



**Board of Trustees
Meeting Minutes
January 27, 2021
4:30 p.m. Virtual Zoom Meeting
(Draft)**

Attendance:

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

Excused Absent: None.

Staff: Ms. Naftaly, Ms. Boyer, Ms. Forshey, Ms. Frazier, Ms. Chandler, Ms. Winters, Mr. DeGarmo, and Ms. Durett-Clapper.

Guests: Catherine Schmitt, Friends of Crandall Public Library.

1. Call to Order

B. Caimano

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

2. Public Comment

None.

3. Correspondence and Press

The Board received the Correspondence and Press via email. This month included a letter from New York State Senator Dan Stec and an email correspondence to the Board.

4. Department Reports

A. Assistant Director, G. Forshey

Ms. Forshey discussed the required New York State annual report that she is currently working on. The 2020 statistics were better than expected with the Library's closure due to the pandemic. There was a usage increase in the Library by Mail services, Hoopla eBooks, and the Kanopy movie-streaming platform. We did see a decrease in database usage, especially in-house programs like Ancestry Library Edition. (Note: Vendor was unable to allow remote access for cardholders when asked about it.)

B. Adult Services, J. Boyer

Ms. Boyer reported that the African American Film Forum runs on Tuesday evenings in February from 6:30 p.m. to 9:00 p.m. The screenings are virtual this year, with an open discussion to follow the presentations; using the Zoom meeting platform. The program is free, but registration is required.

February 2, 2021 – John Lewis: Get in the Way
February 9, 2021 – Mr. Soul!
February 16, 2021 – We Are the Radical Monarchs
February 23, 2021 – Coded Bias

C. Children’s Department, P. Frazier

Ms. Frazier discussed her December report, everyone from the Children’s Department participated in a special reading of *Rudolph the Red-Nosed Reindeer* for the holidays. For the annual Santa and Mrs. Claus Program, volunteers were filmed reading Christmas stories in front of the Library fireplace to share with our virtual audience. The winter Beanstack Reading Program is currently underway, and Ms. Frazier encouraged everyone to join the reading program, which concludes at the end of January.

D. Development Department, M. Chandler

Ms. Chandler explained the fundraising graph in her report. We applied for the 2020-2021 Stewart’s Shops Holiday Match Program for the Children’s Department. The application for the National Grid STEM Programming Grant for the Children’s Department is forthcoming. We received a \$3,000 Touba Foundation Grant. Social media marketing has been going very well. Canva: a graphic design platform, used to create social media graphics, presentations, posters, documents, and other visual content¹; awarded us a grant to use their pro services free of charge, and the Development Department has been experimenting with these services.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo highlighted the 2020 YouTube statistics from his annual report. He also discussed the growth of the Folklife Department’s YouTube page since its inception. The Folklife Department has been packing up a Folk Art Collection, of approximately 170 items, for an exhibit in Canton, New York at TAUNY: Traditional Arts in Upstate New York. TAUNY is a nonprofit organization dedicated to showcasing the folk culture and living traditions of New York’s North Country². The live art exhibit is to run from February through October of this year. The Folklife Department will work in cooperation with TAUNY to offer virtual programs of the art exhibit.

5. Friends of Crandall Library

C. Schmitt

Ms. Schmitt reported the Friends finished their fundraising year on December 31, 2020, and monetary donations were higher than the prior year. They have hopes to begin fundraising again in June of 2021.

6. Board of Trustees Minutes: January 6, 2021, Organizational Meeting

B. Caimano

A **Motion** to approve the Board of Trustee’s Minutes of January 6, 2021, was made by Ms. Nemer, seconded by Mr. Antis. **Motion** carried unanimously.

7. Nomination of Treasurer for 2021

A **Motion** to nominate John Goralski as Treasurer for 2021 was made by Mr. Antis, seconded by Ms. Barcomb. **Motion** carried unanimously.

¹ (<https://www.canva.com/>, n.d.)

² (<https://tauny.org/>, n.d.)

8. Treasurer's Report – December 2020

S. Winters for Treasurer

Ms. Winters reported the revenues are at 90.0%; as of December 2020, expenses are at 90.0%. December is 100.0% of the 2020 budget year. Ms. Winters explained the budget revisions as outlined in the report. There was no shortfall in the 2020 Budget.

A **Motion** to accept the Treasurer's Report for December 2020 was made by Ms. Nemer, seconded by Mr. Antis. **Motion** carried unanimously.

A **Motion** to approve the Budget Revisions, as presented, for December 2020 (Fiscal year-end) was made by Mr. Goralski, seconded by Ms. Bartlett. **Motion** carried unanimously.

9. Claims Auditor Reports – December 2020

S. Winters for Treasurer

Acceptance of the Claims Auditor Reports for December 2020 bills and payroll; there were no issues in December.

A **Motion** to accept the Claims Auditor Reports was made by Ms. Barcomb, seconded by Mr. Antis. **Motion** carried unanimously.

