



**Board of Trustees
Meeting Minutes
May 25, 2022, 4:30 p.m.
In-person - Community Room
Virtual – Via Zoom
Hybrid Meeting
(Draft)**

Attendance:

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

Absent: Excused: Ms. Nemer, Ms. Rainwater, and Mr. Toomey.

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

Guests: None.

1. Call to Order B. Caimano

President Caimano called the meeting to order at 4:30 p.m. Quorum was established.

2. Public Comment B. Caimano
None.

3. Correspondence and Press (emailed to the Board) B. Caimano

The Board discussed this month's Correspondence and Press, including Ms. Naftaly's Guest Essay in the *Post Star* on May 15, 2022.

4. Department Reports

A. Assistant Director, G. Forshey

Ms. Forshey demonstrated how to use and navigate around the Boardable platform, pointing out key areas. She thanked the Board for logging in and their continued patience as we are still working on adding documents, adjusting settings, and becoming familiar with the platform. Ms. Caimano recommended board members set up their profiles with pertinent information that could be useful to other Trustees. The Board has decided to go paperless by September, and the documents will be available on Boardable for the June meeting. Ms. Durett-Clapper will send a regular email reminder to log on and review the meeting documents.

B. Adult Services, J. Boyer

Ms. Boyer reported that the Reference Department is gearing up for summer. They are looking into collaborating with the Children's Department on summer reading program challenges. Ms. Boyer thanked the Friends for accepting book donations again; patrons are excited to be able to donate. The Friends have a selection of books for sale in the Park entrance lobby. The Department has had to restock multiple times, as the response has been wonderful; patrons are enjoying having books for sale in the Library.

C. Children's Department, J. Farrar

Ms. Farrar discussed the expanded programming, including the addition of Saturday Story Time, a Tween Club, and a Special Infant Program now that they can offer indoor programming again. Story Times in the Park continues, which Mr. Farrar believes is a great visible presence of the Library for the public. They are also gearing up for the 2022 Oceans of Possibilities Summer Reading Program. It is school field trip season, and they have approximately twenty-five scheduled for June, preschool through sixth grade. The Department is working on activities, library tours, and library card sign-ups for the school groups.

D. Development Department, M. Chandler

Ms. Chandler informed the Board that their first option for the Henry Crandall Award (HCA) had accepted the nomination. She is in talks with the Queensbury Hotel for a fall Friday date, once she has confirmation of the date, the announcements will go out, and the sponsorship drive will begin. Ms. Chandler announced to save the date: on October 26, 2022, George Takei, actor (of Star Trek fame), author, and activist, will hold a forty-five-minute discussion followed by a twenty-minute question and answer period. The evening will begin with a reception. The event will be held at the Charles R. Wood Theater to ensure there is enough space.

E. Folklife Department, T. DeGarmo

Mr. DeGarmo shared a couple of highlights from his report. He discussed that the Folklife Center hosted the New York State Folk Arts Roundtable as part of their annual tour. The experience went well; the group was impressed with the Library. Mr. DeGarmo shared aerial photos taken of the group in front of the Library. He also shared new print ads for the *Battenkill Inspired* and *Lake George on the Water* self-guided mobile audio tours. A Champlain Valley National Heritage Partnership Grant will help fund the third audio tour series, currently in the works, the *Champlain Canal Stories*. There will be a gallery exhibit inspired by the series and barn tours with barn signs that will coincide with the kick-off event for the new mobile audio tour sometime next year.

F. Facilities Update, J. Dickinson - Excused

Mr. Dickinson supplied a binder of photographs documenting the current roofing project work. Ms. Naftaly discussed working with the architect to prove the chimney work was an actual upgrade needed for the roofing project for the New York State Construction Grant; she will have more information at the next board meeting.

5. Friends of Crandall Library

M. Shapiro

Ms. Shapiro reported that this year's first Books on Carts In the Park Sale is June 15, 2022, from 2:00 to 6:00 p.m. This year's book sales will be on Wednesdays to coincide with Downtown Glens Falls

Take a Bite. She also discussed the book sale display in the Library. The Friends are accepting book donations again, with limitations.¹

6. Board of Trustees Minutes: April 27, 2022

B. Caimano

A **Motion** to approve the Board of Trustees' Minutes of April 27, 2022, was made by Ms. Shapiro, seconded by Ms. Eddy. **Motion** carried unanimously.

