

DRAFT
Board of Trustees
Meeting Minutes
January 30, 2013

Attendance:

Trustees: Ms. Nemer, Ms. Caimano, Ms. Vanderminden, Ms. Troelstra, Mr. Searleman, Mr. Leonelli, Mr. Rottenstreich, Mr. Sheahan, Ms. Putnam, Ms. Newcomb, Ms. Irion, Mr. Toomey, entered at 4:08 pm and Mr. Pratt entered at 4:12 pm.

Absent: Mr. Lebowitz, Mr. Gannon

Staff: Ms. Naftaly, Ms. Davis, Ms. Webb, Ms. Shanks, Ms. Herman, Ms. Frazier, Mr. DeGarmo, Ms. Erica Burke.

Guests: Rhianna Hogan-Cerro, Gordon Woodworth –*The Chronicle*, Wilda MacKnight - FCPL

Meeting was called to order at 4:03 p.m. by President Sanford Searleman.

Public Comment: Ms. Hogan-Cerro provided a presentation on her concept for enhancing City Park. She would like to see more family friendly space in the park area. She has suggested a play area, bistro tables, water feature, fencing around the perimeter of the park, and sculptures.

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 January 3, 2013 that was sent via email was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried.

Treasurer's Report – November, 2012

Ms. Irion reported that the Library's revenues for December are at 103% due to the Annual Appeal. Expenses are at 101%. Budget revisions are for clean-up of standard accounts for the end of the year. **Motion** to approve the December 2012 Treasurers Report and Budget Amendments was made by Ms. Newcomb, seconded by Mr. Leonelli. Motion carried.

Approval of Claims Auditor Report

Approval of the January 16, 2013 Claims Auditor Report for bills & payroll. A **Motion** to approve the Claims Auditor's report was made by Mr. Rottenstreich, seconded by Ms. Putnam. Motion carried.

Committee Reports

Personnel Committee

Ms. Vanderminden

1. Approval for Abby Berkheimer, Children's Library Assistant, to go from Probation to Permanent status effective December 12, 2012.

Motion was made by Ms. Vanderminden, seconded by Ms. Nemer. Motion carried.

Friends of Crandall Public Library

Wilda MacKnight

Ms. MacKnight reported that there is a book sale this weekend. She also indicated that the Friends purchased umbrella bags to be used for wet umbrellas and stands to hold the bags for both entrances.

SALS

Ms. Nemer

Ms. Nemer reported that SALS is looking into credit card security scanners for libraries. She informed everyone that the SALS Annual Meeting will be held on May 20th.

Acting Director's Report

Ms. Naftaly requested approval for the Inventory Disposal List that she passed around. It includes obsolete and damaged items. Ms. Naftaly stated that she met Congressman Owens at his meet and greet at his Glens Falls office. She indicated that the Library did not receive the second Department of Labor Grant we applied for. She will be getting together with Carollee Sipowitz from Northeast Career and Guin Forshey who facilitated the program here at the Library to discuss other resources to continue the training. She is still waiting to hear about the Broadband Grant as to whether or not it will be renewed. Job training is schedule to run through the second week of May. Ms. Naftaly indicated that Architect Paul Mays has come back with a proposal for the enhancement of certain areas in the Library. She indicated that he has some very proactive ideas for improvements. It includes the Circulation area and adding tables and chairs for patrons to be able to work more comfortably. The submission request date for the NYS grant is in July 2013 and the proposal will need Board approval prior to then. Ms. Naftaly will set up a Finance Committee meeting to go over the proposal. Ms. Naftaly indicated that we received a Muslim Journeys Bookshelf Grant from the National Endowment for the Humanities. Ms. Naftaly informed the Board that Staff Member Ruth DeMarsh will be celebrating her 50th anniversary as an employee with Crandall Public Library in May. Plans for a party in her honor are underway. Ms. Naftaly is waiting to receive word on 2 lists from Civil Service on outstanding tests results.

Action items:

1. Permission to (tentatively) close the Library to the public on Thursday, May 16, 2013 for a Staff Development Day.
2. Permission for Crandall Public Library's basement area to remain open for an extra hour (until 7:00 p.m.) Friday, July 17, 2013 for the Camp Chingachgook/Folklife opening reception. Cost: One extra hour of security coverage.
3. Retroactive approval for Kathy Naftaly to attend January 24, 2013 Webinar, ROI & Grant Proposals: What's Effective in This Economy. Cost: \$85.00
4. Permission for Pam Frazier and two other children's library staff to attend the Wednesday, February 6, 2013 Summer Reading Program Workshop at SALS. Cost: travel.

5. Permission for Kathy Naftaly to attend NYLA PLS' Spring Conference, Friday May 3, 2013. No cost to the Library.
6. Permission for Kathy Naftaly to attend Network of Enterprising Women Luncheon at Johnny Rocket's Sports Lounge on Tuesday, February 5. Cost: \$18.00.
7. Permission for Pat Durkin to attend the following Safety Programs presented by Warren County Self-Insurance: Hazard Communication May 22, 2013; Workplace Violence June 12, 2013, Emergency Management Planning July 17, 2013. Cost: travel.
8. Approval for Lynn Shanks to change the previously approved date for the Henry Crandall Award Gala from September 14 to Friday, September 6 due to the Yom Kippur holiday.
9. Permission for Dorie Stevenson to staff an exhibitor table at Autism Awareness Information Day at Skidmore College on Sunday April 21, 2012. She will promote our activities to close to 1,000 families and professionals. Cost: travel.
10. Permission for Marc Merkle to attend the Digital Literacy Train-the-Trainer Workshop February 13, 2013 in Guilderland, NY at the NYLA Office Training Center. Cost: Travel
11. Approval of the Inventory Disposal List for January 2013.

