



**Board of Trustees
Meeting Minutes
January 22, 2020**

Attendance:

Trustees: Mr. Hazewski, Ms. Caimano, Mr. Toomey, Ms. Vanderminden, Ms. Nemer, Mr. Antis, Ms. Rainwater Mr. Goralski, Ms. Eddy, and Ms. Hogan

Absent: Excused: Ms. Barcomb Ms. Bartlett, Ms. Swanson, and Ms. Johnson.

Unexcused: Ms. Shapiro

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

Guests: Ms. Schmitt, Friends of Crandall Public Library

1. Call to Order

B. Caimano

President Caimano called meeting to order at 4:30 p.m. Quorum established.

2. Public Comment.

None.

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

4. Department Reports

a. T. DeGarmo, Folklife Director

Folklife is setting up an exhibit on artistic blacksmithing as a precursor to the June 3-6, 2020 National ABANA (Artist Blacksmith's Association of North America) Conference at the Washington County Fairgrounds.

b. G. Forshey, Assistant Director

Crandall Public Library is participating in the Warren County Complete Count Committee for the 2020 US Census. The committee has been put together to make sure that our residents are included in the count as it shapes the future of our communities and defines our fair share of federal funding and political representation. The Library may serve as a location with broadband access for taking the electronic census and a training facility for enumerators.

5. Friends of Crandall Public Library

C. Schmitt

Cathe Schmitt introduced herself as the 2nd term President of the Friends. They have 23 executive committee members. She described how the Friends supplemented Library

services by purchasing such things as the stage in the Community Room and a floor polisher. They also provide funding for Folklife Center concerts. They hold three book sales a year and have an annual appeal to raise funds. This year the appeal letter will be given out at the February 7-9 book sale in lieu of a mass mailing. Letters will be sent to only those who have donated in the last three years. 148 donors are members.

6. Board of Trustees Meeting Minutes January 8, 2020

A **Motion** to approve the Board of Trustee's Minutes of January 8, 2020 that was sent via email was made by Mr. Antis, seconded by Ms. Nemer. **Motion** carried unanimously.

7. Treasurer's Report-December 2019

Mr. Hazewski reported the revenues are at 91.0%; as of December 2019 expenses are at 93.2%. December is at 100% of the 2019 budget year. A **Motion** to accept the Treasurer's Report was made by Ms. Vanderminden and seconded by Ms. Nemer. **Motion** carried unanimously.

8. Claims Auditor Reports

Approval of Claims Auditor Reports from December 5, 2019, December 16, 2019, December 27, 2019 and January 8, 2020 bills & payroll. There were no discovered condition(s). A **Motion** to accept the Claims Auditor reports was made by Ms. Rainwater and seconded by Ms. Eddy. **Motion** carried with one abstention, Ms. Hogan.

9. Committee Reports

Personnel

T. Vanderminden

1. Approval of part-time Page Kelsie Burnard, effective January 10, 2020 at a rate of \$11.80/hour

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

10. SALS

Ms. Nemer reported that at the last SALS Board Meeting 14 Construction Challenge Grants, 4 Library Services Seed Challenge Grants and 1 Continuing Education Challenge Grant were awarded. "Our" Margaret Shapiro is the new SALS Trustee from Warren County. A new Hamilton County trustee was also appointed.

11. Director's Report

Ms. Naftaly reported that she and two staff from the Circulation Department, Stacy Camp and Lisa Daniels, were at a training at the Clifton Park-Halfmoon Library this morning about the use of Naloxone aka Narcan in public libraries. The training described recognizing signs

of an opioid overdose and the +/- of administering the antidote. Sequences were described as to how to call for emergency help and how to face the emergency. Good Samaritan Laws were also discussed. At this time the Crandall Public Library has no formal policy relating to this situation. It is open to further discussion.

The position of Administrative Assistant is nearly filled. References for final candidates are being checked and an offer is likely to be made next week.

A second RFP is being created to solicit a strategic plan facilitator for this year's project. We are operating under the old plan until a new one is completed. The old plan will be sent to the Board for familiarity. The Trustees were asked to please think of members of their community (library users and non-users) who could contribute to the planning process.

12. Old Business

13. New Business

Ms. Caimano reminded Trustees to volunteer to be on committees if they haven't been on one before. She is also forming an ad hoc policy committee under her chairwomanship.

14. Executive Session (Not necessary)

15. Adjournment

Motion to adjourn was made by Mr. Antis and seconded by Ms. Rainwater. **Motion** carried unanimously. The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Margaret Shapiro
Secretary of the Board of Trustees of Crandall Public Library

Recorded by Kathleen U. Naftaly
Director

The next Board Meeting
Wednesday, February 19, 4:30 p.m.
Holden Meeting Room, 2nd Floor