

DRAFT
Board of Trustees
Meeting Minutes
January 3, 2013

Attendance:

Trustees: Ms. Nemer, Ms. Caimano, Mr. Gannon, Ms. Vanderminden, Ms. Troelstra, Mr. Searleman, Mr. Lebowitz, Mr. Leonelli, Ms. Irion, Mr. Toomey.

Absent: Mr. Rottenstreich, Mr. Sheahan, Ms. Putnam, Ms. Newcomb, and Mr. Pratt.

Staff: Ms. Naftaly, Ms. Davis, Ms. Webb, Ms. Shanks, Ms. Herman, Mr. Ray.

Guest: Maury Thompson, *The Post Star*

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

Newly elected Board Member Denise Troelstra was given the Oath of Office by President S. Searleman.

Slate of Officers for 2013

President:	Sanford Searleman
Vice President:	Michael Toomey
Treasurer:	Patricia Irion
Secretary:	Christina Vanderminden

A Motion to accept the Slate of Officers for 2013 as presented was made by Ms. Caimano, seconded by Ms. Nemer. Motion carried.

Slate of Committee Members for 2013

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

A Motion to accept the Slate of Committee Members for 2013 as presented was made by Ms. Nemer, seconded by Ms. Vanderminden. Motion carried.

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

Board of Trustees Meeting Minutes

Approval to "Amend Something Previously Adopted" in the October 24, 2012 Meeting Minutes. Left out of the minutes was a motion to approve the 2011 Auditors report presented by Mr. LaFiura. **Motion** was made by Ms. Newcomb, seconded by Ms. Putnam. Motion carried.

Motion to approve the amended Board of Trustees Minutes of October 24, 2012 and the November 28, 2012 Minutes that was sent via email was made by Ms. Newcomb, seconded by Ms. Vanderminden. Motion carried.

Treasurer's Report – November, 2012

Ms. Irion reported that the Library is at 92% of the budget for 2012. Revenues and expenses are on track at this time.

Motion to approve November 2012 Treasurers report and Budget Amendments was made by Mr. Leonelli, seconded by Ms. Nemer. Motion carried.

Approval of Claims Auditor Report

Approval of the November 30, December 14, & 28, 2012 Claims Auditor Reports for bills & payroll. A **Motion** to approve the Claims Auditor's report was made by Mr. Gannon, seconded by Mr. Leonelli. Motion carried

Committee Reports

Personnel Committee

Ms. Vanderminden

Permission for Library Computer Assistant, Justin Spraragen, to go from part-time to full-time employment status. **Motion** to approve Spraragen becoming full-time was made by Ms. Vanderminden, seconded by Ms. Irion. Motion carried.

Friends of Crandall Public Library

No report

SALS

No report

Acting Director's Report

The Library received \$20,000 from NYSCA for film for a one year periods and \$33,000 for Folklife for the first year of a two year period.

Regarding the Bid for the Cleaning Contract, Kathy indicated that she spoke with Pat at All Pro Cleaning, the prior company to inform them that we were in compliance for soliciting for bids for a new Cleaning Contract. They should have been aware their contract was up on 12-31-2012. We also placed an ad in the appropriate newspapers. We sent out packets to them as well as other potential bidders as a courtesy.

Action items include standard items that happen every year. If any additional cost or time is involved it will be resubmitted to the Board for approval prior to the event. Some meetings subject to change.

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 CPL 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.
 - C. Permission for Kathy Naftaly to attend NYLA Council meetings, usually held in Guilderland, Thursday, December 13, 2012 (Conference call), Thursday, February 7, 2013 @ NYLA Office, Thursday, March 21, 2013 - (Conference Call), Thursday, May 9, 2013 @ NYLA Office, Thursday, June 20, 2012 - (Conference Call), Thursday, August 8 @ NYLA Office, Wednesday, September 25 @ 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, 2013 (exact dates TBA): Cost: reimbursed by NYLA
 - F. Permission for Kathy Naftaly to attend Central Library Director's meetings. Held irregularly. 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 NYL Public Library Section Board meetings. Usually conference call.
 - 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. 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)
 - C. Camp Chingachgook - archives advisement, cooperative programming & summer 2013 exhibition, trips as needed to Lake George
 - D. Adirondack Folk School - cooperative programming & 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 in 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 programming; 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
 - 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

A *Motion* to approve items #1-11 was made by Mr. Gannon, seconded by Ms. Caimano. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman indicated there were two programs tied to Veteran's Day that were held in November. The fall film series has finished. The films are booked for Black History Month. She informed us that she has an intern starting next Monday. The Friends have approved the purchase of additional copies of *BookPage* the magazine that highlights new releases. It is very popular and we always run out of copies quickly. Ms. Herman stated the over the Christmas holiday when the Library was closed there were 322 eBooks and 85 audio books checked out via downloading from our web page, 277 of them on Christmas day.

L. Shanks, Development Director

Ms. Shanks indicated that to date we have received \$22,500 for Annual Appeal. So far we have raised \$4,000 more than last year. She thanked everyone who donated. She expounded that the T.D. Bank Affinity program that was supposed to start this month has been delayed. She is hoping it will start soon.

P. Frazier, Children's Department

Ms. Frazier indicated WMHT was collaborating with the Library on the Cat in the Hat movie and there will be a live appearance of Cat in the Hat! The Lego program is coming back. It is very popular.

T. DeGarmo, Folklife

Ms. Naftaly report that Mr. DeGarmo is busy setting up for the concert with music group **Sometymes Why** who will be performing this evening and is unable to attend the meeting. The concert starts at 7:00 pm and if you are available it promises to be a great show.

Meet Your Staff – Steve Ray, IT Specialist

Mr. Ray presented the new upgraded RFID kiosk unit and gave a demonstration. We will have four kiosk and four desk top units. They will be installed and ready to go in the spring. The upgrade cost approximately \$83,000 and the funds for the upgrade will come from the William Watson bequest.

Old Business

- A. Mr. Toomey spoke with Rick Fuller from the firm of Fuller and LaFiura which has dissolved as of December 1, 2012. He indicated that his new firm will not be doing audits. Mr. Toomey also spoke with Mr. LaFiura and indicated that we will need a new contract for the balance of our contract.

New Business

- A. Ms. Davis indicated that we are waiting to hear about a Bequest from Susan Cook. She was a patron of and donor to Crandall Public Library.

Adjournment:

Motion to adjourn was made by Ms. Nemer and seconded by Ms. Caimano. Meeting adjourned at 4:45 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, January 30, 2013
4:00 pm
Holden Meeting Room**