



**Board of Trustees  
Meeting Minutes  
February 24, 2021  
4:30 p.m. Virtual Zoom Meeting  
(Draft)**

**Attendance:**

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

**Absent: Excused:** Ms. Nemer, Mr. Toomey, and Ms. Eddy.

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

**Guests:** Catherine Schmitt, Friends of Crandall Public Library; Jill Thaisz, CPA, West & Company CPAs PC; Sharon Berg, University at Albany Student.

**1. Call to Order**

B. Caimano

President Caimano called the meeting to order at 4:33 p.m. Quorum established.

**2. Public Comment**

None.

**3. Correspondence and Press (Emailed to the Board)**

This month's Correspondence and Press included a letter with a hand-drawn picture from a child library patron.

**4. Department Reports**

A. Assistant Director, G. Forshey

Ms. Forshey reported on the reopening of the Pop-In Library. She wanted to thank the IT and Custodial Departments for all their help. The departments moved the Online Public Access Catalog (OPAC) and Fax/Copy machine to reduce congestion around the Customer Service desk area. The IT Department was able to add a second self-check station. Our first Pop-In day of the reopening was our highest door count ever with 263 people; it was steady all day. Both patrons and staff are excited that the Library is open to the public again.

B. Adult Services, J. Boyer

Ms. Boyer discussed the African American Film Forum, which concluded last night. The films aired virtually, the Library rented two of the films from Bullfrog Films, and the other two films were held in coordination with WMHT Television Station. The WMHT films were open to anyone who wanted to attend. There were over 130 registrations for the program. The discussion last night, the last of the WMHT Films, included individuals from New Zealand, Canada, and Europe, along with our community members. Ms. Boyer said it was a great experience and would like to continue to offer the virtual component to future in-person Library Film Forums.

C. Children's Department, J. Farrar\*

\*January & February 2021 reports will be presented at the March board meeting.

D. Development Department, M. Chandler

Ms. Chandler discussed her report. Ms. Chandler and Ms. Ziegler are working on the Library's 2020 Annual Report, which will be virtual this year. They will present the report to the Board in April. The 2020 Annual Report Theme: *In This Together*; is to celebrate how the Library and the community came together in 2020. The Facebook and Instagram days, #ThrowbackThursday and #FunFactFriday, are going well. Ms. Chandler hopes to increase engagements and have the Library included in people's social media timelines. Her goal is for the Library's service announcements to reach more patrons using our social media platforms.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo reported that the Folklife Center received a \$45,000 Folk Art Grant from the New York State Council on the Arts (NYSCA); of the multi-year grant (five years), this was the third year the department received the award. An exhibit of Folk Art from the Folklife Center is on display in Canton, New York, at Traditional Arts in Upstate New York (TAUNY). A reception for the exhibit is scheduled for later in the year. An informational poster, with details of the exhibit, is on display in the window of the New & Popular area of the Library. Mr. DeGarmo explained that they continue to push social media; today, they began a series of video documentaries called *From the Archives*; the first video is *Balsam in the Adirondacks*. They are linking the videos to the Folklife Center's Blog. The department continues to work with the George W. Conkey Glass Plate Collection, cleaning, cataloging, and preserving the plates. Mr. DeGarmo stated the auction house they obtained the collection from uncovered more of Mr. Conkey's glass plates, and the Folklife Center is in the process of acquiring those plates.

**5. Friends of Crandall Library**

C. Schmitt

Ms. Schmitt stated that there is not much going on; they continue to be unable to accept book donations at this time. Ms. Schmitt did note that the new LED lighting makes a huge difference in the Friends' area of the Library.

**6. Board of Trustees Minutes: January 27, 2021**

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of January 27, 2021, was made by Mr. Antis, seconded by Mr. Goralski. **Motion** carried unanimously.

**7. Treasurer's Report – January 2021**

S. Winters for J. Goralski

Ms. Winters reported the revenues are at 0.4%; as of January 2021, expenses are at 7.4%. January is 8.3% of the 2021 budget year. There are no budget modifications for January.

A **Motion** to accept the Treasurer's Report for January 2021 was made by Ms. Shapiro, seconded by Ms. Swanson. **Motion** carried unanimously.

## 8. Claims Auditor Report – January 2021

S. Winters for J. Goralski

Acceptance of the Claims Auditor Reports for January 2021 bills and payroll; there were no issues in January.

