

**Board of Trustees
Meeting Minutes
March 23, 2016**

Attendance:

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

Absent: Excused: Ms. Nemer, Ms. Caimano, Mr. Barnard, Mr. Harman, Mr. Lebowitz

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

Guests: Kathleen Kathe, Friends, Reed Antis, Town of Moreau, Jill Thaisz and Amy Pedrick for West & Company, CPA's PC.

Called to Order: President Toomey called the meeting to order at 4:51p.m after a delay due to a fire alarm.

Public Comment – Reed Antis asked President Toomey if they had made a decision on a new Board member to fill the vacant position from the Town of Moreau. Mr. Toomey stated that no decision has been made.

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

Review of the 2015 Audit by West and Company, CPA PC

Amy Pedrick and Jill Thaisz from West and Company CPA's PC presented the Board with 2015 Audit. They handed out copies and presented an overview of the completed audit.

The auditors stated verbally, reading from their financial report, " In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Crandall Public Library as of December 31, 2015, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America."

Board of Trustees Meeting Minutes

Motion to approve the Board of Trustees Minutes of February 24 & March 2, 2016 that was sent via email was made by Mr. Rottenstreich, seconded by Mr. Leonelli. Motion carried.

Treasurer’s Report – February 2016

A. Budget Amendments

Mr. Leonelli went over the report. Expenses are at 12.8% and revenues are at 59.4%. **Motion** to approve the February 2016 Treasurers Report and Budget Amendment was made by Ms. LaPann, seconded by Ms. Vanderminden. Motion carried.

Claims Auditor Report

Acceptance of the February 26 & March 14, 2016 Claims Auditor Reports for bills & payroll. A **Motion** to Accept the Claims Auditor’s reports was made by Ms. LaPann, seconded by Ms. Johnson. Motion carried.

Committee Reports

Finance

R. Leonelli

A. 2016 Audit Review

Personnel

T. Vanderminden

A. Acceptance of resignation from Michelle Lettus for page hours in the Children’s Department effective April 1, 2016. Michelle will continue as a Library Assistant in the Teen Center.

A **Motion** was made by Ms. Vanderminden seconded by Mr. Rottenstreich to accept the resignation of Michelle Lettus as a page. Motion carried.

Friends of Crandall Public Library

Ms. Kathe

Ms. Kathe reported that they made \$13,000 on the last book sale. They have raised \$508,431 since 2003.

SALS

Ms. Nemer

No report

Director’s Report

Ms. Naftaly stated that the fire alarm that went off at the start of the meeting was for a low water flow in a valve. The building was cleared in less than two minutes. The fireplace inserts have been replaced in all three fireplaces. Thank you to the Friends for funding them. There was an issue in front of the building on Friday with the arrest of a suspect in a robbery. We were not open yet. Glens Falls Schools went into lockdown. Ms. Naftaly has spoken to the police and asked to be called if there is ever another incident like that near the library. They now have her cell phone number.

Action items:

1. Permission for Todd DeGarmo to attend the New York Folklore Society conference, “Crisis of Place: Preserving Folk & Vernacular Architecture in New York”, Saturday, April 2, 2016 at The Cooper Union, Rose Auditorium. Estimated costs include travel on Friday and Sunday via Megabus (Albany-NYC) current estimated roundtrip @ \$39.50; meal allowance @ \$50/day x 3 days; no charge for conference; no charge for hotel.

2. Permission to send up to 4 people to the Adirondack Nonprofit Business Council morning symposium at the Queensbury Hotel, Thursday, May 19 at 7:30 am. Cost: approx. \$30/person.
3. Bond refunding resolution:
 - a. RESOLVED That the Director if the Library, or other appropriate officers thereof be, and they hereby are, authorized and directed to execute and deliver the Financial Advisory Services Agreement with Fiscal Advisors & Marketing, Inc. relating to the issuance of Refunding Bonds to refund outstanding bonded debt of the Library, presented at this meeting and annexed to these minutes, and it was further,
 - b. RESOLVED that the firm of Raymond James, having presented a proposal dated February 11, 2016 to serve as underwriter on such Refunding Bonds, be, and it hereby is, selected as such underwriter.
4. Permission to enter into agreement with Jeanine Rodgers Caruso, CIPMA, MBA of Fiscal Advisors & Marketing, Inc. to serve as our fiscal advisor in any bond refunding efforts whereas the fee schedule is not to exceed \$30,000 where the Library will receive an invoice upon the closing of the securities issuance.
5. Permission for 2 staff members to attend the RSVP Volunteer Recognition Breakfast on April 12, 2016 at the Great Escape Lodge. Cost: \$30.00.

There was much discussion regarding item numbers 3 & 4. Some Board members felt they would like to look at the refunding more closely prior to making a commitment. We need to have a Resolution in order to go forward with researching it. There was also the question as to whether the library can refund with bond to bank instead of bond to bond as we are taxpayer funded. There were many question brought up and Ms. Naftaly will try to have answers for the next board meeting. President Toomey opined that we move forward with items 3 & 4. Ms. Caruso will bill us at an hourly rate if the refunding does not go through. A *Motion* was made by Mr. Leonelli, seconded by Dr. McDermoot to accept items #1-5. Motion carried.

Ms. Shanks indicated that she and Ms. Naftaly had met with the Executive Committee to nominate a recipient for the 2016 Henry Crandall Award. Judge David Krogman will be the recipient. He has accepted with nomination. The date of the Gala is to be determined.

Department Reports

A. Herman, Adult Services

Ms. Herman said that the Post Star interviewed the Reference Staff regarding the *Color Café*. They printed a very nice article about it. There was a huge turnout for the *Peggy Lynn Concert* on March 1st.

L. Shanks, Development Director

Ms. Shanks indicated that the Events Committee will be meeting next week to talk about the Raffle and Gala.

P. Frazier, Children's Department

Ms. Frazier indicated that the week of April 25th is school vacation week. A *Wildlife Program with Andrew Simmons* will be held. There will be events going on every day that week. We will also be starting *Wondertime Walkers* for up to 18 month olds. There will be learning stations, books, movies, music. Librarian Julia Farrar will present *Peter and the Wolf* at the Youth Services meeting at NYLA.

T. DeGarmo, Folklife

Mr. DeGarmo stated he had 100 ninth graders from Queensbury come in before the Library opened one morning. The *Live Folklife Concerts* for spring has kicked off. Kevin Rogan and Todd are doing three camera shots during the concerts. They are posted on the Folklifes Youtube site. Check them out.

Old Business - None

New Business – None

Adjournment:

Motion to adjourn was made by Mr. Rottenstreich and seconded by Mr. Gannon. Meeting adjourned at 5:46 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
Annual Meeting
Wednesday, April 27, 2016
4:30 pm
Holden Meeting Room**