



*Your Story. Our Mission.*

**Board of Trustees**

**Meeting Minutes**

**February 23, 2022**

**4:30 p.m.**

**In-person - Community Room**

**Virtual – Via Zoom**

**Hybrid Meeting**

**(Draft)**

**Attendance:**

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

**Absent: Excused:** Ms. Nichols, Mr. Toomey, Ms. Hogan, and Ms. Rainwater.

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

**Guests:** None.

**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)

The Board discussed this month's Correspondence and Press.

**4. Department Reports**

A. Assistant Director, G. Forshey

Ms. Forshey gave an overview of the Crandall Public Library 2021 Annual Report for Public and Association Libraries; approval to submit the report to SALS for the final review is the second action item on today's agenda. She discussed the statistical differences between the pre-pandemic (2019) and pandemic (2020 & 2021) annual report numbers. Our numbers have increased but have not returned to the pre-pandemic levels. We have continued to add to our collections, including the addition of over 15,000 eResources. The usage of our eResources has increased over the past two years; patrons are taking advantage of our collections remotely. Ms. Forshey said as a note of interest; we offered fewer programs during the pandemic but had higher attendance numbers, which she felt was encouraging.

B. Adult Services, J. Boyer

Ms. Boyer reported we ordered over seventy OwnVoices<sup>1</sup> books, which feature authors telling stories about the diverse or marginalized group(s) they represent. The Reference Department has started tracking the usage of these books, with good results. Ms. Boyer discussed the addition of Mango for Libraries, a personalized language-learning experience providing over seventy world languages and dialects available to library cardholders through our website. Little Pim is also available and is designed for ages zero to five, offering courses in ten languages. Patron sign-up is off to a great start. The Circulation Department started self-registration today; people can sign up for a library card online and pick it up in person, streamlining the process.

C. Children's Department, J. Farrar

Ms. Farrar stated that we are in the middle of the area school's winter break. The Children's Department had great attendance at yesterday's Tuesday 2/22/22 Celebration event (February 22, 2022), with games and scavenger hunts. They handed out approximately a hundred take-home kits in the last two days; it has been busy. They are looking ahead to summer planning and outreach.

D. Development Department, M. Chandler

Ms. Chandler discussed the Stewart Shop's Holiday Match Program; we are waiting to hear if we will be recipients. The funds will go toward the new family bird-watching kits planned collaboratively with the Children's and Reference Departments; the goal is to launch the program this spring/summer. We did receive a \$2,000 Touba Family Foundation Grant to go toward the program. Ms. Chandler updated the Board on the \$10,000 American Rescue Plan: Humanities Grant, distributed through the American Library Association (ALA); she is working on a special event for this fall, and details will be forthcoming.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo described the new *Folk Arts All Around Us* project here at the Library. The Folklife Center's art collection will be on display throughout the Library; they will periodically rotate the art pieces. The Custodial Department painted the display cases for the project. Mr. DeGarmo discussed the newly acquired *Riverbowl III*, Gourd Art by Whitehall, New York artist Serena Kovalosky. The piece is beautiful, and everyone should stop by the Folklife Reading Room to view it. Ms. Kovalosky was part of the Folklife Center's video series *Battenkill Inspired: The Flow of Creativity, Ingenuity, and the River*.

5. **Friends of Crandall Library**

M. Shapiro

Ms. Shapiro stated there was nothing to report this month.

6. **Board of Trustees Minutes: January 26, 2022**

B. Caimano

A **Motion** to approve the Board of Trustees' Minutes of January 26, 2022, was made by Ms. Vanderminden, seconded by Ms. Bartlett. **Motion** carried unanimously.

7. **Treasurer's Report – January 2022**

J. Goralski

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<sup>1</sup> #OwnVoices is a term that was coined by YA author, Corinne Duyvis. The term refers to books about characters from underrepresented/marginalized groups in which the author shares the same identity.

Mr. Goralski reported the revenues are at 3.06%; as of January 2022, expenses are at 6.46%. January is 8.33% of the 2022 budget year. Mr. Goralski explained the budget revisions as outlined in the report.

A **Motion** to accept the Treasurer's Report and approve the Budget Revisions was made by Ms. Bartlett, seconded by Ms. Swanson. **Motion** carried unanimously.

## 8. Claims Auditor Reports – January 2022

J. Goralski

Acceptance of the Claims Auditor Reports for January 2022 bills and payroll; there were no issues in January.

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

## 9. Committee(s) Report

### Personnel Committee

T. Vanderminden for D. Nemer

- A. Approval of the Permanent Appointment of Thaddeus Jewell, Library Clerk, effective February 24, 2022.
- B. Approval of the Permanent Appointment of Ronda Thomas, Library Clerk, effective March 2, 2022.

A **Motion** to approve the two Personnel items was made by Ms. Vanderminden, seconded by Ms. Swanson. **Motion** carried unanimously.

## 10. SALS

M. Shapiro

Ms. Shapiro reported that the New York Library Association (NYLA) Advocacy Day is in two parts on February 28, 2022, and March 2, 2022; anyone interested in attending should contact Sara Dallas, SALS Director. The SALS Annual Meeting will be virtual on May 22, 2022; this year's speaker is Deborah Caldwell-Stone, Director of the American Library Association's Office for Intellectual Freedom. Sara Dallas was elected to the American Library Association's Executive Board; congratulations to Sara.

## 11. Director's Report & Action Items

G. Forshey for K. Naftaly

Ms. Forshey discussed the Joint Automation (JA) Project Agreement. The JA Project provides member libraries of Mohawk Valley Library System (MVLS) and Southern Adirondack Library System (SALS) an integrated, automated library system, including our Polaris System, email, other technology, and support. Ms. Forshey discussed the fees associated with the JA Project, which are included in the Library's annual budget.

### A. Action Items:

- 1. Approval to continue participation in the 2022 Joint Automation Project Agreement; between Crandall Public Library and the MVLS/SALS, which covers our Integrated Library System (Polaris) and associated support.
- 2. Approval of submission to SALS for the final review of the 2021 NYS Annual Report.

A **Motion** to approve the two Action items was made by Ms. Nemer, seconded by Ms. Vanderminden. **Motion** carried unanimously.

**12. Old Business**

B. Caimano

Mr. Goralski reminded the Board that the February Finance Committee Meeting with West & Company CPA, auditors for the Library, had to be postponed until March, meeting date to be announced.

**13. New Business**

B. Caimano

None.

**14. Executive Session**

B. Caimano

None.

**15. Adjournment**

B. Caimano

A **Motion** to adjourn was made by Ms. Vanderminden, seconded by Mr. Goralski. **Motion** carried unanimously. The meeting adjourned at 5:00 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 23, 2022  
4:30 p.m.  
See the Library website for details  
[www.crandalllibrary.org](http://www.crandalllibrary.org)**