7. Treasurer's Report – April 2022

J. Goralski

Mr. Goralski reported the revenues are at 65.7%; as of April 2022, expenses are 27.0%. April is 33.3% of the 2022 budget year. Mr. Goralski stated there were no modifications in April.

8. Claims Auditor Reports – April 2022

J. Goralski

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

A **Motion** to accept the Treasurer and Claims Auditor Reports was made by Ms. Bartlett, seconded by Ms. Nichols. **Motion** carried unanimously.

9. Committee(s) Report

Finance Committee (meeting minutes emailed to the Board)

J. Goralski

Finance Committee Meeting on May 6, 2022 - Investment Presentation for Crandall Public Library by Glens Falls National Bank and Trust Company.

Mr. Goralski reported on the meeting with Glens Falls National Bank. The placement and use of the Herlihy bequest money were items of discussion. The Board tabled making any decisions until obtaining information on the costs associated with different placement strategies from Glens Falls National Bank and until Mr. Toomey could clarify Mr. Herlihy's wishes with the Board.

Personnel Committee

T. Vanderminden/L. Eddy

Ms. Vanderminden reported the Personnel Committee met, and they are compiling a summary of the Director reviews received from Board Trustees.

1. Acceptance of the Retirement of Stacy Camp, Principal Library Clerk, effective July 1, 2022. Stacy has worked at the Library since February of 1995.
2. Acceptance of the Retirement of Sue Laing, Principal Library Clerk, effective July 27, 2022. Sue has worked at the Library since November of 1983.

Discussion on filling the positions ensued. The Board noted their combined sixty-five-plus years of experience and dedication to the Library and that both Ms. Camp and Ms. Laing will be missed. Ms. Caimano stated that, with reluctance, she looked for a motion to approve the items.

¹ See details at www.crandalllibrary.org/using-the-library/book-donations/.

A **Motion** to approve the two Personnel items was made by Ms. Eddy, seconded by Mr. Antis. **Motion** carried unanimously.

10. SALS

M. Shapiro

Ms. Shapiro reported on SALS Annual Meeting, held on May 16, 2022. The guest speaker was Deborah Caldwell-Stone, Director of the American Library Association's Office for Intellectual Freedom; she discussed book banning. Ms. Shapiro urged the Board to join Unite Against Book Bans, a national initiative to empower readers everywhere to stand together in the fight against censorship.²

11. Director's Report & Action Items

K. Naftaly

Ms. Naftaly reminded the Board to complete their annual SALS Libraries Preventing Discrimination & Harassment Training. The refrigerator for the Farm-2-Library Program has arrived; the press release and marketing materials are ready to go out. The first food delivery should be here the first or second week of June. Ms. Naftaly discussed the action items. She explained how the Library's partnership with the Library Speakers Consortium would work; the Consortium will create live-streamed author events with additional program features for us to offer patrons. She discussed further details of the program with the Board.

A. Action Items:

1. Permission to change the late fee for Disc Golf Bags from \$10.00 per day to \$1.00 per day beginning no earlier than June 1, 2022.
2. Permission to reduce the late fee for DVDs, Children's DVDs, Children's Videos, and PC Games from \$1.00 per day to \$.25 per day beginning no earlier than June 1, 2022.
3. Permission to enter into a Memorandum of Understanding (MOU) with the Library Speakers Consortium. Cost: \$4,500.

A **Motion** to approve the three Action items was made by Ms. Swanson, seconded by Mr. Barcomb. **Motion** carried unanimously.

12. Old Business

B. Caimano

None.

13. New Business

B. Caimano

Ms. Naftaly wanted to share with the Board Mr. Antis's idea to have a book discussion for board members over the summer. Mr. Antis said it is his proactive way of trying to keep the Board involved in active discussions. Ms. Vanderminden suggested asking Ms. Dallas, SALS Director, for her recommendation on a suitable book.

14. Executive Session

B. Caimano

None.

15. Adjournment

B. Caimano

A **Motion** to adjourn was made by Mr. Barcomb, seconded by Ms. Shapiro. **Motion** carried unanimously. The meeting adjourned at 5:53 p.m.

² <https://uniteagainstbookbans.org/>

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
June 22, 2022, 4:30 p.m.
See the Library website for details
www.crandalllibrary.org**