

The Community Library  
Board Meeting Agenda  
Thursday, October 12 2017

Members: Ruth Ashworth 2021, Harriet Berard 2020, Linda Carpenter 2021, Ginny Downs 2018, John Hart 2018, Ken Hotopp 2019, Dee Neary 2019, Jerry Peters 2019, Larry Rockwell 2022, Janet Sand 2022, Jean Stennett 2020

Excused (no more than 5 to meet quorum): Ashworth

1. Determination of a quorum
2. Call to Order and for additional Agenda items
3. Guests and Public Comment
4. Minutes of the previous meeting
5. Communications
6. Director's Report
7. Treasurer's Report
8. Presentation of the Bills and Actions
9. Committee Reports---Standing Committees (\* indicates chair)
  - a. Finance – John\*, Harriet, Jerry
  
  - b. Facilities – Ruth\*, Jerry, John
  
  - c. Personnel – Jean\*, Jerry, Linda, Ruth
    - i. Health Insurance
    - ii. Director's Evaluation
  - d. Policy – Janet\*, Jean, Linda, Dee
    - i. Bylaw changes approval
  - e. Board Development – Dee\*, Ginny, Harriet
    - i. Public Surveys
10. Ad Hoc Committee Reports
  - a. Long Range Plan Implementation Committee – Janet\*, Fran, Jerry, Devon
  - b. Building Committee – Harriet\*, Jean, Janet, Jerry – Recent meetings
  - c. Financial Structure Committee – Jerry\*, Linda, Dee, John (auxiliary)
11. Unfinished Business
  - a. NYS Paid Family Leave
12. New Business
  - a. Staff appointment
13. Other business
14. Important events coming up:
  - a. Next regular board meeting:
15. Adjournment:

**Mission:** The Community Library is dedicated to providing information, technology, and personal enrichment to everyone in our communities.

**Vision:** We will expand library services to better meet the changing needs of our communities.



The Community Library  
Board of Trustees Meeting  
September 14, 2017

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:06 p.m. Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Virginia Downs, John Hart, Ken Hotopp, Dee Neary, Jerry Peters, Larry Rockwell, Janet Sand, Jean Stennett, Devon Hedges.

Minutes:

Ms. Stennett made a motion, seconded by Mr. Peters, and unanimously approved to accept the August 2017 minutes.

Communication:

During a phone conversation with Mr. Hotopp, Mr. Peter Bent indicated that the Historical Society is considering a donation toward the renovation.

The MVLS Foundation sent a thank-you letter for a basket donation and for participation in their fund raising endeavor.

Mr. Hart indicated that he has received questions from the Office of State Controller in regard to retirement funds and property value and assets.

Director's Report:

Mr. Hedges recommended Amy Mele be appointed to the position of library clerk. Ms. Stennett made a motion, seconded by Mr. Peters, and unanimously approved to appoint Ms. Mele to this position.

Mr. Hedges reported that the MVLS Building Committee has agreed to fund 50% of the request of \$51,525 for work on the western entrance stairs, ramp, and southern building perimeter.

Mr. Hedges indicated that he has received one application for the Library I position. He has had an initial interview with this individual and will continue interviewing .

Treasurer's Report:

Mr. Hart outlined the financial report for the month of August. After Mr. Hart's presentation of the bills, Mr. Hart made a motion, seconded by Mr. Peters, and unanimously approved to pay the bills.

August Payroll:

Gross Pay	\$10,957.03
Taxes	\$76.11
Benefits	\$1,231.38
Total	<hr/> \$12,264.52

Committee Reports:

Facility:

Mr. Hedges reported that he has received an estimate of \$310 for reseeding the lawn; he also indicated the need to replace parts in the self-flushing toilet in the basement.

Mr. Hart made a motion, seconded by Ms. Stennett, and unanimously approved for Mr. Hedges to oversee these repairs.

Mr. Hedges explained the need to upgrade the HVAC computer control system. After discussion, Mr. Rockwell made a motion, seconded by Ms. Stennett, and unanimously approved \$15,975 to pay for this upgrade.

Personnel:

Ms. Stennett reported that the committee was recommending that the individual appointed to the Library I position would receive pro-rated health insurance. Ms. Stennett's motion was approved with one nay vote.

Ms. Stennett announced that the director's evaluation will be due in October, and the committee will meet with the director in November to discuss the evaluation.

Ms. Stennett reported the committee would like the new website online by October 1. It was suggested that Mr. Hedges contact Kathleen Berry to create a new logo.

Policy:

Mrs. Sand reported that she had been informed that MVLS policy required by-laws to indicate an exact number of trustees (not a range). At Mrs. Sand's request, the trustees voted unanimously to change the by-laws stating there will be eleven trustees.

