



DRAFT

**Board of Trustees
Meeting Minutes
November 20, 2019**

Attendance:

Trustees: Mr. Rottenstreich, Mr. Hazewski, Ms. Shapiro, Ms. Swanson, Ms. Johnson, Ms. Caimano, Mr. Toomey, Ms. Nemer, Mr. Antis, Mr. Goralski, Ms. Bartlett.

Absent: Excused: Ms. Rainwater; Ms. Vanderminden, Ms. Barcomb.

Unexcused: Ms. Eddy

Staff: Ms. Naftaly, Ms. Winters, Ms. Frazier, Ms. Chandler, Mr. DeGarmo, Ms. Forshey.

Guests: Brian Borie, FCPL; ARCC Leadership Adirondack class members Brice Amsden (VMJR Companies), Melissa Davidson (Northern Insuring), Jackie Villano (Hudson Headwaters Foundation).

President Rottenstreich called meeting to order at 4:31 p.m. Quorum established.

Public Comment: None.

Correspondence and Press (see Board Pass Around file for actual correspondence and press)
No incident reports this month. Great job by our Elite Security Officers Pete and John.

Department Reports

T. DeGarmo, Folklife Director

Mr. DeGarmo invited the Board to attend tonight's opening gallery reception for *Shutter Squad*, 6-session, kids (ages 10-13) workshop series with Emma Rogan (Children's Department) & Kevin Rogan, learning principles of photography using professional equipment, culminating with a Folklife Gallery exhibition, reception, Monday afternoons, every other week, September to November. The first of a continuing series was at capacity with 10 registrants.

He also described the exhibition *Can We Save the Queen? Underwater Views of Algal Blooms in Lake George*, photos by guest curator Kathy Bozony. The exhibit adds local material to *Water Ways*, a Museum on Main Street traveling exhibition organized by the Smithsonian Institution and hosted in November/December by the Chapman Historical Museum. The opening at the Chapman will be Saturday, November 23.

G. Forshey, Innovation and Patron Experience

Ms. Forshey described upcoming Adult Services programming including tonight's author presentation by Anne Easter Smith discussing her latest book, This Son of York.

On Saturday, November 23 *Adventures in the Adirondacks* will be presented which includes a brief description of each mountain's name and its elevation chart number. This presentation combines pictures and videos from the hiking adventures of Pam Youker and her friends. It also includes some of the beautiful plants, historical sites, and wildlife that make up the Adirondacks. On Wednesday, December 4, STORIES GALORIOUS presents *The Adventure of the Blue Carbuncle*, the only Sherlock Holmes story to take place at Christmas. This charming story takes place against a backdrop of a traditional English Christmas and features what Holmes calls 'a most unimpeachable Christmas goose', along with a hat that provides clues that only the genius of Sherlock can analyze. The story was written in 1892 and provides a detailed view of aspects of Victorian London. Rachel and Rebecca provide an introduction to the story, and they entertain questions and comments afterwards.

P. Frazier, Children's Department

Ms. Frazier also invited the Board to go to the Folklife Gallery after the meeting to view the Shutter Squad's professional quality photography exhibit. Kevin and Emma Rogan have done a great job with the classes and the participants have produced outstanding works.

Friday, November 29 there will be children's *Zumba* classes and on Saturday, November 30 *Mad Science: Fire and Ice* for kids ages 5 and up will be in the Community Room.

The fall reading program is almost done and the winter reading program is about to launch. Ms. Frazier is encouraging everyone to read and enter their minutes in this year's contest.

M. Chandler, Development Director

Ms. Chandler stated that the contributions this month are a result of the good work that the Library staff does for the community. The Library received an anonymous bequest of \$10,000, a commitment from an as yet unnamed support of at least \$20,000 for the installation of a hearing loop in the Christine L. McDonald Community Room, and an offer from another donor to pay for maintenance painting of the shutters and windows on historic part of the building.

Friends of Crandall Public Library

Mr. Borie reported that the Friends are trying out some new ideas as to the arrangement of the bookroom and book sale. They anticipate a freshening of the presentation may increase revenues. He also let the Board know that this would be his last meeting as the Friends representative as his term has ended with them.

Board of Trustees Meeting Minutes-October 23, 2019

A ***Motion*** to approve the Board of Trustee's Minutes of October, 23, 2019 that was sent via email was made by Mr. Hazewski seconded by Mr. Antis. Motion carried unanimously.

Treasurer's Report-October 2019

Mr. Hazewski reported that the revenues are at 89.1% of the 2019 budget as of October and expenses are at 75.1%. October is at 83.3% of the 2019 budget year (10 months of 12). A ***Motion*** to accept the Treasurer's Report was made by Ms. Nemer and seconded by Ms. Johnson. Motion carried unanimously.

Claims Auditor Report

Claims Auditor Reports for October 28, 2019 and November 13, 2019 bills & payroll. There were no issues except for one voided check in October. A ***Motion*** to accept the Claims Auditor's reports was made by Mr. Goralski and seconded by Ms. Bartlett. Motion carried unanimously.

Committee Reports

Personnel

The following personnel items were presented by Ms. Naftaly for Ms. Vanderminden:

1. Approval of part-time Page Jacqueline Goodwin, effective October 31, 2019 at a rate of \$11.10/hour.
2. Approval of provisional appointment of Alissa Wood as FT Library Assistant, effective November 1, 2019 at a yearly salary of \$34,871.

