



**Board of Trustees  
Meeting Minutes  
July 28, 2021  
4:30 p.m.  
In-person – Community Room  
(Draft)**

**Attendance:**

**Trustees:** Ms. Caimano, Mr. Goralski, Ms. Swanson, Ms. Hogan, Mr. Antis, Ms. Shapiro, Ms. Rainwater, Ms. Eddy, Ms. Vanderminden, Ms. Nichols, and Mr. Toomey.

**Absent: Excused:** Ms. Nemer, Ms. Johnson, Ms. Barcomb, and Ms. Bartlett.

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

**Guests:** None.

**1. Call to Order**

B. Caimano

President Caimano called the Budget Hearing to order at 4:32 p.m. Quorum was established. The Budget Hearing ended at 5:12 p.m., and the regular Board Meeting was called to order.

**2. Joint Finance & Personnel Committee - July 14, 2021, Meeting** J. Goralski/T. Vanderminden

1. A **Motion** was made by Mr. Goralski, seconded by Ms. Bartlett, to approve the Proposed 2022 Budget of \$5,172,423 and bring it to the full Board for their approval at the next scheduled meeting. **Motion** carried unanimously.

The Board discussed the proposed budget and the increases/decreases in both expenses and revenues. There are multiple open employee positions and an upcoming retirement in the Custodial Department. The continuing effects of the pandemic, the Herlihy bequest, and the financial advisors that the Library utilizes were also topics of discussion.

**Board Approval** (Documents emailed to the Board/hard copies in the Community Room)

- a. Adoption of the Proposed 2022 Budget and Formula Page (December 2020 registered borrower information-emailed to the Board, a copy will be available at the meeting)
- b. Approval of Legal Notices for Election dates (November 2, 2021) and propositions
- c. Approval of Legal Notice for Public Hearings between October 4 and October 8, 2021

- d. Approval of Trustee Petitions
  - Megan Johnson for the Town of Queensbury
  - Donna Nichols for the Town of Moreau
- e. Approval of Budget Resolutions for the Board of Elections of Warren and Saratoga Counties
- f. Approval of Resolution: The Board of Trustees authorizes Crandall Public Library to exceed the 1.0200% tax cap in the event the levy exceeds the 1.0200% cap due to miscalculations, erroneous, or incomplete information, or the need to not increase each municipal budget over 2021 amounts due to the continuing impact of the COVID-19 pandemic on the local economy; in addition, per the NYS Comptroller's Office the Library's Tax Base Growth Factor in 2022 is 1.0054. (As recommended by NY Library Association.)

A **Motion** to adopt item a. the Proposed 2022 Budget; was made by Mr. Goralski, seconded by Ms. Vanderminden. **Motion** carried unanimously.

A **Motion** to approve items b. through f. was made by Mr. Antis, seconded by Ms. Shapiro. **Motion** carried unanimously.

### 3. Public Comment

None.

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

This month's correspondence and press included a couple of articles with pictures from the *Post Star*, a photo page (taken in the Library) from *SUNY Adirondack Community Roots: Alumni Collective*, a patron comment card, and an article from the *Chronicle*, "Remembering Nancy Eustance" a former Crandall Public Library Board Trustee.

### 5. Department Reports

1. Assistant Director, G. Forshey  
Ms. Forshey reported things have been returning to normal. We started taking reservations for the meeting rooms again. The Trek Lounges reopened a couple of weeks ago, with daily usage. The Ancestry Library Edition, accessible only inside the Library before the pandemic, is now available to patrons for free at-home use until the end of 2021. Earlier this year, the OverDrive Magazine Digital Library had some issues; it is now back up and running, it has an upgraded platform with many great magazines to check out.
2. Adult Services, J. Boyer – Excused (Board received Ms. Boyer's report via email)
3. Children's Department, J. Farrar  
Ms. Farrar discussed the busy start to summer in the Children's Department. The Summer Reading Program kick-off event was a big success, and the outdoor programs have gone very well; they have faced some challenges due to all the rain. The Downtown Story Walk will continue until the end of July; there has been positive feedback for this program; from patrons and local businesses. Ms. Farrar discussed summer outreach to area schools. The Children's Department started to offer patrons the ability to check out books in City Park after the outdoor programs, and families are taking advantage of this service.
4. Development Department, M. Chandler  
Ms. Chandler reported that the Library received the Leo Cox Beach Foundation Grant, and the funds will be used to replace the flagpole in front of the Library and for HEPA air filters for shared

office spaces in the Library. The Development Department has been working on press releases for the Friends' Books on Carts In the Park book sales. Ms. Chandler stated that coverage of events in City Park by the *Post Star* has been great. Ms. Chandler announced that Nancy Eustance, former Crandall Public Library Board Trustee, very generously, bequeathed \$20,000 to the Library in her will.

