***Motion*** to approve the Claims Auditor's report was made by Ms. Nemer, seconded by Ms. Irion. Motion carried.

Committee Reports **Search Committee**

A ***Motion*** was made by Mr. Searleman, seconded by Ms. Nemer to appoint Kathleen U. Naftaly as the Director of Crandall Public Library as of May 1, 2013 at an initial annual salary of \$85,000 per year to include fringe benefits consistent with those provided to other full-time professional employees of Crandall Public Library. This appointment shall be a provisional appointment contingent upon civil service requirements and stipulations. Motion carried.

Henry Crandall Ad Hoc Committee

The committee has made a recommendation to the Board for a recipient for the 2013 Henry Crandall Award. The name will be announced after the recipient has accepted the nomination. A ***Motion*** was made by Mr. Toomey, seconded by Mr. Sheahan to accept the recommendation and contact the nominee to see if they will accept and can attend the gala. Motion carried.

Friends of Crandall Public Library

Ms. MacNight reported that the Friends appreciated being included in the interview process for the director position. The next book sale is June 14-16th.

SALS

Ms. Nemer reported that there is an opening on the SALS Board of Trustees. The deadline for the SALS Annual Meeting Dinner is May 10th. There was an acknowledgement regarding Kathy Naftaly receiving the Director position for Crandall Public Library.

Director's Report

Ms. Naftaly indicated that she met Amy Drexel of Warren County Emergency Services and has established a relationship with them. The library is in a good position to help the county in an emergency.

Action items:

1. Renewal of eTapestry Fundraising Solutions Maintenance Plan for service period 5/2/13 to 5/1/14. Cost \$3,270.33
2. Request for approval of the Henry Crandall Award recommendation from the Executive/Finance Committees.
3. Approval for Lynn Shanks to submit a grant to the Gladys Brooks Foundation requesting \$100,000 to endow a new technology fund called the Gladys Brooks Foundation Innovation Fund for training and equipment.
4. Permission for staff to use the Christine L. McDonald Community Room at 6:30 p.m. Friday, May 17th to celebrate Ruth DeMarsh's 50 years at Crandall Public Library. Location is per her request. The building will be closed to the public.
5. Permission for Julia Stuckman to attend Creating Welcoming Environments for Youth and Families, Monday, May 6, 2013 at the East Greenbush Community Library. Cost: \$30 plus travel.
6. Permission for Linda Webb to attend Administrative Assistants Conference (including Outlook and Excel workshops) in Albany, NY July 18 and July 19, 2013. Cost: \$299 (includes unlimited classes for the year) plus travel.
7. Permission for Kathy Naftaly and one other staff member to attend the SALS Annual Meeting Monday, May 20, 2013 at the Great Escape Water Lodge, Queensbury. Cost: \$25 (one meal free from SALS for one trustee to attend) plus travel (if desired).
8. Permission for Erica Burke to attend the first (annual) NYS Family History Conference, September 19-21 in Liverpool, NY. Costs: registration \$90/travel approx. \$190/hotel approx. \$250/meals (not covered by conference) \$75. Total approx. = \$615.
9. Approval of Folklife Center consultant, Cindy Maguire, from April 2013 to June 2014 at a rate of \$20.00/hour not to exceed \$2,500.
10. Approval for Kathy Naftaly to attend N.E.W. Breakfast at Fort William Henry Tuesday, May 7, 2013. Cost: \$15.00

A **Motion** to accept action items # 1-10 was made by Mr. Toomey, seconded by Mr. Sheahan. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman indicated there was a "Battle of Books" going on as a National Library Week celebration. Michael Burrows was the winner of the Nook. He had read all but 6 of the books that had been nominated during the battle. Two other prizes were awarded. She informed the Board that she has a new intern starting in a few weeks.

L. Shanks, Development Director

Ms. Shanks noted that the Love Your Library Raffle sold 19 tickets more this year than last year. She thanked Ms. Nemer who sold the most tickets – 43. She stated that the Henry Crandall Award Gala

will be held on Friday, September 6th. She will meet with the gala committee next week. Ms. Shanks indicated that along with Ms. Frazier they applied for a TD Bank grant.

P. Frazier, Children's Department

Ms. Frazier indicated that the Children's Department held a birthday celebration for Dr. Seuss. She also indicated that the children's opera "Pinocchio" was performed for free by Saratoga Opera. Ms. Frazier advised that the statistics for circulation in Children's were up in March even though they had to cancel 3 days of programming due to bad weather. Ms. Toth indicated that the teens have shown an interest in more serious things such as learning life skills and money management. Ms. Frazier advised that she will be starting outreach for the summer programs and will be going to every school now through June.

Meet Your Staff – Kerry Ziegler, Assistant to Library Development Director/Volunteer Coordinator
Ms. Ziegler had a presentation on what will be showing on the new screen at the Glen Street entrance and how it will look. She eventually will even show movie trailers for the upcoming films.

Old Business:

None

New Business:

- A. Suspension of patron Foster Bills.
A *Motion* to suspend Foster Bills for a period of 1 year beginning May 1, 2013 ending May 1, 2014 was made by Mr. Gannon, seconded by Mr. Sheahan. Motion carried.
- B. Resignation letter from Patricia Irion
Mr. Searleman read a letter of resignation for Board of Trustee member and current Treasurer, Patricia Irion. She will be resigning effective today, May 1, 2013. Ms. Irion is moving to Washington County and will no longer reside in the Town of Queensbury. A *Motion* to regretfully accept with the letter of resignation for Ms. Irion was made by Ms. Nemer, seconded by Mr. Sheahan. Motion carried.
- C. Ms. Naftaly would like permission and support from the Board to accept a new format for the Library Rules Policy. A staff member has redesigned and modified the format for how the rules are laid out so they should be easier to understand. It would include cell phone rules. There was discussion regarding incident reports and Mr. Gannon asked if the Board Members would be able to have data available to see if the new design has helped patrons understand the rules better. Ms. Naftaly indicated that there is a way we she can provide that data. The Board agreed to the new format.
- D. Mr. Sealeman read a thank you note from Lori Fisher one of the finalists for the director position.
- E. Mr. Searleman thanked everyone on the Search Committee for their help and their time commitment during the director search. He also thanked the Board of Trustees for their interest and participation with the search. He also thanked the Staff for their interest and participation as well as the Friends for their interest and participation with the search. Mr. Searleman offered a special thank you to staff member Linda Webb for all her help and participation in making the process run smoothly during the search.

Executive Session

None

Adjournment

A *Motion* to adjourn was made by Mr. Gannon, seconded by Mr. Leonelli. Motion carried. Meeting adjourned at 5:02 p.m.

Respectfully Submitted,

Christina Vanderminden
Secretary of the Board of Trustees

Recorded by Linda Webb
Administrative/Human Resource Assistant

**The next Board Meeting
May 22, 2013
4:00 pm
Holden Meeting Room**