

251 GLEN STREET
GLENS FALLS, NY 12801
792-6508

**Board of Trustees
Crandall Public Library
Draft
AGENDA
January 27, 2016**

- | | |
|--|-------------------------------|
| 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: January 13, 2016 | M. Toomey |
| 5. Treasurers Report, December 2015
A. Budget Amendments | B. Caimano |
| 6. Approval of Claims Auditor Report for January 14, 2016
bills & payroll | B. Caimano |
| 7. Committee Reports
1. Finance Committee
2. Personnel Committee | B. Caimano
T. Vanderminden |
| 8. Friends of Crandall Public Library | K. Kathe |
| 9. SALS | D. Nemer |
| 10. Director's Report & Action Items:
A. Action items:
1. Approval for Capital Financial who is our Flexible Spending Account (FSA) administrator to withdraw via ACH transfers to them from a special savings account for our FSA account funding. We have a separate savings account that we previously paid FSA reimbursement claims from. | K. Naftaly |

11. Department Reports

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

12. Old Business

13. New Business

14. Executive Session (if necessary)

15. Adjournment

**The next Board Meeting is
Wednesday February 24, 2016
4:30 PM,
Holden Meeting Room**

251 GLEN STREET
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**Board of Trustees
Meeting Minutes
January 13, 2016**

Attendance:

Trustees: Ms. Nemer, Ms. Caimano, Mr. Toomey, Mr. Barnard, Ms. LaPann, Mr. Harman, Ms. Johnson, Dr. McDermott, Mr. Lebowitz, Ms. LaPann, Ms. Troelstra, Mr. Gannon, Ms. Newcomb.
Mr. Harman left at 5:02pm

Absent: Excused: Mr. Leonelli,
Unexcused: Ms. Vanderminden

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

Guests: None

President Toomey called meeting to order at 4:37 p.m.

Oath of Office:

Newly elected Trustees, Ms. Annette Newcomb, Dr. Brian McDermott, Ms. Mary LaPann were given the Oath of Office by President Toomey.

Slate of Officers for 2016

President:	Michael Toomey
Vice President:	Naftali Rottenstreich
Treasurer:	Barbara Caimano
Secretary:	Christina Vanderminden

Introductions were made around the room.

A **Motion** to accept the Slate of Officers for 2016 as presented was made by Ms. Newcomb, seconded by Mr. Gannon. Motion carried.

Appointment of Committee Members

- Executive Committee:** Toomey (Chair), Rottenstreich, Vanderminden, Caimano
- Finance Committee:** Caimano (Chair)
- Personnel Committee:** Vanderminden (Chair)
- Board Development:** Gannon (Chair)

Mr. Gannon has asked all Board members to let him know if they would like to stay on their current committee or change to a different one. Ms. Webb will send a 2015 committee list to all Trustees and asked that they respond to him prior to the next meeting on January 27.

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 Minutes of December 3, 2015 that was sent via email was made by Rottenstreich, seconded by Ms. Nemer. Motion carried.

Treasurer’s Report – November 2015

A. Budget Amendments

Motion to approve the November 2015 Treasurers Report and Budget Amendments was made by Ms. Newcomb, seconded by Ms. Nemer. Motion carried.

Claims Auditor Report

Acceptance of the December 11 & 29, 2015 Claims Auditor Reports for bills & payroll. A **Motion** to Accept the Claims Auditor’s reports was made by Ms. Caimano, seconded by Ms. Nemer. Motion carried

Committee Reports - None

Friends of Crandall Public Library - No report

Ms. Kathe

SALS - No Report

Ms. Nemer

Director’s Report

Ms. Naftaly passed around the Incident Report folder. He stated that there had been a huge decrease of incidence in 2015 compared to 2014. She will have more to report at the next meeting on January 27. All action items except number 6 are standard for the year.

Action items:

1. Approval of the appointment for 2016 of H. Wayne Judge as the Library’s Attorney.
2. Approval for designation of The Post-Star and The Chronicle as the official newspapers for notification purposes.

