



**Board of Trustees
Meeting Minutes
March 23, 2022
4:30 p.m.
In-person - Community Room
Virtual – Via Zoom
Hybrid Meeting
(Draft)**

Attendance:

Trustees: The Community Room: Ms. Bartlett, Mr. Goralski, Ms. Hogan, and Mr. Antis. **Zoom:** Ms. Caimano, Ms. Nemer, Ms. Shapiro, Ms. Rainwater, Ms. Johnson, Ms. Vanderminden, Ms. Nichols, Mr. Toomey, and Ms. Eddy.

Absent: Excused: Mr. Barcomb and Ms. Swanson

Staff: The Community Room: Ms. Naftaly, Ms. Farrar, Ms. Chandler, Mr. DeGarmo, Ms. Winters, and Ms. Durett-Clapper. **Zoom:** Ms. Boyer.

Guests: Jill Thaisz, CPA, West & Company CPAs PC.

1. Call to Order

B. Caimano

President Caimano called the meeting to order at 4:32 p.m. Quorum was established. President Caimano turned the meeting over to Vice President Bartlett to chair the meeting in person.

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 - Excused

Ms. Forshey is virtually attending the Public Library Association (PLA) Conference; her report was emailed to the Board.

B. Adult Services, J. Boyer

Ms. Boyer reported that the Reference Department is working on plans for late spring programming. The Virtual Book Discussion Series: All We Can Save: Truth, Courage, and Solutions for the Climate Crisis will be on Tuesday evenings in April at 6:30 p.m. with Bernice Mennis, a member

of the local environmental group, the North County Earth Action. The program is virtual, and registration is required. The February African American Film Forum, also held virtually, was well attended, but Ms. Boyer is looking forward to the film forums returning to in-person events.

C. Children's Department, J. Farrar

Ms. Farrar discussed how February was a great month for Children's programming. They offered a wide variety of things with take-home kits, in-person outdoor events, and virtual programs. The scavenger hunt had over 200 participants. The Children's Department is looking forward to spring; area schools are interested in resuming field trips to the Library; schools from all three communities (Glens Falls, Moreau, and Queensbury) have booked spring field trips.

D. Development Department, M. Chandler

Ms. Chandler reported we received the Stewart's Shops Holiday Grant for \$1,150; the funds will go toward the bird watching kits discussed at last month's meeting. Ms. Chandler is looking forward to seeing what the Children's and Reference Departments come up with to compile the kits. She is requesting a Henry Crandall Award Board Subcommittee to help in the decision process for this year's recipient; there are four individuals considered. She asked Board members to let her or Ms. Naftaly know if they would like to volunteer for the subcommittee.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo shared the *Champlain Valley Suffrage Centennial Auto Tour* book; Ms. Dolton, the Folklife Librarian/Historian, was involved in the program and wanted to share copies of the book with the Board. Mr. DeGarmo also shared an email from a regional photographer; praising the *Life through Bloomer's Lens: Portraits from the Richard M. Bloomer Glass Plate Negative Collection Exhibition*, currently in the Folklife Gallery, and Mr. Rogan; the Folklife Center's Media Specialist/Librarian, who put the incredible exhibition together. Ms. Franzoni, Folklife Manager of Research & Special Collections, is busy working on a John D. Austin Collection, donated to the Library by his son. Mr. Austin was a Warren County judge, historian, and genealogist. Mr. DeGarmo reported that Dr. Jacqueline S. Touba, founding Director of the World Awareness Children's Museum in Glens Falls, donated scrapbooks depicting the museum's history. The Bluegrass Jams, hosted by Alan Epstein, will run from October 2022 through March 2023; at the Library.

5. Friends of Crandall Library

M. Shapiro

Ms. Shapiro reported that the Friends would hold their April board meeting in person.

6. Board of Trustees Minutes: February 23, 2022

A. Bartlett for B. Caimano

Ms. Caimano requested the amendment of the February Minutes to notate:

Ms. Naftaly is attending a national discussion on urban libraries; Ms. Forshey will run the meeting in her absence. (Amended March 24, 2022.)

A **Motion** to approve the Board of Trustee's Minutes of February 23, 2022, with correction, was made by Mr. Antis, seconded by Mr. Goralski. **Motion** carried unanimously.

7. Treasurer's Report – February 2022

J. Goralski

Mr. Goralski reported the revenues are at 39.4%; as of February 2022, expenses are 13.3%. February is 16.6% of the 2022 budget year. Mr. Goralski stated there were no modifications in February.

A **Motion** to accept the Treasurer's Report was made by Ms. Hogan, seconded by Mr. Antis. **Motion** carried unanimously.

8. Claims Auditor Reports – February 2022

J. Goralski

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

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

9. Committee(s) Report

Personnel Committee

D. Nemer

Ms. Nemer reminded the Board that their Library Director evaluations are due by April 11, 2022.

Finance Committee

J. Goralski

1. 2021 Audit Review, West & Co.

