

**Board of Trustees  
Annual Meeting  
Meeting Minutes  
April 23, 2014**

***Attendance:***

**Trustees:** Mr. Rottenstreich, Mr. Barnard, Mr. Toomey, Mr. Lebowitz, Mr. Leonelli, Ms. Dempsey  
Ms. Vanderminden, Ms. Troelstra, Ms. Johnson, Ms. Nemer

**Absent:** Ms. Caimano, Ms. Newcomb, Mr. Gannon, Mr. Pratt.

**Staff:** Ms. Naftaly, Ms. Webb, Ms. Shanks, Ms. Herman, Ms. Bell, Ms. Forshey,

**Guests:** **Leslie Kendall, Bill Toscano, Libby Post, Terry Tyson, Helen Otte**

**Call to Order:** President Michael Toomey called the meeting to order at 4:36 p.m.

**Staff Recognition:**

<u>Name</u>	<u>Years</u>
Ruth Demarsh	50
Emily Forbes	5
Guin Forshey	10
Tala Henry Halabi	5
Sue Laing	30
Adelaide Leibold	25
Sarah Lombardi	15
Frank Pelkey	5
Chris Simmons	5

Ms. Naftaly and Mr. Toomey handed out the staff recognition gifts that were given courtesy of the Friends. Thank you to the Friends for their generosity.

**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 March 26, 2014 that was sent via email was made by Mr. Rottenstreich, seconded by Mr. Leonelli. Motion carried.

### ***Report – March 2014***

A. *Budget Amendments* – There was one Amendment

A **Motion** to approve the March 2014 Treasurer’s Report and Budget Amendment was made by Ms. Newcomb, seconded by Ms. Johnson. Motion carried.

### ***Approval of Claims Auditor Report***

Approval of the March 28 & April 14, 2014 Claims Auditor Report for bills. A **Motion** to approve the Claims Auditor report was made by Mr. Sheahan, seconded by Ms. Newcomb. Motion carried.

### **Committee Reports**

#### **Personnel**

Acceptance of the resignation of Cynthia Davis, Accounting Business Manager as of February 13, 2014. Motion made by Ms. Vanderminden, seconded by Mr. Rottenstreich. Motion carried.

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

Ms. Otte

Ms. Otte reported that they are working on the next book sale, which will be June 13-15. They have tons of donations so far. Invitations to join the Friends were sent out to 2800 people. She doesn’t have any information yet on how it is going.

#### **SALS**

Ms. Nemer

SALS Annual Meeting will be held on May 19. The state gave an additional 1 million dollars to Library Services of which SALS is one recipient of many. Polaris was taken over by Innovative Interfaces, Inc. (aka iii). There is currently a trustee position available in Saratoga Springs.

#### **Director’s Report**

K. Naftaly

Ms. Naftaly stated that the 2013 Annual Report is ready and headed copies out. She thanked Kerry Ziegler for doing a fantastic job of putting it together. The new book drop has been installed. According to a archived newspaper that Erica Burke came across the library’s security issues date back to 1887. Our park police officer will be back very soon. The new security guards are doing a great job. They are very professional. Ms. Naftaly reported that the DVDs can now be reserved for non-fiction has not had huge numbers or any feedback from patrons. Reservations are for our patrons or for other libraries.

### **Action items:**

#### **A. Action items:**

1. Retroactive approval for Casey Chwiecko to attend the Saga City Banquet 3/27/14 at Fort William Henry. Cost \$32.00.
2. Permission for librarian Julia Stuckman to attend NYLA Leadership & Management Academy classes June 4 – June 6, 2014 in Guilderland, NY. Cost: \$260 (member cost for 2 classes) and travel.

3. Permission for librarian Julia Stuckman to represent Crandall Public Library at the North Country Association for the Education of Young Children meeting on April 23, 2014 in Queensbury. Cost: \$12.
4. Ratification of agreement between Communication Services (Libby Post) and the Crandall Public Library for marketing and public relations program planning and implementation at a cost of \$15,000.
5. Full board approval for the Henry Crandall award nominee (to be decided at Executive Committee meeting 4:00 pm April 23, 2014).
6. Acceptance of Letter of Resignation for Board of Trustee member representing the Town of Moreau, Robert Sheahan effective April 1, 2014.

A **Motion** to approve Action items #1-6 was made by Ms. Nemer, seconded by Mr. Rottenstreich. Motion carried.

### **Department Reports**

#### A. Herman, Adult Services

Ms. Herman reported that some programs for March were Literary Knits and Travel on a Budget. The Film Program started on April 1. Both afternoon and evening performances were a sell-out. The movie was "12 Years a Slave" and will play again at a later date as many people had to be turned away.

#### L. Shanks, Development Director

Ms. Shanks mentioned that *Love Your Library Raffle* will be held on Tuesday. So far, there have been 208 tickets sold. The Henry Crandall Award Gala will be held on September 13 at the Great Escape Lodge. Joe Donahue will be the M/C. Doc Scanlon's group will provide the music. The cost will be \$90.00 per person. *Touch a Truck* will be held on Sunday, May 18, in the Glens Falls High School parking lot. It will be \$ 3.00 per person or \$10.00 per family. The fundraiser will benefit children's programs.

#### G. Forshey, Innovation and Patron Experience

Ms. Forshey indicated that the DOL classes are off to a good start. There has been one placement so far. Steve and Justin installed Windows 7 on all computers. They will be upgrading the phone system on April 30.

### **Old Business**

The Executive Committee can to a unanimous decision to nominate Ed Moore for the Henry Crandall Award for 2014. Motion to accept the nomination was made by Ms. Vanderminden, seconded by Mr. Leonelli. Motion carried.

### **New Business**

- A. Suspension of patron, Michael Dunn for 1 year for "Threatening staff or library patrons with bodily harm" **Motion** to suspend patron Michael Dunn for 1 year was made by Mr. Rottenstreich, seconded by Ms. Troelstra.
- B. Presentation by Libby Post of Communication Services to outline our work plan for the "branding project." Ms. Post and Ms. Tyson spoke briefly to inform the Board about the process that will take place. Ms. Post stated that she has been working with libraries for over a decade. The branding project it will include a new logo and tagline. The process takes about six months. She will be meeting with three focus groups in May. That information should be ready to report back to the Board by July or August. The goal is to

reintroduce Crandall Library to the community and get them talking about it in a new way.

**Executive Session**

*Motion* to go into Executive Session to discuss a Personnel Issue was made at 5:25 p.m. by Ms. Vanderminden, seconded by Mr. Rottenstreich.

A personnel matter was discussed. A *Motion* to come out of Executive Session at 5:40 pm was made by Ms. Dempsey, seconded by Mr. Rottenstreich. Motion carried.

**Adjournment:**

*Motion* to adjourn was made by Ms. Dempsey, seconded by Mr. Barnard. Motion carried. Meeting adjourned at 5:41 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  
Wednesday, May 28, 2014  
4:30 pm  
Holden Meeting Room**