3. Approval of change in standard mileage rates for travel reimbursement to 54.0 cents per mile for business miles driven as per IRS.
4. Approval of the Independent Contractor Mariagnes DeMeo to continue to act as Claims Auditor for the Library in 2016.
5. These are based on the Action items from the January 7, 2015 Board meeting. They are for standing meetings/activities during the year 2016:
 - 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 Wednesday, March 2, 2016 Albany, NY. Cost: Travel, possible reimbursement by NYLA.
 - D. Permission for Kathy Naftaly to attend the NYLA Annual Conference in 2016, Saratoga Springs, November 2-5. Cost: TBA.
 - 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 JA Joint Automation Council Meetings every other month and subcommittee meetings such as ecommerce. Cost: Travel (Alternate between MVLS and SALS).
 - H. Approval for Kathy Naftaly to attend JA PAC Steering Committee Meetings. 0 meetings are currently scheduled. Location: TBA. Cost: Travel.
 - I. Permission for Pam Frazier to attend local School Library Council meetings. Cost: Travel.
 - J. Permission for Sue Laing, Stacy Camp and/or Kathy Naftaly and/or designated staff to attend JA Operations Committee meetings. Location: SALS or MVLS Cost: Travel.
 - K. Permission for Kevin Rogan to attend CDLC Reference Services Interest Group meetings. Meets several times a year. Cost: travel.
 - L. Permission for Andrea Herman to attend Overdrive Collection Development meetings. Scheduled as needed. Cost: Travel.
 - M. Permission for Karen Hilfiger to attend ILL field day and associated 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. Cost: travel.
 - b. New York Folklore Society - *Voices: The Journal of New York Folklore* meetings as editor in Schenectady. Cost: Travel
 - c. New York State Folk Arts Roundtable - participant at meeting as NYSCA-Folk Arts grant recipient. Location: TBA.
 - d. Folklife Center Business - Local trips associated with exhibitions and collection development.
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. Cost: Travel

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. Cost: Travel
- b. Heritage Hunters - participant and speaker at meetings in Schuylerville, NY. Cost: Travel
- c. Various - a guest speaker several times a year at various local historical and/or genealogical societies

6. Approval to use Adirondack Mobile Shredding to do our monthly shredding. The cost to shred 2 large locking consoles would be \$30 per console monthly. The shredding is done onsite. They also can shred hard drives, disks, tapes. Starting service on February 1, 2016.

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

Department Reports

A. Herman, Adult Services

Patrons responded overwhelmingly to drop yarn off in our bin. Over 270 items of hats, scarfs and gloves will be on display starting tomorrow for anyone who needs them. Spot Coffee will bring over hot coffee and hot cider for everyone. There will be an Owl program on January 27. We have started a new program, *Color Café*, coloring for adults.

L. Shanks, Development Director

Ms. Shanks stated the *Annual Appeal* is coming to an end for 2015. We raised over \$45,000. Our goal was \$35,000.

P. Frazier, Children's Department

Ms. Frazier indicated there were some great programs over the holiday vacation. *Royal Reception* was a big hit. Coming up we have Legos, Crochet, Dr. Seuss, and The Opera. *Therapy Dogs* are still very popular. The *Art Class* on Tuesday afternoon has really taken off. *Fun with Languages* is doing well. So far we have Spanish and French.

G. Forshey, Innovation and Patron Experience

The *Star Wars* event went very well. Tomorrow we will be starting the *National Job Readiness Classes*. We will start offering *Hoopla* Digital Downloads. We hope to roll it out in a couple of weeks.

T. DeGarmo, Folklife

The current exhibit is coming down and the new exhibit, *The Dream of America: "Hey, Jesus Was a Migrant Too!"* will be going up. There will be panels on Migration in the North Country held in May with local people who have worked with Latino's in the community. The *Spring Folklife Concert Series* starts on March 10. There will be 9 sessions in the series. There is one more *Winter Blue Grass Jam*. Last week there were 27 musicians and about 50-60 people attending.

Old Business - None

New Business

With regrets we accept the resignation of Trustee Annette Newcomb. Annette has served on the Board for 20 years. We thank you for your 20 years of service.

We will need to look for a new Trustee to appoint that can fill Ms. Newcomb's term for the Town of Moreau.

Mr. Gannon is working with the Board Development Committee and has asked all Trustees to think about stepping up for an office next year. It would be nice to have someone else take a turn. Please contact Mr. Gannon and let him know what office you might be interested in.

At the February 24th Board meeting, Sara Dallas from SALS will speak to the Board about being a Trustee.

Adjournment:

Motion to adjourn was made by Mr. Rottenstreich and seconded by Ms. Caimano. Meeting adjourned at 5:27 p.m. Motion carried.

