



**Board of Trustees
Meeting Minutes
November 17, 2021
4:30 p.m.
Virtual – Zoom Meeting
(Draft)**

Attendance:

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

Absent: Excused: None.

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

Guests: None.

1. Call to Order

B. Caimano

President Caimano called the meeting to order at 4:32 p.m. Quorum was established.

2. Public Comment

None.

3. Correspondence and Press (Emailed to the Board)

Correspondence and Press this month included newspaper articles on the 2021 election, a couple of notes of gratitude from patrons, and the schedule from November 9, 2021 Museum Associations of New York Partnership Forum where Ms. Naftaly was a presenter.

4. Department Reports

1. Assistant Director, G. Forshey

Ms. Forshey discussed how a patron was very complimentary of the Library staff, and he stated how nice it was to come here where everyone is friendly and helpful. She said that even with our patron door count numbers still down, it is nice to know that we are appreciated. Ms. Forshey is updating the webpage and the online calendar system for 2022 to have everything ready for January. She is also working with OverDrive to set up a custom collection to highlight some of our eResources.

2. Adult Services, J. Boyer

Ms. Boyer reported that she and Ms. Maguire just completed a course by Library Journal called Evaluating, Auditing, and Diversifying Your Collections; they participated in the program to help make sure our collection represents our community. The Reference Department will use information from the training when they meet next month to discuss where they would like to take the collection in 2022. The take-home balsam sachet project will be available at the Hometown Holidays Celebration kick-off event on December 3, 2021. The Department is busy planning programs for 2022.

3. Children's Department, J. Farrar

Ms. Farrar reported that the Children's Department has been busy with teacher requests for special book collections. It was nice to see teachers return to look for books on specific topics to support their classrooms. Ms. Farrar discussed how well the training of the new Pages hired in the Department is going. They also have a take-home project for the Hometown Holidays Celebration. There is a Thanksgiving Book Parade on Saturday, November 20, 2021, and the Nature Explorers with the Children's Museum at Saratoga Program is planned for Friday, November 26, 2021, in City Park.

4. Development Department, M. Chandler

Ms. Chandler broke down the final financial numbers for the Henry Crandall Award Breakfast. She discussed the differences between the small breakfast event versus the large gala held in 2019. There were a couple of problems with a press release and another event looking for sponsorships simultaneously, but overall the event went very well; we had a lot of new people at the breakfast event through reservations. Ms. Chandler reported that the Annual Appeal went out last week and is already off to a great start.

5. Folklife Department, T. DeGarmo

Mr. DeGarmo is working off-site; his report was emailed to the Board. Ms. Naftaly stated that the Dan Hubbs Trio Band would hold a concert at 3:00 p.m. on Friday, December 3, 2021, to kick off the Hometown Holiday Celebration events. Mr. Antis discussed the Barn Quilt Painting commissioned by the Folklife Department; titled *Henry's Star*; the painting is a custom design by Ruth McWilliams and depicts the star used in Henry Crandall's logging business logo.

5. Friends of Crandall Library

M. Shapiro

Ms. Shapiro stated there is no report this month. Ms. Naftaly relayed that they have set some dates for next year's book sales and are working on a timeline for accepting book donations again.

6. Board of Trustees Minutes: October 27, 2021

B. Caimano

A **Motion** to approve the Board of Trustee's Minutes of October 27, 2021, was made by Ms. Nemer, seconded by Ms. Swanson. **Motion** carried unanimously.

7. Treasurer's Report – October 2021

J. Goralski

Mr. Goralski reported the revenues are at 89.0%; as of October 2021, expenses are at 71.1%. October is 83.3% 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 Budget Modifications for October 2021 was made by Ms. Eddy, seconded by Ms. Rainwater. **Motion** carried unanimously.

8. Claims Auditor Reports – October 2021

J. Goralski

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

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

9. Committee(s) Reports

Personnel

T. Vanderminden

1. Approval of the Revised Employee Handbook.

A **Motion** to approve Personnel Item 1. was made by Ms. Vanderminden, seconded by Ms. Bartlett.

Ms. Caimano stated that it had been eleven years since updating the handbook, and she thanked the individuals who prepared and reviewed it. Ms. Naftaly explained that the full Personnel Committee received the revised handbook in time to review/suggest changes or edits before its presentation to the full Board for approval. Ms. Naftaly discussed some of the changes made; to conform to New York State laws, clarify or generalize areas where needed, and employees with longevity will receive additional vacation leave accruals. Discussion ensued.

Ms. Eddy abstained from voting, as she had not read the document at this time. The remaining Board Members voted in favor of approving the Revised Employee Handbook. **Motion** carried.

2. Approval of the Appointment of Bridget Epiphany, Library Page, effective October 27, 2021, at \$12.50/hour.
3. Approval of the Appointment of Andrew Rosenhaus, Library Page, effective November 1, 2021, at \$12.50/hour.
4. Approval of the Appointment of Erica Siaulnski, Library Page, effective November 1, 2021, at \$12.50/hour.
5. Approval of the Retirement of Joseph Urbonowicz, Custodian, effective November 30, 2021. Joe has worked for the Library since January of 2000.