Jill Thaisz

Ms. Thaisz discussed the 2021 annual audit and accompanying documentation as presented to the Board. She noted the audit went very well and that staff was well prepared. Ms. Thaisz presented the full audit to the Finance Committee on March 16, 2022.¹ The Finance Committee approved that the 2021 audit be presented to the full Board for acceptance. Discussion ensued. Ms. Naftaly and Ms. Thaisz explained the new section in the communication letter, which lists significant risks for consideration; no significant risks were found during the Library's audit.

A **Motion** to accept the 2021 Audit was made by Mr. Antis, seconded by Ms. Hogan. **Motion** carried unanimously.

10. SALS

M. Shapiro

Ms. Shapiro reported that SALS approved their 2021 Annual Report at the last meeting. She discussed the virtual Calm, Cool, & Legally Collected training funded by SALS and Crandall Public Library; the program presented by Stephanie Cole Adams; was for trustees and member library staff on book challenges in libraries. SALS Annual Meeting is on May 16, 2022. Time TBA.

11. Director's Report & Action Items

K. Naftaly

Ms. Naftaly updated the Board on the roofing project; the anticipated time for the masonry work is from April through May, with the roof repair starting in June. Ms. Naftaly and Mr. Dickinson have updated Mick Derway, Clerk of the Works, hired to oversee the roofing project with the anticipated dates. Asbestos removal notices will be on the entryway doors for approximately three days during the removal of the asbestos encapsulated in the tar on the chimneys; this should not limit library

¹ March 16, 2022 – Finance Committee Meeting Minutes are available on the Library website at www.crandalllibrary.org or [click here](#).

operations. We are recipients of a \$30,000 American Rescue Plan Act (ARPA) Grant in partnership with the New York State Employment Office; they will be the administrator for the grant; the funds are for laptops, Wi-Fi hotspots, employment training, and more. The planning for the ARPA Grant is in the early stages; more information will be forthcoming. We are partnering with the Glens Falls Collaborative, Glens Falls Business Improvement District (BID), and others in a combination Earth Day Celebration/Glens Falls Clean-up Day on Friday, April 22, 2022. [Date corrected from Saturday, April 23] We are coordinating a dumpster for electronic materials disposal. If pandemic levels remain low, we will return to internal programming in May, with one of the first events to be a book talk with Ken Tingley, retired Editor/Columnist of the *Post Star* on Tuesday, May 24. Ms. Naftaly discussed the board management software program Boardable, we will be moving forward with the software, and information on training for the software will be coming in the next few weeks. The formation of a Central Library Advisory Committee is part of the 2022-2026 Central Library Plan of Service that Crandall Public Library and SALS work on together. The committee, made up of volunteer representatives from the surrounding areas, will discuss the use of the Central Library Aid monies. Ms. Naftaly discussed the need to deacquisition some of the older furniture. The Board discussed the incident reports involving a couple of different groups of teenagers in the last couple of weeks. Ms. Naftaly shared a patron email congratulating staff on being amazing, specifically acknowledging Outreach Librarian Susan Ciampa. Ms. Naftaly discussed the action items.

A. Action Items:

1. Permission to apply for the SALS 2022 Construction Challenge Grant; the grant will be used to hire JMZ Architects & Planners, PC to complete a repurposing/space evaluation.
2. Permission for Amanda Franzoni (Folklife) to attend the Museum Association of New York (MANY) conference in Corning, NY, April 10 to 12, 2022. Costs: Member registration: \$320; hotel at Hilton Garden Inn \$155 per night x 2 nights (conference discount rate); mileage x 504 miles roundtrip @ 2022 IRS rate of 58.5 cents per mile; and food @ \$100 per day x 3 days. Total: \$1,225 [approximately]
3. Permission for Rickele Bello to attend NYLA's Youth Services Section Conference on Friday, April 8 in Schenectady. Cost: \$150 plus travel.

A **Motion** to approve the three Action items was made by Mr. Goralski, seconded by Mr. Antis. **Motion** carried unanimously.

12. Old Business

A. Bartlett for B. Caimano

The Board discussed the \$44,500 excess unrestricted bequest funds (2021 budget), the Board unanimously agreed to use the funds toward a Mobile Library Service at the January 26, 2022 Board Meeting. The ad hoc Communications Committee has met and discussed further; more information will be forthcoming. The discussion also included the addition of facility update reports by Mr. Dickinson, Building Maintenance Mechanic, at future board meetings.

13. New Business

A. Bartlett for B. Caimano

Mr. Goralski suggested hiring a building architect/structural engineer to perform a complete survey of the building to discern any problem areas. The Board agreed that this would be a good course of action for the Library.

14. Executive Session

A. Bartlett for B. Caimano

None.

15. Adjournment

A. Bartlett for B. Caimano

A **Motion** to adjourn was made by Mr. Antis, seconded by Mr. Goralski. **Motion** carried unanimously. The meeting adjourned at 5:43 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, April 27, 2022
4:30 p.m.
See the Library website for details
www.crandalllibrary.org**

