



**Board of Trustees  
Crandall Public Library  
AGENDA**

**Organizational Meeting  
January 6, 2021  
4:30 p.m.**

**Virtual Zoom Meeting**

<https://us02web.zoom.us/j/94568020306>

**Draft**

1. **Call to Order** B. Caimano
2. **Oath of Office:** B. Caimano  
**Diane Swanson**
3. **Election of Officers for 2021** B. Caimano  
**President: Barbara Caimano**  
**Vice President: Mike Toomey**  
**Treasurer: TBA**  
**Secretary: Margaret Shapiro**
4. **Appointment of Committee Members \*Tentative list prior to the Board vote.**  
**Executive Committee: Caimano (Chair), Toomey, Shapiro, TBA**  
**Finance Committee: TBA (Chair), Bartlett, Goralski**  
**Personnel Committee: Vanderminden (Chair), Rainwater, Nemer, Eddy**  
**Board Development: Co-Chairs, Toomey & Barcomb, Shapiro**  
**Ad-Hoc Strategic Planning Committee: Caimano (Chair), Antis, Shapiro, Swanson**  
**Ad-Hoc on every Committee: Caimano**
5. **Public Comment**
6. **Correspondence and Press (see board pass around file for actual correspondence)**
7. **Department Reports**  
  - A. Assistant Director, G. Forshey
  - B. Adult Services, J. Boyer
  - C. Children's Department, P. Frazier
  - D. Development Department, M. Chandler
  - E. Folklife Department, T. DeGarmo
8. **Friends of Crandall Library** C. Schmitt
9. **Code of Ethics & Conflict of Interest Policy/Whistleblower Policy** B. Caimano
10. **Approval of Board of Trustees Minutes: November 18, 2020** B. Caimano
11. **Treasurer's Report, November 2020** D. Hazewski

**12. Approval of Claims Auditor Reports, November 2020**

D. Hazewski

**13. Committee(s) Reports**

**14. SALS**

D. Nemer

**15. Director's Report & Action Items**

K. Naftaly

A. Action Items

1. Approval of the appointment for 2021 of H. Wayne Judge as the Library's Attorney.
2. Approval for designation of The Post Star and The Chronicle as the official newspapers for notifications purposes.
3. Approval of standard mileage rates for travel reimbursement of **56 cents per mile** for business miles driven as per the IRS.
4. Approval of the Independent Contractor Mariagnes DeMeo to continue to act as Claims Auditor for the Library in 2021.
5. These are based on the Action items from the January 8, 2020 Board meeting. They are for standing meetings/activities during the year 2021:
  - A. Approval for Kathy Naftaly and/or Guin Forshey to attend monthly SALS Board meetings in Saratoga Springs, NY. Cost: Travel (as needed).
  - B. Approval for Kathy Naftaly and/or Guin Forshey to travel locally for meetings with government, business, and educational organizations etc. as needed. Cost: Travel (as needed).
  - C. Permission for staff/board members to attend NYLA Library Advocacy Day Friday, February 26, 2021 (virtual this year).
  - D. Permission for at least four staff and/or board members to attend the NYLA Annual Conference in 2021: Syracuse, NY (or virtual). November 3-6, 2021. Cost: TBA.
  - E. Permission for Kathy Naftaly to attend Central Library Director's meetings. Held irregularly. Location: TBA. Cost: Travel.
  - F. Permission for Kathy Naftaly to attend SALS Director's Council meetings in Saratoga Springs, NY. Cost: Travel (as needed).
  - G. Permission for Guin Forshey or designee to attend JA Joint Automation Council Meetings every other month and subcommittee meetings such as ecommerce. Cost: Travel (as needed). [Alternate between MVLS and SALS].
  - H. Approval for Kathy Naftaly to attend JA PAC Steering Committee Meetings. No meetings are currently scheduled. Location: TBA. Cost: Travel (as needed).
  - I. Permission for Children's Librarian to attend local School Library Council meetings. Cost: Travel.
  - J. Permission for Sue Laing, Stacy Camp and/or Kathy Naftaly and/or designated staff to attend JA Operations Committee meetings. Location: SALS or MVLS. Cost: Travel.
  - K. Permission for a Reference staff member to attend CDLC Reference Services Interest Group meetings. Meets several times a year. Cost: Travel.
  - L. Permission for Jenn Boyer to attend Overdrive Collection Development meetings. Scheduled as needed. Cost: Travel.
  - M. Permission for Karen Hilfiger to attend ILL field day and associated meetings. Scheduled as needed. Cost: Travel.
  - N. Permission for Guin Forshey to schedule and/or attend various technology related meetings and/or Consumer Health meetings. Scheduled irregularly. Cost: Travel.
  - O. Permission for Todd DeGarmo to attend to the following meetings required of his position without month-to-month Board approval:
    - a. Capital District Library Council – Documentary Heritage Program – meetings as a member of the advisory committee in Albany, NY. Cost: Travel.

- b. New York Folklore Society – *Voices: The Journal of New York Folklore* meetings as editor in Schenectady, NY. Cost: Travel.
  - c. New York State Folk Arts Roundtable – participant at meeting as NYSCA-Folk Arts grant recipient. Location: TBA.
  - d. New York Folklore Society annual meeting: TBA. Cost: Travel [If overnight accommodation is required this will be approved at a Board meeting closer to the meeting date.]
  - e. Folklife Center Business – Local trips associated with exhibitions and collection development. A regular part of the job: to investigate potential donations; transport additions and conservation/preservation projects; conduct field research on artists needed to develop exhibitions and cultural programming; meetings with potential collaborators of cooperative projects. Cost: Travel.
- P. Permission for Erica Gonyea to attend to the following meetings required of her position without mouth-to-mouth Board approval:
- a. Capital Area Archivist – participant at evening meetings in Albany, NY, area. Cost: Travel.
  - b. Heritage Hunters – participant and speaker at meetings in Schuylerville, NY. Cost: Travel.
  - c. Various – a guest speaker several times a year at various local historical and/or genealogical societies. Cost: Travel. To be approved by department head.
- Q. Permission for Kevin Rogan to attend:
- a. Folklife Center Business – Local trips associated with exhibitions and collection development. A regular part of the job: to investigate potential donations; transport additions and conservation/preservation projects; conduct field research on artists needed to develop exhibitions and cultural programming; meetings with potential collaborators of cooperative projects. Cost: Travel.
- R. Permission for Tisha Dolton to attend:
- a. Folklife Center Business – Including localized trips associated with her participation in women’s history events, exhibitions and conferences and associated historic activities. A regular part of the job: to initiate and participate in meetings with potential collaborators of cooperative projects. Cost: Travel.
- S. Permission for designated Crandall Public Library staff members to attend the SALS Workshops in Saratoga, NY, as scheduled. Cost: Travel.
- T. Permission for designated Crandall Public Library staff members to attend Capital District Library Council workshops in the Capital Region, NY as scheduled. Cost: Travel.

**16. Old Business**

B. Caimano

- A. Public Survey
- B. Promotion of Library Card Sign-ups

**17. New Business**

**18. Executive Session (if necessary)**

**19. Adjournment**

**The next Board Meeting is  
January 27, 2021**

**4:30 PM**

**Virtual Zoom Meeting**

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