

**Board of Trustees
Meeting Minutes
July 24, 2013**

Attendance:

Trustees: Mr. Searleman, Mr. Leonelli, Mr. Toomey, Mr. Sheahan, Ms. Nemer, Ms. Caimano, Mr. Lebowitz, Mr. Rottenstreich, Ms. Johnson, Ms. Troelstra, Ms. Newcomb, Mr. Gannon

Absent: Mr. Pratt, Ms. Vanderminden,

Staff: Ms. Naftaly, Ms. Webb, Ms. Shanks, Ms. Herman, Ms. Bell, Mr. DeGarmo

Guests: None

Meeting was called to order at 4:01 p.m. by President Sanford Searleman.

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 June 26, 2013 that was sent via email was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried.

Treasurer's Report – June 2013 2013

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

Approval of Claims Auditor Report

Approval of the June 28 and July 12, 2013 Claims Auditor Report for bills & payroll. A ***Motion*** to approve the Claims Auditor reports was made by Ms. Nemer, seconded by Ms. Newcomb. Motion carried.

Committee Reports

Personnel

The Personnel Committee met on July 17, 2013 to finalize a Leave of Absence Agreement between Cynthia Davis and Crandall Public Library. A **Motion** to accept that agreement was made by Ms. Caimano, seconded by Ms. Nemer. Motion carried.

Ms. Naftaly reported that she has spoken with Warren County Civil Service to obtain the current list for a Library Assistant. As there is no current active list a search to fill the position will commence immediately. It can take a while until a test is given.

Friends of Crandall Public Library – No Report

SALS

Ms. Nemer reported that she received an email from Sara Dallas stating we can apply for the 2013-2016 Construction Grant as well as for other grants.

Director's Report

Ms. Naftaly indicated everyone is welcome to attend the Tree Ceremony that the City of Glens Falls is holding in the park at 5:00 pm today. She met with the Finance Committee and Personnel Committee on July 17, 2013 in regards to the 2014 budget and has a preliminary budget ready. She indicated that pending the Board's approval she is hoping to join Glens Falls Kiwanis.

Action items:

- 1) Permission for Linda Webb to attend the Extraordinary Administrative Professional seminar in Albany on October 21. It will be free with the Star-12 pass we bought. Cost: travel.
- 2) Permission to apply to the Regional Economic Development Council (REDC) and NYSCA for funds (50% to 75%) to pay for digital conversion of movie equipment and to pay consulting costs for the transformation in 2014. Application is due by mid-August.
- 3) Permission to submit a Consolidated Funding Application to REDC for renewal of our previous unemployed worker training program through the Department of Labor with available funding up to \$100,000 with an in-kind match from the Library. Application is due by mid-August.
- 4) Approval of the 7/24/13 Discard List of a broken chair as per Terry Bell, Purchasing Agent.

A **Motion** to accept action items # 1-4 was made by Ms. Newcomb, seconded by Ms. Caimano. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman mentioned that several vacationers have commented on the beautiful building we have. She indicated that the New and Popular section has been very active recently. The Adult Summer Reading Program has upwards of 140 participants so far. Librarian Karen Tinney will host a new program, Literary Knits in the fall. The fall film program is all set to go. Librarian Jenn Boyer has booked all the films. There will be two showings, a matinee at 2:30 pm and evening show at 6:30 pm.

L. Shanks, Development Director

The gala preparations are underway. Ms. Shanks stated that sponsorships are significantly down this year by \$10,000. The deadline has passed to become a sponsor. Ms. Shanks is currently looking for auction items. It will be a silent auction this year. Invitations are going out very soon. There are

three gala window displays in the area. They are at Jacqueline's Bridal Shop, Aviation Mall and 166 Glen Street.

P. Frazier, Children's Department

Ms. Naftaly reported for Ms. Frazier as she is setting up for an event at the Y.M.C.A. The Dig Into Reading Summer Program is going very well. Ms. Troelstra mentioned that her kids loved the Summer Reading Program. They loved the prizes that they received. A big thank you to Dorie Stevenson who solicits local businesses for the certificates that the kids receive as prizes.

T. DeGarmo, Folklife

Mr. DeGarmo stated that Folklife has had many people doing research for the Warren County Bicentennial. Last Friday was the opening reception for the exhibit *Heaven Runs Down to the Lake*. Approximately 150 people attended the reception. Mr. DeGarmo handed out a post card that includes some of the upcoming fall programming.

President Searleman, turned the meeting over to Vice President Toomey at 4:43 pm as he needed to leave for another meeting.

Old Business:

1. Review of Crandall Public Library's suspension policy.

A **Motion** was made by Mr. Sheahan, seconded by Mr. Toomey for Ms. Naftaly to review the 3rd Draft of the Suspension or Revocation of Library Privileges Policy. Being there are some items that need to be redone the vote to accept the policy was put on hold until the August 2013 Board meeting. Ms. Naftaly will make the changes and present the revised policy at the next meeting.

New Business:

1. March 2014 wedding in the Park Lobby.

After some discussion, a **Motion** was made to deny permission to hold a wedding in the Parkside Lobby by Mr. Rottenstreich, seconded by Mr. Leonelli. Motion carried.

2. Dates for the Public Hearings for the 2014 Crandall Library Budget:

- Monday, October 7, 2013 Moreau Town Hall @ 7:00 pm
- Wednesday, October 9, 2013 Glens Falls Common Council Chamber @ 7:00 pm
- Friday, October 11, Queensbury Town Hall Senior Center @ 7:00 pm

A **Motion** to accept the Public Hearing dates was made by Ms. Nemer, seconded by Mr. Leonelli. Motion carried

3. Appointment of Megan Johnson to the Finance Committee.

A **Motion** to appoint Megan Johnson to the Finance Committee was made by Ms. Newcomb, seconded by Ms. Caimano. Motion carried.

There was a discussion about our Meeting Room Policy. A copy of the policy is given to anyone who reserves the room. Meetings are to be held during Library hours only. We do not know the content of the meeting usually until 1 or 2 days prior to the meeting.

There is a meeting with Kyle Gannon and Kathy Naftaly next Thursday, August 1st to meet with a potential Trustee from Queensbury to fill Susan Putnam's spot.

There will be a Public Hearing on August 28, 2013 at 4:00 pm for the 2014 Budget prior to the Board Meeting.

Executive Session - None

Adjournment

A *Motion* to adjourn was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried. Meeting adjourned at 5:01p.m.

Respectfully submitted,

Christina Vanderminden
Secretary of the Board of Trustees

Recorded by Linda Webb
Administrative/Human Resource Assistant

**The next Board Meeting
August 28, 2013
4:00 pm
Holden Meeting Room**