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, January 27, 2016
4:30 pm
Holden Meeting Room

The Folklife Center • December 2015 Report

Gallery • Archives • Cultural Programs

Crandall Public Library, Glens Falls, NY 12801

submitted by Todd DeGarmo, FC Director & Erica W. Burke, Archivist

Archives & Special Collections

1. Reading Room Use 177 patrons • 243 items used • 113 hours
Monday-Friday 10 am-noon & 1-4 pm, Tuesday evening 5-8 pm
Closed Christmas Eve & Christmas
2. Collection Management
 - a. Volunteers/interns (8) - digital database entries; inventories, indexing of manuscript collections; digitizing music; processing serials; preservation rehousing, copying; filing • 64.75 hours.
3. New Collections
 - a. 33 books added to the FC research collections (designated *Holden* in the catalog)..
 - b. Glens Falls Machine Works records donated by Carol Mullen.

Programs & Projects

1. A Transitional Interpretation: American Roots Music by Five Photographers: an original Folklife Gallery exhibition on display September to December 31, 2015. Guest curator Andrzej "Andre" Pilarczyk and his colleagues (Joseph Deuel, Enid Farber, Bryan Lasky, Lawrence White) provide us with an insider's view of the dramatic worlds of live music performance. Also includes displays by 5 important performance venues (Caffe Lena, The Egg, WAMC, 's The Linda, Old Songs, Exit 97.7 WEXT), and a free 24-page catalog.
2. Winter Bluegrass Jam: a new musical program for pickers and listeners alike, hosted by Alan Epstein and the Folklife Center on the first Thursdays of the winter months (December, January, February), attendance of 15 musicians + 35 listeners.
3. Family History One to One: 3rd Wednesday of the month drop-in for personalized help with volunteer genealogist Lisa Dougherty, December 16, 10 to noon.
4. YouTube/The Folklife Center at Crandall Public Library: The Folklife Center has videos of live concerts, storytelling, documentary shorts <https://www.youtube.com/channel/UCNkS60fbulYotTh3robMk7A>.
5. New York Heritage Digital Collections: The Folklife Center's collections are featured at www.nyheritage.org.
6. Path Through History: The Folklife Center at Crandall Public Library is featured in this statewide tourism promotion through its website, calendar and roadside signage www.paththroughhistory.ny.gov.
7. Voices: Journal of New York Folklore: Editor DeGarmo has released the 2015 Fall/Winter issue of this publication of the New York Folklore Society, with an article about the Folklife Gallery exhibition, *A Transitional Interpretation*, www.nyfolklore.org/pubs/voices.html.

**Health Information Services
December 2015**

Meetings

12/3: Staff

12/8: Team

Programs & Activities

- Library Assistant
 - 1-on-1's
 - 8 sessions
 - 8 attendees
- Updated closing signs for 2016
- Monthly web and carousel updates
- Add 2016 closings to website and calendar
- 12/12: Star Wars Lego Building contest
- 12/16: Star Wars Trivia night
- SALS tech grant final report
- NWRC: create flyers & send out press release
- 3D printer form updates
- 12/1: Tech committee meeting to work on staff survey questions

Health Reference

- 1 DOCLINE article

Adult Services Department
Monthly Report
December 2015
Submitted by Andrea Herman

	December 2015	December 2014
Reference Questions:	4089	4193 (2% decrease)

Programs:

- **Fall Film Festival** with showings at 2:30 and 6:30 on December 1, 8 and 15; organized by Jennifer Boyer
- **Have Needles Will Travel;** a social needlework networking program that includes knitting, crocheting, tatting, quilting, etc. met on December 2 and December 16; organized by Karen Tinney
- **Wednesday Evening Book Discussion** of *Maisie Dobbs* by Graeme Simsion met on December 2; organized by Jennifer Boyer
- **It's Cold Out There: Community Knit and Crochet;** gathering to create hats, scarves and mittens with donated yarn to distribute to those in need; organized by Karen Tinney
- **Memory Sharing Group** met on December 7; moderated by Karen Tinney
- **Starting an Online Business;** 8 week workshop offered by author, Zackary Richards held on Monday evening throughout the month
- **Star Wars Inspired All Ages Lego Building Contest,** held on December 12
- **Star Wars Trivia Night for Adults;** teams competed on their movie knowledge of Episodes I through VI, held on December 16; organized by Guinevere Forshey and Jennifer Boyer
- **Monday Evening Book Discussion** of *Boys in the Boat* by Daniel Brown held on December 21; organized by Frank Pelkey
- **Psychic Medium, Pauline O'Connell** spoke on December 21; organized by Kim DeBarbieri

Personnel:

- Kevin Rogan and Tisha Dolton participated in the Marketing Committee meeting on December 1
- Guinevere Forshey, Kevin Rogan and Tisha Dolton participated in the Technology Committee meeting on December 1
- Jennifer Boyer and Kevin Rogan participated in the Programming Committee meeting on December 9

