



**Board of Trustees
Meeting Minutes
May 26, 2021
4:30 p.m.
In-person – Community Room
Virtual – Via Zoom
Meeting
(Draft)**

Attendance:

Trustees: The Community Room: Ms. Caimano, Mr. Goralski, and Ms. Swanson. **Zoom:** Ms. Bartlett, Mr. Antis, Ms. Shapiro, Ms. Rainwater, Ms. Barcomb, Ms. Eddy, Ms. Vanderminden, and Mr. Toomey.

Absent: Excused: Ms. Nemer, Ms. Johnson, and Ms. Hogan.

Staff: Ms. Naftaly, Ms. Forshey, Ms. Boyer, Ms. Chandler, Mr. DeGarmo, Mr. Dickinson, Ms. Farrar, Ms. Winters, 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 4:34 p.m. Quorum was established.

2. Public Comment

None.

3. Correspondence and Press (Emailed to the Board/hard copies in the Community Room)

This month's correspondence and press included a letter of appreciation from a patron grateful for the Library and the Folklife Center.

4. Department Reports

1. Assistant Director, G. Forshey

Ms. Forshey discussed the progression in the Library's Reopening Plan; it has been a busy month. We will begin Step IV of our reopening plan on June 1, 2021. The Custodial Department has been working hard to put additional seating out; patrons can linger in the Library again. We are expanding the Library hours to Monday-Thursday 9:00 a.m. to 7:00 p.m. and Friday-Saturday 9:00 a.m. to 5:00 p.m. We are also expanding our services including, additional computer stations in the Internet Room with increased time limits; and the addition of one computer station in the Children's Department and two computer stations in the Teen Department. Some limitations will remain in effect to adhere to the social distancing rules. Ms. Forshey stated this is a big step toward normalcy, which is nice.

2. Adult Services, J. Boyer
Ms. Boyer reported the Reference Department is gearing up for the summer programs. The kickoff event for the Summer Reading Program is on June 29, 2021, for both adults and children. The Thomas Edison Film Festival (formally the Black Maria Film + Video Festival); starts on June 8, 2021; registered patrons will receive a link to view the films; the link will be accessible for the week. Ms. Boyer will hold a virtual Zoom discussion to conclude the film festival on June 15, 2021, at 6:30 p.m. The Reference Department is working out details on a “Tails on the Trails” program for July, which goes along with the 2021 Summer Reading Program slogan of “Tails and Tales”.
3. Children’s Department, J. Farrar
Ms. Farrar also reported on gearing up and getting ready for the summer programs. Patrons are excited to be welcomed back into the Children’s area of the Library. The Department has started outdoor programming in City Park and outdoor program visits to area schools. Story times have been a big success, with between 35 to 50 patrons in attendance. Ms. Farrar stated that the promotional video for the Summer Reading Program is scheduled for release around the third week of June; please watch for it.
4. Development Department, M. Chandler
Ms. Chandler discussed that donations have slowed down; this is typical for this time of year. We did receive an annual appeal donation last week, so people are still thinking about the Library. Ms. Chandler has been keeping an eye on the post-COVID fundraising trends, and the advice is to go for grants. She has sent out the Leo Cox Beach Foundation Grant and is currently researching three other possible grant opportunities. Ms. Chandler and Ms. Naftaly are discussing the Henry Crandall Award for 2021. The Development Department has been busy with the signage for the Library; due to the ever-changing COVID-19 protocols. A creative postcard mailer; to get the word out about the Library and signing up for Library cards is in progress.
5. Folklife Department, T. DeGarmo
Mr. DeGarmo reported that the Folklife Department continues to add digital content to their social media platforms. The Department is rebooting their video kiosks, put on hold due to the pandemic; the first operational video kiosk is at the Lake George Historical Society. The Folklife Center is reopening to the public on June 1, 2021; they will be open the same hours as the Library, with the exception of closing daily for lunch from 12:00 p.m. to 1:00 p.m. Mr. DeGarmo loaned recently acquired George Van Hook artwork to the Mountain Gallery¹; for their *George Van Hook – People, Places and Plein Air Exhibition*. The opening reception for the exhibition is on Friday, May 28, 2021. The Gallery invited Mr. DeGarmo to be a guest presenter at the opening.
6. Facilities Report, J. Dickinson
Mr. Dickinson discussed the report from Roof Scan, Inc.; and the extent of the damage to the roof; the older building’s roof needs replacement. Discussion ensued. The Board decided to hire a professional consultant to write the Request for Proposal to acquire the necessary bids for the project. Mr. Dickinson discussed the needed masonry work to repair the Park entrance stairs. He acquired three quotes; he suggested we hire Northeast Masonry & Construction with a quote of \$2,800; and an available start date of the end of June, beginning of July. Finally, Mr. Dickinson and Ms. Naftaly presented an idea to install a multi-use outdoor platform; the Board approved that Mr. Dickinson proceeds with gathering project details; more information will be forthcoming.

