

**Board of Trustees
Meeting Minutes
February 24, 2016**

Attendance:

Trustees: Mr. Barnard, Mr. Rottenstreich, Ms. LaPann, Mr. Harman, Dr. McDermott, Mr. Leonelli, Ms. Vanderminden

Absent: Excused: Ms. Johnson, Ms. Nemer, Ms. Caimano, Mr. Toomey, Ms. Troelstra, Mr. Barnard, Mr. Lebowitz

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

Guests: Sara Dallas, SALS, Dodi Robinson, Friends. Maury Thompson, Post Star, Reed Antis, Moreau Resident, Robert Girvan

Called to Order: Mr. Rottenstreich called the meeting to order at 4:35p.m. without a quorum

Public Comment: Reed Antis introduced himself and expressed his interest in filling the vacant position left by Town of Moreau representative, Annette Newcomb

Mr. Robert Girvan walked in to address the Board with an issue concerning a notice left on his unattended bag. Ms. Naftaly stated there have been problems with bags left unattended sometimes for the entire day. Mr. Girvan kept repeating that there was a lack of common sense. When asked about what he would suggest; he said he would follow the rules. He also complained that custodians are not willing to clean the bathrooms.

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

Treasurer's Report – January 2016 Mr. Leonelli stated expenses are at 28.3% to date; noted it was high because building service contracts are due at the beginning of the year.

No action on Claims Auditor Report

Committee Reports

1. Finance Committee

Ms. Naftaly reported she met with Wayne Judge on the possibility of refinancing the library's bond. The finance committee needs to meet. Ms. Naftaly has contacted all three municipalities. The March 15 Audit Report to Finance committee was tabled at last Finance committee meeting, need to vote on the resolution.

Friends of Crandall Public Library

Dodie Robinson reported that they are getting ready for the Book Sale. She inquired about the fireplace repairs funded by the Friends; Ms. Naftaly noted the 3 natural gas insert fireplaces have been ordered. Ms. Robinson noted that The Friends are physically taking books to recycling.

SALS

Trustee Orientation by Sara Dallas

Plan of Service: Ms. Naftaly and Mr. Toomey will attend

SALS Annual Report is due

Ms. Dallas reported library funding is at the same level unless the message is heard by the Governor and increases are the same as school increases. Increase in construction aid is very important.

Ms. Dallas, SALS Director spoke about the three duties of Trustees:

1. Fiduciary
2. Legal and Policy
3. Advocacy

As elected officials trustees are responsible:

Trust that the money handled is transparent

Everyone is engaged; respect is shown to library staff and each other

Responsible for setting policy; Board may delegate research to library staff however welfare falls on the Board

In everything you do the library should be put first

Best Practice:

- Be prepared
- Understand the Agenda, ask what it means if you need clarification
- Clear understanding of next steps, understand the discussion and be clear on the vote before the Board makes the vote
- Be respectful to the public
- Be on time
- Are you being fair to the other trustees if you can't attend a meeting

Director's Report

Action items:

1. Approval to change the Employee Policy for Personal Days to read "Time may be taken in ½ hour increments and an employee is allowed to be used before or after vacation or legal holiday."
2. Permission to extend usage time from 90 minutes to 120 minutes (2 hours) for Internet and Chromebook stations throughout the Library. The thought is that patrons that want to watch a movie on Hoopla will most likely need more than 90 minutes minimum.
3. Approval of the 2015 NYS Annual Report for Public and Association Libraries as submitted to SALS.
4. Permission to raise our Automatic Clearing House (ACH) electronic transfer at Glens Falls National Bank from \$50,000 to \$60,000 due to increased payroll in 2016.

5. Permission for Kathy Naftaly and Mike Toomey to attend the March 9, 2016 SALS Plan of Service Meeting in Saratoga Springs to represent the interests of our Library. 2
6. Approval of the annual agreement between Crandall Public Library and the MVLS/SALS Joint Automation Project where Kathy Naftaly is the current Committee Chair.
7. Permission to accept recommendations from Butler Rowland Mays Architects, LLP to accept the low bid from David Fuller Cabinetmakers for Park Desk improvements at a cost of \$14,475 and to accept the \$4,970 bid from Harold R. Clune, Inc. for electrical work concurrent with the project, both to be paid from the NYS Construction Grant and Capital Funds.

No action taken

Department Reports

A. Herman, Adult Services

Ms. Herman spoke about the success of the *Saving Owls* presented by the Friends of the Washington County Grasslands IBA, the live owls were a definite draw with standing room only for the event. A Fly Tying Program with Paul Sinicki will be held on March 3. Happy Traum will present "Coming of Age in the Greenwich Village Folk Revival and the Woodstock Scene (1954-1971) on Saturday, March 12 at 7:00 pm. Mark Frost's program: Deep South Civil Rights Tour was well attended and very moving. TriCounty NY Transitions is collaborating with the library on a film series called "In the Public Interest". The first film is March 2; **The Wisdom to Survive.**

P. Frazier, Children's Department

Ms. Frazier reported on the PJ Party with Dr. Seuss co-sponsored with the Iroquois Reading Council with Book Basket raffles, cookie decorating and free books. A new program, Wondertime! for walkers up to 18 months old with learning stations, movement activities, books and music will be held on Tuesdays and Saturdays. Teens held a bookbinding program and had a Birthday party for the Teen's fish. Ms. Frazier passed around a few examples of Explorer kits that are available in the children's department. Highlights of February vacation week included the Kids "Chopped" Challenge and the "Almost" Jeopardy program.

G. Forshey, Innovation and Patron Experience

Ms. Forshey worked on web updates and introduced the new database, Hoopla which instantly allows borrowers free digital movies, eBooks, comic books and audiobooks 14/7.

T. DeGarmo, Folklife

Mr. DeGarmo passed around Live! Folklife Concerts bookmarks with a listing of the 6 concerts starting March 10. The exhibit in the Folklife Gallery: "The Dream of America: Separation & Sacrifice in the Lives of North Country Immigrants kicked off with a talk by Lisa Catalfamo & Betty Getty's visit with families in Coyula, Mexico.

Meeting adjourned at 6:40 p.m.

Respectfully Submitted,

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

Recorded by Andrea Herman (for L. Webb)

Librarian III

