



Your Story. Our Mission.

**Board of Trustees
Meeting Minutes
June 23, 2021 4:30 p.m.
In-person – Community Room
Virtual – Via Zoom
Meeting
(Draft)**

Attendance:

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

Absent: Excused: Ms. Hogan, Ms. Nemer, Ms. Swanson, and Ms. Vanderminden

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

Guests: Donna Nichols, Board of Trustees Candidate, and Catherine Schmitt, Friends of Crandall Public Library.

1. Call to Order B. Caimano

President Caimano called the meeting to order at 4:36 p.m. Quorum was established.

2. Oath of Office B. Caimano

Donna Nichols from the town of Moreau was sworn into office for a term of one year, ending in December 2021. Ms. Nichols is replacing Dan Hazewski, Jr. who resigned in December of 2020.

3. Public Comment

Ms. Caimano read a note sent to her by John Leroux, a former security guard, stating his appreciation for his time working at the Library. Ms. Naftaly read a framed letter of appreciation written by Mr. Leroux.

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

This month's correspondence and press included two pieces from the Post-Star; one featuring photos from Story Times in City Park and a feature on the Teen Center's Sarah Beth Mason Teen Service Award; and an ad for the Folklife Center in the Hilltop Times.

5. Department Reports

A. Assistant Director, G. Forshey

Ms. Forshey discussed that the Library is slowly getting back to normal and the door count numbers are increasing. The mornings and midafternoons are the busiest times with the door count tapering in the evenings. We are averaging 430 patrons a day, with the highest amount of foot traffic on June 1 with a count of 657. Ms. Forshey reported that additional computers were added this week, there are now 12 for public use and the average use time is 30-35 minutes which is similar to pre-COVID times. Additionally, the Quiet Reading Porch and Trek Lounges are now open to the public. The next step coming in the next couple of weeks will be to resume notary services and one-on-one computer help. We have four certified notaries on staff.

B. Adult Services, J. Boyer

Ms. Boyer discussed the virtual Thomas Edison Film Festival and how they extended access to the films for free to anyone who is interested until the end of June. Ms. Boyer invited the Board of Trustees to register for next month program Tails on the Trails with author Alan Via. The program will take place on Wednesday, July 28 at 2:00 pm via Zoom.

C. Children's Department, J. Farrar

Ms. Farrar agreed with Ms. Forshey that there is increased activity, and families that they have not seen since NY on Pause are starting to return now that school is out. The Children's Department is gearing up for summer programs as they have quite a few scheduled in July and August. Ms. Farrar reported that story times in the park are going really well and they decided to stop requiring registration. The summer reading kick-off party will be in City Park on Tuesday, June 29 from 2 – 4 pm, and the Friends of Crandall Public Library will be hosting a kids and teens book sale in the park from 1 – 4 pm.

D. Development Department, M. Chandler

Ms. Chandler discussed the purpose behind the new bulletin board in New and Popular. The goal is to attract patrons' eyes with one cohesive look representing all departments. This new process is replacing the old habit of sticking flyers on the bulletin board. Ms. Chandler showed the Board the new Children's summer calendar that is now virtual and interactive. The calendar went live on our website yesterday. Ms. Chandler reported that our Instagram has started to gain a lot of traction with some posts getting more than 300 likes. The post stating that story time was cancelled due to rain received 583 likes.

E. Folklife Department, T. DeGarmo – Excused; the Board received his report via email.

6. Friends of Crandall Library

C. Schmitt

Ms. Schmitt reported that the Friends Gallery will be reopening on July 1, 2021. The Friends will be hosting a kids & teens book sale in City Park on Tuesday, June 29 from 1 – 4 pm. They currently do not have a rain date. The Friends are not accepting book donations.

7. Board of Trustees Minutes: May 26, 2021

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of May 26, 2021, was made by Mr. Antis, seconded by Mr. Toomey. **Motion** carried unanimously.

8. Treasurer's Report – May 2021

J. Goralski

Mr. Goralski reported the revenues are at 71.5%; as of May 2021, expenses are at 33.6%. May is 41.6% 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 May 2021 was made by Mr. Toomey, seconded by Mr. Antis. **Motion** carried unanimously.

9. Claims Auditor Reports – May 2021

J. Goralski

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

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

10. Committee(s) Reports

Personnel

B. Caimano

1. Acceptance of the Resignation of Sarah Conlen, Senior Library Clerk, effective June 10, 2021. Sarah has worked for the Library since August of 1998.
2. Acceptance of the Resignation of Karen Zekauskas, Library Assistant, effective July 1, 2021. Karen has worked for the Library since February of 2017.

A **Motion** to accept Personnel items 1. and 2. was made by Mr. Antis, seconded by Mr. Goralski . **Motion** carried unanimously.

11. SALS

M. Shapiro

Ms. Shapiro missed the last SALS meeting, but she reported to the Board that she knows they are working on their 2022 budget and do not expect budget cuts.

12. Director's Report & Action Items

K. Naftaly

Ms. Naftaly shared that the Crandall Trust vetoed the placement of a permanent stage by the Park Street entrance. The Trust also vetoed the Arts Districts plan for a Glens Falls sculpture that they wanted out in front of the Library in City Park. The Crandall Trust will consider a low platform stage that is portable, Ms. Naftaly reported that the stage would not happen this summer but maybe in 2022. Ms. Naftaly gave an update on the roof repair that the architect has examined the roof and we anticipate to have a draft RFP very soon. During the repair we will be bringing the installation up to code which qualifies us to apply for New York State Construction Grant monies. Ms. Naftaly requested the Board completed their SOAR (Strengths Opportunities Aspirations Results) Exercise as soon as possible so that we can progress in the strategic planning process. Ms. Naftaly reported that she has been on a media tour appearing on Look TV, presented at the Conklin Center, and will be a co-presenter at *The Advantage of Creating an Arts District for Museums and Arts Organizations* in November. Ms. Naftaly reminded the personnel and finance committees that there is a budget meeting on July 14 from 4 – 6 pm, all board members are welcome to join. Lastly, Ms. Naftaly discussed the number of vacancies in staffing due to retirement, relocation, and new job opportunities. We have to look at our salary range as the competitors have a much higher starting salary than we do. Furthermore, we have to anticipate the minimum wage increase and be proactive when it comes to determining the 2022 budget. We have an opportunity with the budget process to restructure and rethink the way we staff the Library.

Action Items: (Documentation emailed to the Board)

1. Approval of the new Public Bulletin Board Policy
2. Approval of the new Social Media & Digital Marketing Policy
3. Approval of agreement between SALS and CPL for CBA/CLDA expenditures
4. Approval for K. Naftaly to travel to Binghamton, NY, November 9, 2021 for the Partnership Forum of the Museum Association of New York (MANY), as a co-presenter of *The Advantage of Creating an Arts District for Museums and Arts Organizations*. Cost: \$30 registration + travel (+ possible lodging)

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

13. Old Business

B. Caimano

None.

14. New Business

B. Caimano

None.

15. Executive Session

None.

16. Adjournment

A **Motion** to adjourn was made by Mr. Toomey, seconded by Mr. Antis. **Motion** carried unanimously. The meeting adjourned at 5:29 p.m.

Respectfully submitted,

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

Recorded by Michelle Chandler
Director of Development

**The next Board Meeting is
July 28, 2021 4:30 p.m.
In-person - Community Room**