Children's Department Report

December 2015

Programs

Children's staff coordinated 85 programs with a total attendance of **1,906** people. Regular weekly programs included *Baby Lap Times*, *Walking Wonders*, *Toddler Story Times*, *Preschool Story Times*, *Preschool Art Times*, *Toddler Playgroups*, and reading to therapy dogs. **16** school classes came to the Library for stories and tours. Two outreach programs were held at the Prospect Child and Family Center. *Art Blast* for school-aged kids was offered every Tuesday afternoon. Special programs included *Pokémon for Tweens*, a *Star Wars Scavenger Hunt* for families, two Legos programs, a special visit and songs with Mrs. Claus, and the *Robert Roger's Puppet Show*. The *Royal Reception* held during the holiday school vacation was a big success. Kids came dressed as princes and princesses and had the chance to meet their favorite Disney fairytale characters, take pictures, have refreshments, and make their own crowns. Costumes for the characters and some of the volunteers were provided by Kingpin's Alley Family Fun Center. Queensbury Burger King donated crowns for the craft project, and Dunkin Donuts provided munchkins.

Volunteers

Children's Department volunteers helped with special programs, putting DVDs into security cases and to search for materials to loan to other libraries or for our patrons. These volunteers contributed **88 hours** working in the Children's Department during the month.

Statistics

Circulation

J audio books	229
J board books	423
Easy readers	1869
J fiction	1430
J graphic novels	378
J nonfiction	1701
J paperbacks	901
Picture books	3660
J videos	3326
J music	221
J magazines	186
J Holiday Books	967
Tumblebooks (eBooks)	276
Computer use was	521
Reference questions	2160

Submitted by Pam Frazier Head of Children's Services

Memorandum

To: Kathy Naftaly

CC:

From: Steven Ray

Date: December 31, 2015

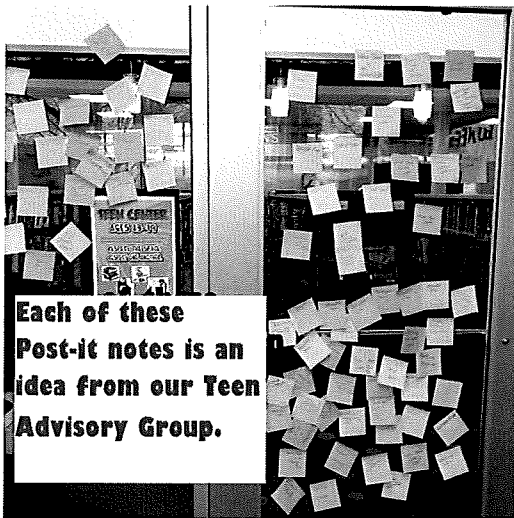
Re: December 2015 Monthly IT Department Report

This is a summary of things performed during the month of December 2015 by the Crandall Public Library IT department.

1. Updating & double checking accounts & files
2. Working with Bibliotheca on continuing kiosk 400 issues
3. Prep work for PCI compliance
4. Continuing computer support & updates to all staff & public computers & related equipment

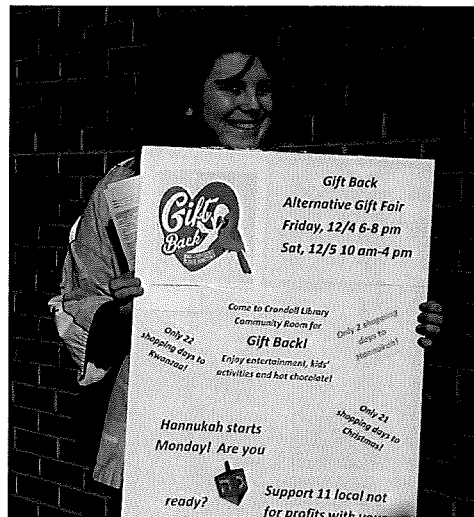
Teen Center Report, December, 2015

The Teen Center was used 1450 times in December, 2015. There were 218 requests for specific materials and 722 in attendance at programs. The remainder of Teen Center use was divided among browsing, reading, homework, computer use, and meeting friends.



Our Teen Advisory Group met December 4 for ideas for 2016.

Teens volunteered at Gift Back! Alternative Gift Fair December 4 and 5.



Teen volunteer Sarabeth Mason and Teen Services Library Assistant Michelle Lettus presented to the Reduced Teen Group about their experiences at ComicCon, on December 10.

Submitted by Frieda Toth, Teen Services Librarian