There was discussion regarding Action item #1. Ms. Naftaly stated that she felt having a Staff Development day was particularly important this year due to the change in leadership. She has been working with a consultant to come in and hold various workshops that would benefit all staff members. There would also be a luncheon. Mr. Pratt indicated that prior to approving the close of the Library for the day; he would like to know what the programs would be. He asked Ms. Naftaly to bring a proposal for approval to the next meeting. She indicated that the closure would be heavily advertised in/on all media. Permission to close the Library on May 16th has been tabled for the next meeting. Tentative permission for the Library to close for a Staff Development Day on May 16, 2013 pending a proposal from a consultant that Ms. Naftaly is considering hiring for the day has been approved.

A **Motion** to approve items #1-11 with number one's verbiage to change and to now read (tentative) was made by Ms. Nemer, seconded by Ms. Newcomb. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman indicated that the African American Film Flyer is done and is available to the public. There are training classes set up for Kindle, Kindle Fire and iPad's. She indicated that there has been a lot of one-on-one training.

L. Shanks, Development Director

Ms. Shanks indicated that the date for the Henry Crandall Award has changed to September 6th. It was originally to be held on September 14th but due to the Yom Kipper holiday it was changed to September 7th. The Queensbury did not have the 7th available so it was changed again to the 6th. Ms. Shanks stated that the Annual Appeal did better by \$6,000 from the prior year. The Love Your Library Raffle has begun and it will have the same benefits as last year with Scoville Jewelers matching a \$25.00 ticket for \$25.00 in merchandise when you bring in your raffle ticket. It is good for two tickets and has a value of up to \$50.00. She informed the Board that March 3rd is Love Your Library Day at the Adirondack Phantoms versus Albany Devils hockey game. Library fans will receive a discount for that game.

P. Frazier, Children's Department

Ms. Frazier informed the Board that 13 programs had to be cancelled and rescheduled in December due to bad weather. There were many good programs held such as; Zumba, Scooby Doo, a visit from

Santa. The Winter Reading program started. It is a bingo game where the kids can receive prizes such as books and hockey tickets. There is a Teen Winter Reading program going on as well. Ms. Frazier indicated that the iPads for the Children's Department are expected to be set up early next week. They will start with two and see how that goes.

Mr. Sheahan stated that he had received a very nice compliment from someone about how wonderful our Children's Department is.

T. DeGarmo, Folklife

Mr. DeGarmo indicated that he received \$9,580 from the Alfred Z. Solomon Charitable Trust. He also stated that the Friends awarded \$7,500 toward the Live! Folklife Concert Series. He indicated that the next exhibit will be Inspiring Hands, Hearts & Mind: The Arts & Crafts of the Adirondack Folk School and will start on February 1, 2012. He informed the Board that the Lake George Image Collection appraisal is done and it includes 12 cu. ft. and has 8,000 items valued at \$72,000.

Meet Your Staff – Erica Wolfe Burke, Folklife, Archivist-Librarian

Our guest staff member this month was Erica Wolfe Burke from the Folklife Center. She brought in a weathervane to show everyone. She spoke a little on the collections that are housed in the Folklife Center. She also indicated that there are archives housed in the Library for several different organizations, including, Zonta and The Glens Falls Hospital Guild. Some personal family collections are also archived in the Library. She indicated that the collections date back to 1892, when the Library began. Ms. Burke indicated that she does arrangements and descriptions of items that come in as well as works the desk. The Folklife Center is open Monday – Friday, 10:00 am to 12:00 pm and 1:00 pm to 4:00 pm and on Tuesday evenings 5:00 pm to 9:00 pm.

Old Business

A. Refinancing the Library's bonds.

Ms. Naftaly indicated that she spoke with Wells Fargo and they advised that the Library should not refinance the bonds as it will cost more to do so than it would save.

New Business

A. Mr. Searleman indicated that Mr. LaFiura will be in next week to start the 2012 audit. A new contract for his firm is forthcoming.

B. Mr. Searleman informed the Board that the April 1st and 2nd dates the Search Committee set for the final candidate interviews have been rescheduled. The new dates are April 8th & 9th. Ms. Nemer inquired as to who the candidates meet with and what the process is. Mr. Searleman indicated they will meet with department heads and staff. Final details will be available as soon as they are finalized.

Ms. Caimano inquired as to how many of the Board members have seen the Thank You Video that the staff put together. She felt that it was very lovely. Ms. Naftaly indicated that it was Ms. Herman's idea.

Mr. Rottenstreich commended the reference Staff for their helpfulness with our Patrons.

Adjournment:

Motion to adjourn was made by Mr. Rottenstreich, seconded by Mr. Sheahan. Meeting adjourned at 5:14 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, February 27, 2013
4:00 pm
Holden Meeting Room**