10. Committee Report

Personnel

T. Vanderminden

Pam Frazier, Librarian III

Pam's employment at the Library began in September 1980, over 40 years ago! In 1997, Pam began her long tenure as Librarian III, Head of Children's Services. Pam's leadership and attention to the needs of our youngest community members has allowed the Children's and Teen Departments to thrive. More vital than the blossoming, growth and sustainability of the Department is the over-arching fact that her moral center, kindness, and breadth of knowledge have imbued the children of our service area with her friendship, passion and love for them. A higher tribute does not exist upon her retirement than to say, "She is cherished."³

Members of the Board thanked Ms. Frazier for all she has done for the children of our community and the Library; she will truly be missed.

1. Acceptance with regret, of the Retirement of Pamela Frazier, Librarian III, effective March 1, 2021.
2. Approval for Librarian II, Julia Farrar, to be acting Head of Children's Services, effective March 1, 2021, until the position is filled, per Warren County Civil Service.

A **Motion** to approve Personnel items 1. and 2. was made by Ms. Vanderminden, seconded by Ms. Shapiro. **Motion** carried unanimously.

11. SALS

D. Nemer/M. Shapiro

Ms. Nemer reported that SALS held a short meeting in January. The Building Committee will meet on January 29, 2021, to discuss the building's lock system, more information to follow. Ms. Shapiro discussed the SALS initiative to document the COVID-19 pandemic, *Leaving Our*

³ Excerpts from the Biography for Proclamation, written by Ms. Naftaly, December 11, 2020.

Fingerprints on History; Documenting COVID-19 in the Southern Adirondacks and Beyond Your Story, Our History. The website goes live on January 29, 2021, at <http://fingerprints.sals.edu/>. She encourages everyone to check out the website and see what people are saying about the pandemic.

12. Director's Report & Action Items

K. Naftaly

Ms. Naftaly informed the Board that the New York State Library Association has a new Library Trustee section; she feels it is a great organization to be affiliated with and recommends joining. Here is the link to the webpage: <https://www.nyla.org/Ita/?menukey=lta>. We are assisting patrons with the COVID-19 vaccination information as best we can amid the ongoing distribution difficulties. Ms. Naftaly explained the action items. She reminded the Board that the employee handbook revision is still ongoing.

- A. Board approval to amend the Crandall Public Library FSA and DCAP plans to include the following COVID Relief Amendments:

COVID Relief Legislation Allows Major Amendments to FSA and DCAP Plans

The Consolidated Appropriations Act 2021, passed by Congress and signed by President Trump, provides in part for significant changes to health FSA and DCAP plans for 2021 and 2022. The bill allows – **but does not require** – employers to amend their plans to permit the following:

- **Health FSA and DCAP Carryover:** Allows health FSA and DCAP plans to carry over ALL unused amounts from the 2020 plan year to 2021 and from 2021 to 2022
- **Extended grace period:** Permits a 12-month grace period for unused benefits or contributions in health FSAs and DCAP accounts for plan years ending in 2020 or 2021
- **Health FSA spend down:** Allows health FSA participants who terminate during the 2020 or 2021 plan year to spend down any unused balance through the end of the plan year in which the termination occurred; this includes any grace period
- **Updated DCAP age limits:** For the 2020 plan year, extends the maximum age of eligible dependents from 12 to 13 (not yet reached 14th birthday) for dependent care FSAs; the increased age limit also applies for unused amounts carried over from the 2020 plan year to 2021
- **Election amount changes:** Permits participants to make changes to election amounts for health and dependent care FSAs for plan years ending in 2021 without a corresponding qualifying life event

- B. Board approval to adopt the revised Crandall Public Library Sick Leave Policy to comply with New York State Labor Law Section 196-B – Sick Leave Requirements

*Revised Sick Leave Policy attached as an addendum⁴

A **Motion** to approve Action items A. and B. was made by Mr. Antis, seconded by Ms. Bartlett. **Motion** carried unanimously.

13. Old Business

B. Caimano

1. Crandall Public Library's National Grid electrical rate

⁴ The minutes as posted on the Library's website do not include the Revised Sick Leave Policy. A hard copy of the policy is included with the official minutes. Inquires as to its content are to be referred to Library Administration.

Discussion ensued concerning the Library's electrical supplier and the rebates the Library has received. The LED Lighting Upgrade Project is close to completion, and the electrical rate is still under review. Ms. Naftaly will gather more information prior to the next Board meeting.

14. New Business

B. Caimano

1. Candidate(s) for the vacant Trustee position representing the Town of Moreau
2. The Annual Library Audit

15. Executive Session

None.

16. Adjournment

A **Motion** to adjourn was made by Mr. Antis, seconded by Ms. Hogan. **Motion** carried unanimously. The meeting adjourned at 5:20 p.m.

Respectfully submitted,

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

Recorded by Melissa Durett-Clapper
Administrative Assistant

The next Board Meeting is
Wednesday, February 24, 2021
4:30 PM
Virtual Zoom Meeting
<https://us02web.zoom.us/j/94568020306>