A **Motion** to accept Personnel Items 2. through 5. was made by Ms. Eddy, seconded by Mr. Goralski. **Motion** carried unanimously.

10. SALS

M. Shapiro

Ms. Shapiro reported that in light of the newly mandated trustee training, SALS is working on a YouTube channel. The channel will be accessible through the SALS website. They will add webinars as they occur, and the on-demand training will be available using this platform.

11. Director's Report & Action Items

K. Naftaly

Ms. Naftaly reported that at the Crandall Trust meeting today, the stocks have done so well they will distribute an additional \$25,000 by the end of November, and they are increasing the monthly distribution by \$1,000 to a total of \$10,000 a month starting in December, they will reevaluate in June of 2022. Ms. Naftaly, Ms. Dallas of SALS, and Ms. Freudenberger of SALS met with two librarians

from Copenhagen, Denmark, to discuss the Human Library®.¹ The program offers a different, exciting, and fun way to form bonds and connections with people. Ms. Naftaly explained the Electrical Usage Comparison Chart she sent to the Board. She went over the savings and thanked Ms. Eddy for suggesting that the Library review its energy use, supplier, and costs. Mr. Antis stated that the Library still uses a lot of energy and suggested we look into why. Mr. Goralski suggested we look into utilizing an energy consultant to perform an energy audit. Ms. Naftaly and Mr. Dickinson will look into this further; however, the change to Engie Green Power and Engie as our electric and gas suppliers on May 1, 2021, was based on an energy audit done in February and March of 2021. Ms. Naftaly explained that organized groups and individuals are challenging schools and public libraries for the content of their collections. We will be updating our Collection and Development Policy and Procedures for all of our collections (print and electronic). She will present the updated policy to the Board for review and approval when completed. Ms. Naftaly and three other members of the Arts District of Glens Falls presented at the Museum Association of New York's Partnership Forum in Binghamton; they received great feedback, and she was happy to represent the Library.

Ms. Caimano discussed the passing of Board Trustee Elizabeth Barcomb. Ms. Barcomb loved the Library and serving on the Board.

Action Items:

1. Approval to apply for the Alfred Z. Solomon Charitable Trust Grant of \$10,000 to help with the expenses for the Folklife Department's *Champlain Canal Stories* Video Documentary Series.
2. Approval of Crandall Public Library Long Range Plan (2022-2027) with Appendices.
3. Approval of the Memorandum of Understanding (MOU) between Glens Falls Hospital and Crandall Public Library to join in the NYS Department of Health's Creating Healthy Schools and Communities (CHSC) program to support participation in SALS' Farm-2-Library Program.
4. Approval of the 2021 Information Technology Department's Disposal List.

A **Motion** to approve Action Items 1, 3, and 4. was made by Mr. Antis, seconded by Ms. Shapiro. **Motion** carried unanimously.

A **Motion** to Table Action Item 2. was made by Mr. Antis, seconded by Ms. Eddy after a spirited discussion initiated by one Ad Hoc Long Range Plan Committee member. **Motion** carried

The Ad Hoc Long Range Planning Committee received the Long Range Plan draft document, including appendices, on October 29, 2021, for review prior to its presentation at the November Board Meeting.

The Ad Hoc Long Range Planning Committee will meet to discuss the details of the Crandall Public Library Long Range Plan draft document further. A Special Board Meeting will be held in December to represent the document to the Board for approval before the New York State report deadline of December 31, 2021. The Ad Hoc Long Range Planning Committee members are Ms. Caimano, Ms. Bartlett, Ms. Shapiro, Ms. Swanson, and Mr. Antis.

¹ <https://humanlibrary.org/>

The Human Library® is, in the true sense of the word, a library of people. We host events where readers can borrow human beings serving as open books and have conversations they would not normally have access to. Every human book from our bookshelf, represent a group in our society that is often subjected to prejudice, stigmatization or discrimination because of their lifestyle, diagnosis, belief, disability, social status, ethnic origin etc.

12. Old Business

None.

13. New Business

Mr. Antis inquired if there was anything the Board or the Friends could do to help replenish the Whitehall School Library; the Library is looking to restock after it was damaged in 2020 by flooding, as reported by the *Post Star*.²

14. Executive Session

None.

15. Adjournment

A **Motion** to adjourn was made by Ms. Eddy, seconded by Ms. Rainwater. **Motion** carried unanimously. The meeting adjourned at 5:33 p.m.

Respectfully submitted,

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

Recorded by Melissa Durett-Clapper
Administrative Assistant

**A Special Board Meeting will be held
December 8, 2021
4:30 p.m.
The Holden Room**

**The Organizational Board Meeting is
January 5, 2022
4:30 p.m.
Meeting Method: To be Announced**

² https://poststar.com/news/local/whitehall-school-looking-to-restock-library-damaged-in-2020-flooding/article_d63a3d6d-62fd-5eaa-9101-631c6177a4c0.html