A ***Motion*** to approve items 1-2 was made by Ms. Swanson, seconded by Ms. Caimano. Motion carried unanimously.

SALS

Ms. Nemer noted that the SALS meeting for November 19, 2019 Board meeting was postponed until December 17, 2019 due to poor travel conditions.

Director's Report & Action Items

Ms. Naftaly shared a story from the William K. Sanford Town Library Friends of the Library: The Friends did not meet this past month because of the major traffic disruption caused by a concert given by a Colonie American Idol finalist at the Crossings.

The 2020 Library budget passed in all three municipalities. She shared this message with our staff, "Thanks to your hard work, dedication, prime customer service, and general awesomeness the budget passed in all three municipalities. We live to serve in 2020!" She also thanked the Board for their efforts to promote the Library and its services.

2020 Votes	Yes	No	Yes%	No%
Glens Falls	1,424	494	74.24%	25.76%
Queensbury	3,235	1,692	65.78%	34.22%
Moreau	1,192	777	60.54%	39.46%

Congrats to trustees: Mike Toomey, Amy Bartlett, Barb Caimano, Reed Antis, and Liz Barcomb who will begin their next five-year terms. The Board welcomes new Glens Falls trustee Elizabeth E. Little Hogan.

The Crandall Trust met this afternoon. In order to meet required legal distribution of 3.5% they are going to pay us an additional \$6,000 (rounded up from \$5,966.13) for FY 2019. Ownership of some incunabula donated by Louis Hyde to the Trust in 1934 was discussed. This included the page from the Gutenberg Bible and a copy of the Nuremberg Chronicle. Mr. DeGarmo assisted Attorney Alan Rhodes with the process. Status: No change required at this time.

RFID through Bibliotheca is on state contract via a resale arrangement. The Library may save 20% to 25% lease or buy (\$371,700 or \$91,000+ 5 year lease) through this process. Further information is coming from the company's representatives.

The Library only received one quote from its RFQ for a Strategic Planning process. Ms. Naftaly has reached out to other local acquaintances at the recent NYLA library conference to explore other planning possibilities.

All trustees are invited to the Joint Automation Finance Meeting on Wednesday, December 11 at 9:30 a.m. at the Clifton Park-Halfmoon Library. 2021 fees will be discussed.

Ms. Naftaly is working with Mr. DeGarmo on expanding 2020 hours for the Folklife Center now that the 2020 budget has passed.

Action Items

1. Quotes were accepted from payroll system companies to migrate from a paper-based time and attendance methodology to an all-in-one, web-based payroll solution to streamline semi-monthly payroll and year-end tax obligations. Permission to accept the low bid for the implementation and yearly fee structure of \$10,560 from Paychex. (Figure will vary slightly if number of staff on payroll varies).

A **Motion** to approve item 1 was made by Ms. Nemer, seconded by Mr. Hazewski. Motion carried unanimously.

Old Business

Thus follows an open discussion on the role of library trustees ,, thoughts/responses are paraphrased.

Mr. Rottenstreich—One role is to talk about the Library; to make sure people know about it;

Mr. Goralski—Two points, the first is fiduciary responsibility and the second is to be a cheer leader (for example he talks up the Folklife Center because it is so great). As a community planner undergrad he promotes the role of the Library as a cultural resource; the Library serves Moreau, Queensbury, Glens Falls function as one accessible unit;

Ms. Caimano—Trustees are advocates making connections with new faces and places such as The Collaborative, BID, Moreau Community Center, local schools etc. Let people know we are a place to meet on the weekends for custody meet-ups or for kids programming;

Ms. Swanson—She is constantly learning more and more about what the Library offers and she seeks to tell others about the offerings too;

Ms. Johnson—She works in Saratoga and talks the Library up all the time and finds that lawn signs are a good way to reach busy people;

Ms. Bartlett—Ask people what they know and then tell them what they don't know;

Ms. Nemer—Perhaps we can show all of our resources with an open house and look to spreading information across socioeconomic strata;

Mr. Antis—Find the exact number of users in and out of the District and find out why out of District residents have Crandall Public Library cards. Can social media be used to find answers to these questions? How do we currently use social media? Are we reaching younger populations? How do we reach older populations who only get their information through newspapers (e.g.—The Post Star)?

Ms. Shapiro—It is our responsibility as public library trustees to advocate for all libraries not just Crandall. As trustees there are opportunities to join in the New York State library community such as through the NYS Library Trustee Association or within the New York Library Association.

Mr. Toomey—Our Trustees are stewards of a community treasure that people benefit from, from cradle to grave. That being said Mr. Toomey had the pleasure to announce to the Board that an as yet unnamed benefactor has left approximately \$2.2 million dollars to the Crandall Public Library in his will. More information will be forthcoming in December. Both the Trustees and other meeting attendees were visibly moved and offered a round of applause. Mr. Toomey was thanked for cultivating the donor.

New Business

None.

Adjournment

Motion to adjourn was made by Mr. Antis and seconded by Mr. Toomey. Motion carried unanimously. The meeting adjourned at 5:27 p.m.

Respectfully submitted,

Barbara Caimano

Secretary of the Board of Trustees of Crandall Public Library

Recorded by Kathleen U. Naftaly

Director

The next Board Meeting
Wednesday, January 8, 4:30 p.m.
Holden Meeting Room, 2nd Floor

Organizational Meeting