

**Board of Trustees
Crandall Public Library**

**AGENDA
Organizational Meeting
January 8, 2014**

1. Call to order M. Toomey
2. Oath of Office: M. Toomey
3. Elections of Officers for 2014
 - President: Michael Toomey
 - Vice President: Richard Leonelli, Jr.
 - Treasurer: Barbara Caimano
 - Secretary: Christina Vanderminden
4. Appointment of Committee Members
 - Executive Committee: Toomey (Chair), Leonelli, Caimano, Vanderminden,
 - Finance Committee: Caimano (Chair), Johnson, Leonelli, Pratt
 - Personnel Committee: Vanderminden (Chair), Newcomb, Lebowitz
 - Board Development: Gannon (Chair), Nemer, Rottenstreich, Sheahan, Troelstra
5. Public Comment
6. Correspondence and Press (see board pass around file for actual correspondence)
7. Approval of Board of Trustees Minutes: December 4, 2013 M. Toomey
8. Treasurers Report, November 2013 B. Caimano
 - A. Budget Amendments
9. Approval of Claims Auditor Report for December 13 & 28, 2013 B. Caimano
 - bills & payroll

10. Committee Reports

11. Friends of Crandall Public Library MacKnight/Kathe

12. SALS D. Nemer

13. Acting Director's Report & Action Items: K. Naftaly

A. Action items:

1. Permission for Todd DeGarmo to attend New York Folklore Society's Annual Conference/70th Anniversary Year, on Saturday, March 15, 2014 at the Strong National Museum of Play in Rochester, NY. Estimated costs are no more than \$500 from NYSCA grant: (\$15 registration, \$50+ for food receipts, \$280 travel estimated at 500 miles roundtrip + tolls, one night est. \$125 hotel room).
2. Permission to submit to SALS by January 23, 2014, a library technology grant not to exceed \$5,000 for physical improvements to the Holden Room for enhanced computer instruction.
3. Permission for Linda Webb to attend a workshop, Human Resources and the Law 2014 through National Seminars that is covered under the access pass we bought. It is in Albany on January 30th & 31st, 2014. Cost: Travel.
4. Approval of the appointment for 2014 of H. Wayne Judge as the Library's Attorney.
5. Approval for designation of The Post-Star and The Chronicle as the official newspapers for notification purposes.
6. Approval of change in standard mileage rates for travel reimbursement to 56.0 cents per mile for business miles driven as per IRS.
7. Approval of the Independent Contractor Mariagnes DeMeo to continue to act as Claims Auditor for the Library in 2014.
8. These are based on the Action items from the January 3, 2013 Board meeting. They are for standing meetings/activities during the year 2014:
 - 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. Cost: Travel (as needed).
 - C. Permission for Kathy Naftaly and other staff/board members to attend NYLA Library Advocacy Day Thursday, February 27, 2014 in Albany, NY. Cost: Reimbursed by NYLA.
 - D. Permission for Kathy Naftaly to attend the NYLA Annual Conference in Saratoga Springs, NY November 5 -8, 2014 Cost: Approximately \$300 to \$350 including travel.
 - E. Permission for Kathy Naftaly to attend Central Library Director's meetings. Held irregularly. Location: TBA. Cost: Travel.
 - F. Permission for Kathy Naftaly to attend SALS Director's Council meetings in Saratoga Springs. Cost: Travel.
 - G. Permission for Kathy Naftaly to attend NYLA Public Library Section Board meetings. Usually conference calls.
 - H. 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).
 - I. Approval for Kathy Naftaly to attend JA PAC Steering Committee Meetings. No meetings are currently scheduled. Location: SCPL. Cost: Travel.
 - J. Permission for Pam Frazier to attend local School Library Council meetings. Cost: Travel.
 - K. Permission for Sue Laing, Stacy Camp and/or Kathy Naftaly and/or designated staff to attend JA Operations Committee meetings. Cost: Travel.
 - L. Permission for Kevin Rogan to attend CDLC Reference Services Interest Group meetings. Meets several times a year. Cost: travel.

- M. Permission for Andrea Herman to attend Overdrive Collection Development meetings. Scheduled as needed. Cost: Travel.
- N. Permission for Guin Forshey to schedule and/or attend various technology related meetings and /or Consumer Health meetings. Scheduled irregularly. Cost: Travel.
- O. 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. Cost: Travel
 - c. Local trips associated with exhibitions.
 - d. New York State Folk Arts Roundtable - participant at meeting as NYSCA-Folk Arts grant recipient. Location: TBA.
 - e. Field School for College Interns - as director of project (funding pending), trips as needed to identify and document traditional regional activities
 - f. 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 programing; meetings with potential collaborators of cooperative projects
- P. Permission for Erica Burke to attend to the following meetings required of her position without month-to-month Board approval:
 - a. Capital Area Archivist - participant at evening meetings in Albany area
 - b. Heritage Hunters - participant and speaker at meetings in Schuylerville, NY
 - c. Various - a guest speaker several times a year at various local historical and/or genealogical societies

14. Department Reports

- A. Herman, Adult Services
- L. Shanks, Development Director
- P. Frazier, Children’s Department
- T. DeGarmo, Folklife
- G. Forshey, Innovation and Patron Experience (Reports begin January 22, 2014)

15. Old Business

16. New Business

17. Executive Session (if necessary)

18. Adjournment

The next Board Meeting is
 Wednesday January 22, 2014
 4:30 PM,

Holden Meeting Room