

**Board of Trustees  
Meeting Minutes  
December 4, 2013**

***Attendance:***

**Trustees:** Mr. Searleman, Mr. Leonelli, Mr. Sheahan, Ms. Caimano, Ms. Newcomb, Ms. Johnson, Ms. Troelstra, Mr. Toomey, Ms. Vanderminden, Mr. Pratt, Mr. Rottenstreich, Mr. Lebowitz, Mr. Gannon, Ms. Nemer (entered at 4:59 pm)

**Staff:** Ms. Naftaly, Ms. Webb, Ms. Shanks, Ms. Herman, Mr. DeGarmo, Ms. Frazier

President Sanford Searleman called the meeting to order at 4:35 p.m.

***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 October 23, 2013 that was sent via email was made by Ms. Newcomb, seconded by Mr. Gannon. Motion carried.

***Treasurer's Report – October 2013***

Ms. Caimano reviewed the October 2013 Treasurer's Report and Budget Amendments. A ***Motion*** was made to approve the October 2013 Treasurer's Report and Budget Amendments by Ms. Caimano, seconded by Mr. Rottenstreich. Motion Carried.

***Approval of Claims Auditor Report***

Approval of the October 31, November 15 & 29, 2013 Claims Auditor Report for bills & payroll. A ***Motion*** to approve the Claims Auditor reports was made by Ms. Newcomb, seconded by Ms. Caimano. Motion carried.

**Committee Reports**

**Personnel**

1. Promotional provisional appointment of Guinevere Forshey, Librarian III, effective date December 1, 2013 at an annual salary of \$56,430 (no 1.5% increase on 1/1/2014).
2. Permanent appointment of Kathleen Naftaly, FT Library Director III effective November 1, 2013 at an annual salary of \$85,000.
3. Approval of CDPHP EPO Health Insurance Plans (choice between two) which includes an 8% contribution by individuals, 20% for employee plus spouse or one child, 20% for employee

with children (new), and 20% family coverage. Retirees continue at 50/50 percent coverage. Empire Vision coverage is continued.

A **Motion** to accept item numbers 1-3 was made by Ms. Vanderminden, seconded by Ms. Newcomb. Motion carried.

### **Friends of Crandall Public Library**

Ms. Kathe reported the book sale went well and the next one is in February. She indicated that the Friends would fund 25 percent of the upcoming renovation project. Our Board members thanked the Friends for their help with the vote again this year!

### **SALS**

No report

### **Director's Report**

Ms. Naftaly stated that Glens Falls National Bank is raising their fees by .001 percent. She asked everyone to take a look our bell tree in New and Popular. It was made with discarded books. We are holding a contest just for fun to see if anyone can guess the number of books they see. The Library will be open until 9:00 pm on Friday, December 6 for the Hometown Holiday celebration downtown. We are showing the movie, *It's a Wonderful Life* at 6:00 pm. The 2014 Board meeting dates were passed around.

Ms. Naftaly indicated she would like to update the Materials Reserve Policy. She indicated that she would like to try an experiment beginning January 1, 2014 to let patrons have the ability to place non-fiction DVD's on hold. Currently the hold time would be for 10 days, the same as reserved books. Unfortunately, the system we use now will not allow for multi number of reserve days. After much discussion, it was decided to give it a trial run for three months and then have Ms. Naftaly revisit it. At that time there will more data available to decide whether to go forward with the program and possibly expand it to all DVD's.

### **Action items:**

1. Permission for Brian Blackburn (Blackburn Gallery, Queensbury, NY) to scan and print 3 negatives from the Carl Atiyeh Photograph Collection for permanent installation in a new, apartment building for the elderly (he will also scan and print 5 negatives for personal use). In return, Blackburn will (1) provide a credit line next to the individual prints noting "Courtesy of the Folklife Center at Crandall Public Library, Glens Falls, NY" and (2) donate to the Library copies of the scans and prints of the 8 original negatives.
2. Approval of 2014 Board of Trustee meeting dates.
3. Approval to update Crandall Public Library' Materials Reserve Policy to include non-fiction DVDs effective January 1, 2014.

A **Motion** to accept action items # 1-3 was made by Mr. Rottenstreich, seconded by Ms. Newcomb. Motion carried.

### **Department Reports**

A. Herman, Adult Services

Ms. Herman stated that October was a great month. The program last night with Erik Schlimmer was wonderful. In 2014, she will be working with Todd and Children's on the arts.

L. Shanks, Development Director

Ms. Shanks stated that as of today we have received \$9,558 for Annual Appeal. It is trending ahead of last year. We have one new Business Partner. Mr. Pratt encouraged all Board members to donate to the Library.

P. Frazier, Children's Department

Ms. Frazier stated that she had a good October. She informed everyone that Children's Library Assistant Adelaide Leibold received an award from Iroquois Reading Council for her exemplary work in promoting literacy in our community. The award ceremony was very nice. Adelaide does a magical story time. Santa will make two appearances in December. Every letter put in the mailbox to Santa will go to Macy's and they will donate \$1.00 per letter to Make-A-Wish. There will be a program called Graham Cracker Creations that ACC students are doing.

T. DeGarmo, Folklife

Mr. DeGarmo stated that he is working with the Chapman Museum for the Hometown Holiday festivities. Friends donated \$8,800 towards next year's concerts.

### **Old Business:**

Mr. Gannon spoke about the Board Development Committee. Someone received three write-in votes on the Queensbury ballot. Mr. Gannon reached out to the person and he is interested in the position on the Board. The three votes are enough to win the election, per the Board of Elections. The New Board member will be Gary Bernard. Mr. Bernard is a Glens Falls High School teacher who resides in Queensbury. As there is still an opening on the Board from Queensbury, Mr. Gannon stated that he has another person interested in filling the opening and hopes to meet with them very soon. Mr. Gannon also asked Board members, as the Board continues to grow to please consider taking a turn as an officer.

### **New Business:**

Ms. Naftaly thanked Mr. Searleman for his 20 years of volunteer service on the Board of Directors. Mr. Searleman was presented with a farewell cake and gift that Board Member Annette Newcomb made for him. Mr. Searleman indicated that there have been many changes during his tenure on the Board such as; technology, a new building and a new director just to name a few. He stated that it has been a pleasure to serve. Mr. Toomey offered his heartfelt thanks to Mr. Searleman for all he has done.

### **Executive Session - None**

### **Adjournment**

A *Motion* to adjourn was made by Mr. Pratt, seconded by Mr. Toomey. Motion carried. Meeting adjourned at 5:40 p.m.

Respectfully submitted,

Christina Vanderminden  
Secretary of the Board of Trustees

Recorded by Linda Webb  
Administrative/Human Resource Assistant

**The next Board Meeting**  
**January 8, 2014**  
**4:30 pm**  
**Holden Meeting Room**