

**Board of Trustees
Meeting Minutes
January 22, 2014**

Attendance:

Trustees: Ms. Caimano, Ms. Troelstra, Mr. Leonelli, Mr. Rottenstreich, Ms. Newcomb, Ms. Johnson, Ms. Kelly, Mr. Barnard, Mr. Pratt. Mr. Toomey, entered at 5:14 pm

Absent: Mr. Lebowitz, Mr. Gannon Ms. Nemer, Ms. Vanderminden, Mr. Sheahan,

Staff: Ms. Naftaly, Ms. Webb, Ms. Shanks, Ms. Frazier, Mr. DeGarmo, Ms. Bell, Ms. Forshey

Guests: Kathleen Kathe - FCPL

Vice President Richard Leonelli called meeting to order at 4:34 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 January 8, 2014 that was sent via email was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried.

Treasurer's Report – December 2013

A. Budget Amendments

Ms. Caimano reported that the Library's revenues for December are at 128%. Expenses are at 106%. There are several Budget Revisions for clean-up of standard accounts for the end of the year. Ms. Caimano went over the revisions. She also reviewed the Investment Guidelines for our Trust and Bequest accounts. **Motion** to approve the December 2013 Treasurers Report and Budget Amendments was made by Ms. Newcomb, seconded by Mr. Pratt. Motion carried.

Approval of Claims Auditor Report

Approval of the January 15, 2014 Claims Auditor Report for bills & payroll. A **Motion** to approve the Claims Auditor's report was made by Mr. Rottenstreich, seconded by Ms. Caimano. Motion carried.

Committee Reports

Ad hoc Strategic Planning Committee

Mr. Pratt

The Library received two Proposals for Facilitator of the Strategic Plan. Seven RFP were sent out and we received two responses. All RFPs were sent to local area companies that were qualified to administer a Strategic Plan. Ms. Naftaly suggested that both applicants be interviewed as both have slightly different qualifications. Ms. Naftaly has certain goals that she would like to see met. Mr. Pratt was asked some questions regarding how a Strategic Plan is used. He explained that it helps give the Director a series of goals to obtain over a period, usually 3-5 years. It can be about finance, programming, staffing or for a variety of different areas. Goals that can help us provide for the community in various ways. Mr. Leonelli suggested that the Executive Committee meet to interview the applicants. A meeting time will be set up as earlier as possible.

Friends of Crandall Public Library

Ms. Kathe

Ms. Kathe reported the next Book Sale is February 7-9.

SALS -No report, last meeting cancelled

Director's Report

K. Naftaly

This month's incident reports are in the board pass around folder. Reference Librarian, Karen Hilfiger is currently out on medical leave. She will be out for approximately four weeks. Ms. Newcomb is sending around a card for her and asked everyone to sign it. TCT Credit Union has made an offer to help the Library raise funds. They are proposing that all staff, and Crandall Public Library cardholders have the opportunity to become members. It would be great publicity for the Library and at the end of the year they will give us \$5.00 per person for those who join the credit union. Patrons and staff would have to show their Library cards for us to receive the \$5.00. Ms. Naftaly indicated that she will be locked up in jail soon. It is for a fundraiser for MDA. She asked that everyone please come and pay to have her released.

Action items:

1. Renewal of 3-year contract for Tyco Simplex Grinnell for maintenance of our alarm system. Cost per year \$4,607 total amount of 3 year contract \$13,821.
2. Approval for Joe LaFiura to provide year-end (December 31, 2013) audit services for Crandall Public Library at a cost not to exceed \$9,450.

Item # 1 will be removed as an action item as it is for a payment on an existing contract. A *Motion* was made by Ms. Caimano, seconded by Ms. Newcomb to approve Action Item # 2. Motion carried.

Department Reports

G. Forshey, Innovation and Patron Experience

Ms. Forshey indicated that things are going well in the Reference Department. The Crandall Crafters program is going well. Next week "The National Work Readiness Credential" course starts. It will run for ten weeks. Ms. Forshey indicated that they are still waiting for award letters for the CFA Grant. January 13th saw the start of Snap Shot. Tech Thursdays start this week.

T. DeGarmo, Folklife

Mr. DeGarmo passed out handouts of upcoming programs. The opening for the new exhibit, "Celebrating Women's Creative Hands and Spirits" will be held on the 30th. He received a call from an organization that has a room full of ice cutting tools. He gave them the names of some organizations who may be interested in them. He shared some questions that he had received.

L. Shanks, Development Director

Donations are continuing to come in for the Annual Appeal. We are at about \$32,200 (\$5,500 over last year). Moving forward to 2014, events taking place will be the “Love Your Library Raffle” which is starting soon. There will be several businesses involved in it this year. People will have to make a minimum purchase of \$50.00 to receive the \$25.00 credit this year. Other fundraisers are in the works. More information to follow.

P. Frazier, Children’s Department

Ms. Frazier indicated that the Teens had a wonderful holiday show. It was very, very funny – Shakespeare Sonnet. The holiday vacation week was very well attended. The program “1000 Books B-4 Kindergarten” is off to a great start. “Take Your Child to the Library Day” is February 1st.

Old Business

None

New Business

Ms. Naftaly stated that February 26, 2014 is Library Advocacy Day. She will be going to Albany and welcomes anyone who would like to attend. Governor Cuomo is cutting the Library budget by 4 million dollars. We will try to have it reinstated. The bigger the attendance the better our chances for reinstatement. For more information, contact Ms. Naftaly.

Due to Advocacy Day on Wednesday February 26th, the Board meeting was moved to Thursday the 27th.

Adjournment:

Motion to adjourn was made by Ms. Newcomb, seconded by Mr. Rottenstreich. Motion carried. Meeting adjourned at 5:18 pm.

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
Thursday, February 27, 2014
4:30 pm
Holden Meeting Room**