



**Board of Trustees
Meeting Minutes
February 19, 2020
4:30 p.m. Holden Room**

Attendance:

Trustees: Mr. Hazewski, Ms. Shapiro, Ms. Swanson, Ms. Caimano, Mr. Toomey, Mr. Rottenstreich, Ms. Barcomb, Ms. Vanderminden, Mr. Antis, Mr. Goralski, and Ms. Bartlett. **Absent: Excused:** Ms. Johnson, Ms. Eddy, Ms. Hogan, Ms. Nemer, and Ms. Rainwater.

Staff: Ms. Naftaly, Ms. Boyer, Ms. Forshey, Ms. Winters, Ms. Frazier, and Ms. Chandler.

Guests: Cathe Schmitt, Friends of Crandall Public Library; Michael Goot, Post Star; Jill Thaisz, CPA, West & Company CPAs PC.

1. Call to Order

President Caimano called meeting to order at 4:31 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

G. Forshey, Assistant Director

Ms. Forshey reported out on the status of the trial RFID equipment that has been set-up in the Library. Necessary upgrades for all components including the Automated Materials Handling Unit, Security Gates and Self-Checkout stations will be explored at PLA next week.

J. Boyer, Head of Adult Services

Ms. Boyer testified to the continued success of the African American Film forum which is hosted in conjunction with the NAACP of Glens Falls. Screenings of the films celebrate Black History Month.

P. Frazier, Head of Children's Services

Ms. Frazier described her department's participation in the Queensbury Elementary School's Health & Wellness Fair. She described Friday, February 21's upcoming event as the Library "going to the dogs." Children will take part in a sled relay team outside in City Park, meet the sled dog team, and

come inside and learn more about "mushing" and the Mercy Run of 1925. Teens are well-into practice for the competing in the 2nd Annual Lip Sync Battle on March 14.

The best news of all is that Crandall Public Library is one of 20 national winners of Beanstalk's Winter Reading Challenge. We do not know what we've won yet. Our original Community Goal was set at 260,000 minutes. We easily surpassed this by 396,288 minutes! In comparison to Winter Reading 2019, active participation of all patrons increased by 81% and total minutes read increased by 225.2%.

M. Chandler, Development Director

Ms. Chandler described the addition of a sound loop/T-Coil assisted hearing methodology in the Christine L. McDonald Community Room due to the generous contribution of an anonymous donor. It works for film screenings now and next week the final set-up will be finished so that it will work with musical events etc.

5. Friends of Crandall Public Library

Ms. Schmitt, President of the Friends, reported that the February Book Sale garnered about \$9,300 even though Friday's portion of the sale was eliminated due to the Library closing for very poor weather/travel conditions. Book sale attendees commented on the new arrangement of materials was beneficial for them to find things.

6. Board of Trustees Meeting Minutes January 22, 2020

A *Motion* to approve the Board of Trustee's Minutes of January 22, 2020 that was sent via email was made by Mr. Goralski, seconded by Mr. Antis. **Motion** carried unanimously.

7. Treasurer's Report-January 2020

Mr. Hazewski reported the revenues are at 3.12%; as of January 2020 expenses are at 7.3%. January is 8.3% of the 2020 budget year. A *Motion* to accept the Treasurer's Report and budget revisions (including anonymous contribution to the sound loop/T-coil) was made by Ms. Shapiro and seconded by Ms. Bartlett. **Motion** carried unanimously.

8. Claims Auditor Report

Claims Auditor Report January 30, 2020 and February 14, 2020 bills/payroll. There were no issues. A *Motion* to accept the claims Auditor's reports was made by Ms. Swanson and seconded by Mr. Goralski. **Motion** carried unanimously.

9. Committee Reports

A. Personnel

1. Approval of Probational Appointment (per Warren County Civil Service Exam State: #65350 Local: # 3083) of Administrative Assistant Melissa Durett-Clapper, effective March 2, 2020 at a salary of \$40,000/year.

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

B. Finance

1. 2019 Audit Review, West & Company CPAs PC

A **Motion** to accept the audit findings of a clean, unmodified opinion as presented by Ms. Thaisz was made by Mr. Hazewski, seconded by Ms. Bartlett. **Motion** carried unanimously.

10. SALS

No report.

11. Director's Report & Action Items

Ms. Naftaly noted that because of the 2020 November election cycle our proposed 2021 budget and prospective trustees need to be codified by the Board and presented to the Warren County and Saratoga County Boards of Elections no later than August 3, 2020.

A. Action items:

1. Permission to for Todd DeGarmo to attend the 2020 Museum & Folk Art Forum, hosted by the Museum Association of New York and New York Folklore on Saturday, March 28, 2020, 10 am to 6 pm at the New York State Museum's Huxley Theater, Albany, NY. Costs (covered by NYSCA Folk Art monies): Registration fee of \$55 (includes lunch), travel and parking.
2. Permission to send four Children's Department staff to the YSS Conference in Clayton, NY May 2020. Cost: Registration=\$680 (\$170 x 4 includes breakfast and lunch), Lodging=\$258 (\$129 x 2), Travel=\$225 (roundtrip 392 x .575)
3. Approval of submission to SALS for final review of the 2019 NYS Annual Report.
4. Permission to allow electronic payment of several credit card accounts e.g., Lowes, Walmart, MasterCard, Staples, etc. after approval by claims auditor and treasurer.

A **Motion** to approve items 1 through 4 was made by Mr. Goralski, seconded by Ms. Barcomb. **Motion** carried unanimously.

12. Old Business

13. New Business

A. \$2.2 Million Donation Discussion

Board President, Barbara Caimano, prefaced the discussion by sharing comments from the community that have reached out to her. People have asked her if we had reached out to the community for what they want. Were we going to spend it all at once? Ms. Caimano emphasized that it is not a matter of spending but of education as to how best to use the \$2.2 M for the community. Deciding how to use this windfall is a wonderful task, or project to take on.

Brainstorming ideas (in no particular order or prejudged priority):

- Several trustees mentioned this: Vehicle for outreach or a mini-library, like a bookmobile
- Investigate solar array
- Several trustees mentioned this: Add second story over quiet reading porch—meeting rooms
- Bring people to the Library, a shuttle service
- Offer a virtual library, like a Star Trek holodeck
- Loan Chromebooks (we do already in-house)

- Museum passes (we have some already, can expand offerings)
- Computer classes (we have but could offer more)
 - Student/senior computer partnerships
- Several trustees mentioned this: Fund set aside for facility sustainability as inevitably infrastructure and structure will wear out
- Use part of the funds for better marketing practices—who aren't we reaching, why not universal use of services by district card holders? Study trends
- Leave funds as an investment
- Logically face the parking problem. Study why perception of no parking is persistent. Usable parking but at a distance does not fix issue, Diagonal parking on strip in front of Library?

It was proffered that Mr. Herlihy would likely be attuned to the parking issue and that his wife Jeanne loved children's services.

While the Trustees agreed that this brainstorming was fun real initiatives would come from developing the 2020--? Community Based Long Range Plan of Service.

15. Adjournment

Motion to adjourn was made by Ms. Bartlett and seconded by Ms. Barcomb. **Motion** carried unanimously. The meeting adjourned at 5:30 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, March 25, 4:30 p.m. Holden Meeting Room, 2nd Floor