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

## 9. Committee(s) Reports

### Finance

J. Goralski

#### 1. 2020 Audit Review, West & Co.

Jill Thaisz

Ms. Thaisz discussed the 2020 annual audit and accompanying documentation as presented to the Board. Ms. Thaisz gave a full presentation on February 17, 2021, at the Finance Committee Meeting (meeting minutes attached). The Finance Committee approved the 2020 audit be brought before the full Board for acceptance.

A **Motion** to accept the 2020 Audit as presented was made by Ms. Bartlett, seconded by Mr. Antis. **Motion** carried unanimously.

## 10. SALS

M. Shapiro

Ms. Shapiro reported SALS held a meeting Tuesday, February 16, 2021; they discussed that the New York Library Association's (NYLA's) Annual Library Advocacy Day; is on Friday, February 26, 2021; it will be a virtual Zoom meeting. Ms. Shapiro stated that SALS would hold their Annual Meeting, also a virtual meeting, on Monday, May 17, 2021, at 7:00 p.m.

## 11. Director's Report & Action Items

K. Naftaly

Ms. Naftaly also discussed NYLA's Advocacy Day; she will provide the Board with the information to join Friday's virtual meetings with the Assembly Members and Senators. Unfortunately, NYSCA did not renew the Library's \$13,500 Film Grant this year. Ms. Naftaly has reached out to NYSCA to discuss possible application changes for next year; more information will be forthcoming. Ms. Naftaly reported that the Library's longtime Claims Auditor has resigned, and Ms. Winters is currently working to find a new Claims Auditor; the Board will receive updates on the progress of this situation. Now that the weather is getting nicer, we will start advertising the new disc golf sets available for patrons to borrow for use at the new disc golf course in Crandall Park. The annual anti-harassment training website link and information are coming soon; please watch for details. Ms. Naftaly thanked Ms. Eddy for suggesting the cost comparisons for the Library's electrical and gas rates. Cost Control Associates, Inc. provided a review of multiple suppliers, and it appears; there could be quite a savings to the Library (documents sent to the Board via email). Ms. Naftaly requested the

Board verbally approve she can continue to pursue the Cost Savings Contract; she plans to have the contract reviewed by the Library's Attorney, Wayne Judge, prior to presenting it to the Board for approval. **The Board unanimously gave verbal approval.** Ms. Naftaly explained the action items presented. Discussion regarding the action items ensued.

**Action Items:**

1. Approval of submission to SALS for the final review of the 2020 NYS Annual Report.
2. Permission for Crandall Public Library to participate in the SALS' Strategic Planning Series (March through June 2021) in lieu of hiring an outside facilitator for our 2021 planning process; the process is scalable to a library of our size and the outcome will meet the Department of Library Development's standard for a community-based strategic plan.

A **Motion** to approve Action items 1. and 2. was made by Mr. Antis, seconded by Ms. Vanderminden. **Motion** carried unanimously.

**12. Old Business**

B. Caimano

Candidate(s) for the vacant Trustee position representing the Town of Moreau.

Old Business was tabled until the March 24, 2021 Board Meeting.

**13. New Business**

None.

**14. Executive Session**

None.

**15. Adjournment**

A **Motion** to adjourn was made by Mr. Antis, seconded by Ms. Bartlett. **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 Melissa Durett-Clapper  
Administrative Assistant

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

**Finance Committee Meeting  
Meeting Minutes  
Wednesday, February 17, 2021  
3:00 p.m. Virtual Zoom Meeting  
(Draft)**

**Attendance:**

**Trustees:** Ms. Caimano and Mr. Goralski.

**Staff:** Ms. Naftaly, Ms. Winters, and Ms. Durett-Clapper.

1. Meeting Called to Order at 3:01 p.m.
  2. Presentation by Ms. Thaisz of West & Co. of the 2020 annual audit for the Finance Committee prior to the full Board meeting on February 24, 2021.
    - a. Ms. Thaisz went over details of the Financial Statements, the Federal Form 990 tax return, and the New York State Form CHAR500 tax return.
    - b. Ms. Thaisz discussed the West & Co. documents presented:
      - Crandall Public Library Communication with the Board Letter
      - Crandall Public Library Management Letter
      - Crandall Public Library Management Representation Letter
    - c. The West & Co. letter to management expressed an unqualified opinion on the Library's financial position. Their examination was a true and fair view of the Crandall Public Library.
  3. Ms. Caimano moved, and Mr. Goralski seconded that the Finance Committee approve the 2020 audit be brought before the full Board for acceptance at the February 24, 2021 meeting. So moved.
  4. Meeting adjourned at 3:34 p.m.
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