

**Board of Trustees
Crandall Public Library
AGENDA
August 27, 2014**

1. **Call to order** M. Toomey
2. **Public Comment**
3. **Correspondence and Press** (see board pass around file for actual correspondence)
4. **Approval of Board of Trustees Minutes: June 2014 & July 2014** M. Toomey
5. **Treasurers Report, June 2014 & July 2014** B. Caimano
 - A. Budget Amendments
 - B. Resolution as to the Certificate of Available Funds to Finance Project for the 2013_2016 NYS Construction Grant Program.
On August 27, 2014, the Board of Trustees of Crandall Public Library agrees to utilize a portion of its Capital Reserve Fund to pay for the architectural programming, conceptual design, and purchase and installation casework for the Park Entrance Reference/Information Desk Renovation & Refurbishment Project. Funds are available in this account to cover the cost of the Library's required match of at least 25% of the projected cost.
6. **Approval of Claims Auditor Report for June 27, July 11, 30, August 14, 2014 bills.** B. Caimano
7. **Committee Reports**
8. **Approval of Resolutions**
 - a. Approval of the 2015 Proposed Budget
 - b. Approval of Legal Notices
 - c. Approval of Trustee Petitions
 - d. Approval of Budget Resolutions for the Board of Elections
 - e. Approval of annual resolution allowing Library to exceed 1.56% tax cap in the event of errors
9. **Friends of Crandall Public Library** K. Kathe

10. SALS

D. Nemer

11. Director's Report & Action Items:

K. Naftaly

A. Action items:

1. Approval for Linda Webb to attend NYS Retirement System Employer Education Seminar, September 10, 2014, Fort Edward, NY. Cost: Travel
2. Authorization for Destruction of Obsolete Library Records: 5 cubic feet of Invoices 2007-2008; 2 cubic feet of Time Sheets 2007-2008; 2 cubic feet of Daily Deposit Slips 2007-2008; 1 cubic foot of SALS packing slips 2007; 1 cubic foot of Copies of donation/thank you letters 1996-1997; 1/4 cubic foot of Health insurance memos 1992-1999 and contracts 2005-2006. All based on the minimum legal requirements of the NYS Records and Disposition Schedule.
3. Permission for Steve Ray to attend Leadership Adirondack course given by the Adirondack Regional Chamber of Commerce. Cost not to exceed \$1,100--scholarship will be awarded.
4. Approval for the following staff to attend all or part of the NYLA Conference in Saratoga Springs November 5-8, 2014: Jenn Boyer, Julia Stuckman, Pam Frazier, Karen Tinney, Kevin Rogan, Guin Forshey, Steve Ray, Frieda Toth, Lynn Shanks, Stacy Camp, Sue Laing and Kathy Naftaly. As an organizational member Crandall Public Library can send up to 14 staff at the reduced membership rate. Cost: Not to exceed \$1,700.
5. Permission for at least one staff member to attend EAP's *Intervention Skills for Managers* seminar to be offered Thursday, November 6 at Crandall Public Library. Cost: Free.
6. Permission to offer surplus customer services desks to other SALS libraries at no charge. They will need to arrange pick-up the week of October 13, 2014.

12. Department Reports

- A. Herman, Adult Services
- L. Shanks, Development Director
- P. Frazier, Children's Department
- T. DeGarmo, Folklife
- G. Forshey, Innovation and Patron Experience

13. Old Business

14. New Business

1. Whistleblower policy
2. Dates for Public Hearings for 2015 Crandall Public Library Budget:
 - Monday, October 6, Moreau Town Hall @ 7:00 pm
 - Wednesday, October 8, Glens Falls Common Council Chamber @ 7:00 pm
 - Tuesday, October 14, Queensbury Town Hall Senior Center @ 7:00 pm

15. Executive Session (if necessary)

16. Adjournment

**The next Board Meeting is
September 24, 2014
4:30 PM,
Holden Meeting Room**