5. Folklife Department, T. DeGarmo

Mr. DeGarmo discussed the Folklife Department has been going strong since reopening to the public. Mr. DeGarmo and Mr. Rogan are working on Travel Storys: two video series; *Lake George On the Water & Battenkill Inspired*. These are cell phone self-guided audio tours; the free app, available from TravelStorysGPS™,<sup>1</sup> allows access to a slideshow that will automatically trigger as you reach any of the ten-stop destinations. Mr. DeGarmo discussed a couple of new acquisitions. Kinsley Holl, the summer intern for the Folklife Center, completed her internship. Mr. DeGarmo announced that the October reception; for the Folklife Center's exhibit in Canton, New York, at the Traditional Arts in Upstate New York Center, is canceled due to ongoing pandemic concerns.

6. Friends of Crandall Library

M. Shapiro

Ms. Shapiro reported that the first of the Books on Carts In the Park book sales was today; they were taking book donations for the first time since they stopped due to the pandemic, and the book donations from today alone lined the entire wall in the Community Room. Ms. Shapiro said it was fun to be outside for the book sale today.

7. Board of Trustees Minutes: June 23, 2021

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of June 23, 2021, was made by Ms. Shapiro, seconded by Ms. Nichols. **Motion** carried unanimously.

8. Treasurer's Report – June 2021

J. Goralski

Mr. Goralski reported the revenues are at 72.1%; as of June 2021, expenses are at 39.0%. June is 50.0% of the 2021 budget year. There were no modifications this month.

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

9. Claims Auditor Reports – June 2021

J. Goralski

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

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

10. Committee(s) Reports

Personnel

T. Vanderminden

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<sup>1</sup> <https://travelstorys.com/>

1. Acceptance of the Retirement of Erica Gonyea, Folklife Archivist/Librarian I, effective July 10, 2021. Erica has worked for the Library since July of 2005.

A **Motion** to accept the Personnel item was made by Ms. Vanderminden, seconded by Mr. Antis. **Motion** carried unanimously.

#### 11. SALS

M. Shapiro

Ms. Shapiro stated there is no SALS report this month; their next meeting is in September.

#### 12. Director's Report & Action Items

K. Naftaly

Ms. Naftaly discussed the SALS Farm-2-Library Program offering free fresh food during harvest season; the program is available at ten rural public libraries, mainly in Washington County. Ms. Naftaly requested the Board's approval to look into the program further and bring the details to the next meeting. The Board gave their approval to proceed. Ms. Naftaly updated the Board on the progress of the roofing project. Finally, Ms. Naftaly reported that she and Ms. Forshey are working with Groff NetWorks LLC; to assist with the Library's technological future after the Strategic Plan is codified. Discussion on the current strategic planning process ensued. Mr. Antis questioned the timeline of the planning process that was delayed due to the pandemic;<sup>2</sup> and the need for the community's involvement in the planning process versus the Board's involvement. Ms. Naftaly explained that she is still waiting on the completed SOAR (Strengths Opportunities Aspirations Results) Exercise from some Board members to proceed with the next steps in the planning process. Board members discussed the importance of engaging the community in the process.

##### **Action Item:**

1. Approval to obtain quotes to compare costs for the Library's Commercial General Liability Insurance and Directors & Officers Liability Insurance Policies.

A **Motion** to approve the Action Item was made by Ms. Shapiro, seconded by Ms. Nichols. **Motion** carried unanimously.

#### 13. Old Business

None.

#### 14. New Business

None.

#### 15. Executive Session

1. Henry Crandall Award

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<sup>2</sup> Crandall Public Library Board Meeting - May 27, 2020

Action Item 1) Permission to delay the strategic planning process that the Library initiated in late 2019 to be formally reinitiated in 2021 pending NYS acknowledgement that the COVID-19 emergency has been lifted; furthermore, the 2015-2018 Crandall Public Library Strategic Plan will continue to be our planning document to meet NYS standards. **Motion** carried unanimously.

A **Motion** to enter into Executive Session was made by Mr. Goralski, seconded by Ms. Swanson. Executive Session entered at 5:48 p.m. **Motion** carried unanimously.

The Board agreed to the 2021 Henry Crandall Award recipient. The recipient will be named once they formally accept the award and celebration date.

A **Motion** to exit the Executive Session and adjourn the meeting was made by Mr. Antis, seconded by Mr. Goralski. **Motion** carried unanimously. The meeting adjourned at 5:58 p.m.

## **16. Adjournment**

Meeting adjourned after the Executive Session.

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  
August 25, 2021  
4:30 p.m.  
In-person - Community Room**