

**Board of Trustees
Meeting Minutes
June 22, 2016**

Attendance:

Trustees: Mr. Toomey, Ms. Vanderminden, Mr. Leonelli, Mr. Barnard, Dr. McDermott, Mr. Gannon, Ms. Johnson, Ms. LaPann

Absent: Excused, Mr. Rottenstreich, Ms. Caimano, Mr. Lebowitz, Ms. Troelstra, Ms. Nemer,

Staff: Ms. Naftaly, Ms. Webb, Ms. Shanks, Ms. Herman, Ms. Frazier, Ms. Winters

Guests: Rodney Congdon

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

Public Comment – None

Correspondence and Press (see Board Pass Around file for actual correspondence and press)

Board of Trustees Meeting Minutes – May 4, 2016 & May 25, 2016

A ***Motion*** to approve the May 4, 2016 & May 25, 2016 Minutes was made by Ms. Vanderminden, seconded by Mr. Leonelli. Motion carried.

Treasurer's Report – April 2016 & May 2016

A. Budget Amendments

Mr. Leonelli went over the highlights of the May Treasurer's report and Budget Amendment. Expenses are at 41.7% and Revenue is at 71.0%. A ***Motion*** to approve the April 2016 and May 2016 Treasurer's reports and Budget Amendments was made by Ms. LaPann, seconded by Mr. Gannon. Motion carried.

Claims Auditor Report – May 12 & 26, June 13, 2016

A ***Motion*** to approve the Claims Auditor Reports for May 12, 26 and June 13, 2016 was made by Mr. Barnard, seconded by Ms. LaPann. Motion carried.

Committee Reports

Personnel:

C. Vanderminden

1. Acceptance of resignation for Brianna Seeley as Page effective 5/21/2016.
 2. Approval to hire Amanda Futch as Page beginning 6/3/2016 at \$9.00 per hour.
 3. Acceptance of resignation for Amanda Futch as Page effective 6/3/2016.
 4. Approval of for Stephanie Winters to go permanent part-time as Accounting/Business Manager per Civil Service exam # 61305 & 1980. Effective date 6/22/2016.
 5. Acceptance of the Retirement Resignation for Gail Malvuccio, Senior Library Clerk, effective 6/30/2016.
- Ms. Naftaly gave a warm thank you to Gail Malvuccio for her 19 years of exemplary service to Crandall Library.
- A *Motion* to approve Personnel Items 1-5 was made by Ms. Vanderminden, seconded by Ms. LaPann. Motion carried.

Friends of Crandall Public Library

Ms. Kathe

No report

SALS

Ms. Nemer

No report

Director's Report

The Friend's earned in excess of \$11,000 from the book sale this month. Ms. Naftaly contacted the Conklin Center about service to the Library for seniors. They will provide service to and from the library. She will speak to the city regarding more handicapped parking. She also asked the staff to keep an eye out for patron's that may need assistance. The \$60,000 Glens Falls Foundation Grant that we received has received a lot of good press. We will be working on a database that will be used like a phone tree. Ms. Naftaly attended a SALS meeting about RFID this morning; we were the first in the SALS system to get RFD equipment. SALS and JA are trying to work as a group with other libraries to buy as a group for better pricing. Our equipment is starting to age out. The volunteer luncheon was held on June 2nd. Update on the bond process. Draft documents have been sent to all parties involved. The CDC will need to approve the documents at their next meeting on June 24. On June 30th Moody's will issue the rating and the insurance will be finalized. The preliminary official statement (POS) will be mailed out on July 5th. Expect to discuss pricing on July 12 or July 13 with a verbal award on July 13 and finalizing the OS on July 14. Closing on July 21, 2016.

Action items:

1. Approval of Legal Notice for Trustee Petitions for publication in The Chronicle and The Post-Star in June 2016. Trustee petitions are due between August 15 and August 22, 2016 (by 3 pm)
2. Permission for Todd DeGarmo to dispose of 24 boxes of obsolete records.
3. Permission for Erica Burke to attend Lock, Hull, Wheel, and Rail: An archeological study of Access to the World Market in Nineteenth-Century New York State, at the NYS Museum. May 25, 2016 at 1:00 PM. Cost: travel.
4. Permission to discard six David Edward No Fly Chairs, one Carolina Loveseat, one snow blower, all items non-repairable.
5. Acceptance of Bond Post-Issuance Policy.

6. Permission to apply to the C. R. Bard Foundation Community Commitment program for a \$5,000 grant to present STEM programming, Beakman Live! in November 2016. Additional cost: In-kind.

A *Motion* to approve items 1-6 was made by Ms. LaPann, Seconded by Mr. Barnard. Motion carried.

Department Reports

A. Herman, Adult Services

Ms. Herman passed out the *Adult Summer Reading* brochure. They will have the kickoff with the children's department next week. They are having a *Fitness Day* on July 8th. On Monday, July 25 the *Iroquois Games and Dancing* in City Park will be held. The program is funded by the Friends.

L. Shanks, Development Director

Ms. Shanks stated that she is focusing on the *Love Your Library Raffle*. She has tickets if anyone needs them. She will be sending an email to the Friends for tickets. She thanked the Friends for putting flyers in books during their sale.

P. Frazier, Children's Department

Ms. Frazier indicated that the Teens will be performing their version of *Midsummer Night's Dream* next week. She handed out Teen Center Brochures. There will be a *Makers Space* program on a Saturday in July. It will be by appointment only. The *Summer Reading* kickoff party in the park will be June 28, rain date June 29. There will be a bounce house. She asked that folks pass the word about the kickoff. She passed out the June and July calendar. They will be going to the Wood Theater for the *PB&J Café* again this year thanks to the Friends.

Mr. Leonelli asked to take a look at the insurance policy and rider for the bounce house. Ms. Frazier will get a copy to him.

Old Business – None

New Business – None

Mr. Gannon and Ms. Troelstra have interviewed an interested person from South Glens Falls to take over the open position in Moreau. Mr. Gannon will have him attend the July meeting where he will be given the Oath of Office.

Adjournment:

A Motion to adjourn was made by Ms. LaPann, seconded by Ms. Vanderminden. Motion carried. Meeting adjourned at 5:05 p.m.

Respectfully Submitted,

Christina Vanderminden
Secretary of the Board of Trustees of Crandall Public Library

**The next Board Meeting
Wednesday, July 27, 2016
4:30 pm
Holden Meeting Room**

Recorded by Linda Webb
Administrative/Human Resource Assistant