¹ <https://www.mountaingalleryny.com/>

A **Motion** to approve hiring a Professional Consultant to write the Request for Proposal for the Roof Repair Project was made by Mr. Goralski, seconded by Ms. Swanson. **Motion** carried unanimously.

A **Motion** to approve Legal Notice Publication of the Request for Proposal for the Roof Repair Project, as soon as completed, was made by Mr. Goralski, seconded by Ms. Bartlett. **Motion** carried unanimously.

A **Motion** to approve hiring Northeast Masonry & Construction to repair the Park Entrance Stairs was made by Ms. Eddy, seconded by Ms. Rainwater. **Motion** carried unanimously.

5. Friends of Crandall Library

C. Schmitt

Ms. Schmitt reported that the Friends Gallery is to reopen on June 1, 2021. The Friends received a \$6,000 donation last month. They are holding a Children, Youth, and Teen Book Sale at the end of June in conjunction with the Summer Reading Program Kickoff Event. Ms. Schmitt has coordinated with Ms. Nichols, Executive Director of the Moreau Community Center, and any remaining books from the sale will go to children in their Summer Lunch Program. There will be no indoor book sales this year. The Friends are planning to revisit accepting book donations again in September; however, this remains undetermined.

6. Board of Trustees Minutes: April 28, 2021

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of April 28, 2021, was made by Ms. Eddy, seconded by Ms. Bartlett. **Motion** carried unanimously.

7. Treasurer's Report – April 2021

J. Goralski

Mr. Goralski reported the revenues are at 70.7%; as of April 2021, expenses are at 27.7%. April is 33.3% of the 2021 budget year. Mr. Goralski described the budget revision as outlined in the report.

A **Motion** to accept the Treasurer's Report and Revisions for April 2021 was made by Ms. Swanson, seconded by Ms. Rainwater. **Motion** carried unanimously.

8. Claims Auditor Reports – March 15, 2021, and April 2021

J. Goralski

Acceptance of the Claims Auditor Reports for March 15, 2021, and April 2021; bills and payroll, there were no issues.

A **Motion** to accept the Claims Auditor Reports was made by Ms. Shapiro, seconded by Ms. Eddy. **Motion** carried unanimously.

9. Committee(s) Reports

Personnel

T. Vanderminden

1. Acceptance of the Resignation of Jessica Hill, Page, effective May 12, 2021. Jessica has worked for the Library since September of 2017.
2. Acceptance of the Resignation of Gavin Maguire, Page, effective May 23, 2021. Gavin has worked for the Library since February of 2019.
3. Approval of the Provisional Promotion to Librarian I for Anne Nelson, effective June 1, 2021, at a salary of \$39,788/year.

A **Motion** to accept Personnel items 1. through 3. was made by Ms. Vanderminden, seconded by Ms. Rainwater. **Motion** carried unanimously.

10. SALS

M. Shapiro

Ms. Shapiro reported that at the SALS Annual Business Meeting on May 17, 2021, they approved their Five-year Plan of Service for 2022 through 2026, and it can be viewed on the SALS website at: <https://salsblog.sals.edu/about-us/services-for-members/> (when available).

11. Director's Report & Action Items

K. Naftaly

Ms. Naftaly talked about having the pleasure of giving personal tours of the Library's services to both Ms. Eddy and Ms. Swanson. Board members who would like to see the Library's processes or share their ideas; please contact her. Ms. Naftaly reminded the Board that the Strategic Planning Committee needs their completed SOAR (Strengths Opportunities Aspirations Results) Exercise for the next steps in the strategic planning process. Ms. Naftaly discussed updates and changes to the services and operations of the Library due to the current New York State COVID-19 guidelines with easing restrictions. She explained the updates made to the Crandall Public Library Temporary Safety Policy to comply with these changes.

Action Items: (Documentation emailed to the Board)

1. COVID-19 Response: Crandall Public Library Temporary Safety Policy – May 26, 2021 update.

A **Motion** to approve Action item 1. was made by Mr. Goralski, seconded by Ms. Shapiro. **Motion** carried unanimously.

12. Nomination of Trustee for the Town of Moreau (vacant position)

The Nomination Committee would like to nominate; Donna Nichols, Executive Director of the Moreau Community Center, to the vacant Town of Moreau Trustee Position. Term to expire on December 31, 2021.

A **Motion** to Nominate Donna Nichols as Trustee for the vacant Town of Moreau Position was made by Mr. Antis, seconded by Ms. Caimano. **Motion** carried unanimously.

13. Old Business

Old Business covered under the Trustee Nomination.

14. New Business

None.

15. Executive Session

None.

16. Adjournment

A **Motion** to adjourn was made by Ms. Swanson, seconded by Ms. Eddy. **Motion** carried unanimously. The meeting adjourned at 5:42 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
June 23, 2021
4:30 p.m.
In-person - Community Room
Via Zoom - <https://us02web.zoom.us/j/94568020306>