Presently, the library is closed to coincide with snow-day school closings. Mrs. Sand suggested we reflect whether we should retain or change this procedure.

Mrs. Sand raised the question in regard to staff training to react to disasters and emergencies. Mr. Hedges responded that he would reinforce procedures with staff.

The next policy committee meeting is scheduled for 10:00 a.m. October 2.

Policy:

Mrs. Neary reported that community surveys will be coordinated and presented at the October meeting.

Building:

Mrs. Berard reported that the committee had met with Mr. Mays and suggested some revisions. They will meet again at 3:00 p.m. on September 14.

Financial Structure:

Mr. Peters reported the committee is continuing to evaluate the treasurer's position.

Unfinished Business:

Mr. Hart indicated that the library would not participate in the NYS Family Leave Act.

New Business:

Mr. Hedges commented that he is unsure who is responsible for the library being unlocked Saturday, September 2, but he has reenforced correct procedures with staff and cleaners.

Mr. Hart will be away in early October, and Mr. Peters, assistant treasurer, will be conducting financial needs.

Important Dates:

9/23 Friends Basket Raffle

10/12 1:00 p.m. next regular board meeting

Adjournment:

Mrs. Berard made a motion, seconded by Ms. Stennett, and unanimously approved to adjourn at 2:46 p.m.

Submitted by Virginia Downs

### Director's Report for the month of October, 2017:

Patron Services – Circulation is at about 8% less than it was at this time last year, though September tends to be a quieter month every year. A change in vendors for downloadable magazines definitely may have had an effect on circulation for that category; any uptick there will be watched for as the new website is rolled out. Top circulating collections included general videos, fiction and nonfiction and picture books at 20%, 11%, 8% and 7% respectively. Programming attendance was comparable to prior years without an active youth services program; 52% YTD reflects the strong trend that we've had for most of this year.

Resources – Light-bulb replacement vendors have been solicited, though call-backs and estimates have been hard to come by; one estimate for labor alone came in at \$2,600. Lighting contractors who previously replaced some hard-to-reach bulbs have committed to coming by to assess the job and provide an estimate. With additional estimates seeming hard to come by, a decision will be made as readily as a fair comparison is available. Lawn seeding has been completed, though watering is sporadic at this point. Basement drainage issues are still in our plumber's hands!

Daniel Gray has been selected for appointment to the Children and Youth Services Librarian I position. Mr. Gray comes to the Community Library with prior experience as a Teen Services Librarian, a High School Library Media Specialist, and in Higher Education. Mr. Gray will be offered the position in early October with the hope to have a start date before the end of the month.

TBS has reported that equipment and software have been ordered and are coming in steadily to their headquarters in preparation for our heating and cooling system upgrade. The majority of assembly and configuration will be done off-site, allowing for a nearly seamless live installation of the new system. Increased scheduling, monitoring, alerting, and reporting capabilities are key features of the upgrade and effectively provide for a complete re-commissioning of our building environmental controls.

The new, mobile-friendly website is up and under ongoing development. Children and Young Adult sections will be more elaborated upon once the Librarian I position is filled. Research and Local History sections, among others, are still be developed. Please bring any considerations, compliments or concerns to the Director's attention.

Professional – MVLS Board of Trustees approved the Services / Planning and Development Committee's recommendations on funding for Library Construction Grant applications, including \$34,400 in grant funds for our western entrance project.

Ongoing development improved purchasing workflows with MVLS will allow for quicker processing of new audiovisual materials. Additionally, changing procedures for bringing items to the public's attention near initial release dates are being developed.

The MVLS Board of Trustees will be meeting at the Community Library on Thursday, October 19 at 9 AM. A number of regular library patrons have been approached to solicit their consideration in membership on the Board. MVLS requires representation from the residents of its service areas and has had only one

representative from Schoharie County for much of their current operating year. Any additional invitations that Community Library Trustees would like to suggest would be welcome; a brief orientation packet is available.

#### Meetings –

9/6: Acquisitions workflow planning with Sharon O'Brien, MVLS

9/6: Introduction to Computers

9/7: Directors' Council:

9/11: Computer Installations

9/11: MVLS Library Services / Planning and Development Committee meeting

9/13: JA Council

9/13: Introduction to the Web

9/14: Board of Trustees

9/14: Building Committee Meeting

9/16: Friends of the Community Library - Last organizational meeting before Basket Raffle Day

9/20: Introduction to Email

9/23: Friends of the Community Library Basket Raffle and Book Sale

9/25: Red Hawk – Fire alarm system inspection

9/27: Introduction to Microsoft Office

9/28: Baker & Taylor Customer service – accounts configuration, processing specifications

9/30: Girl on the Train - Facilitated book discussion

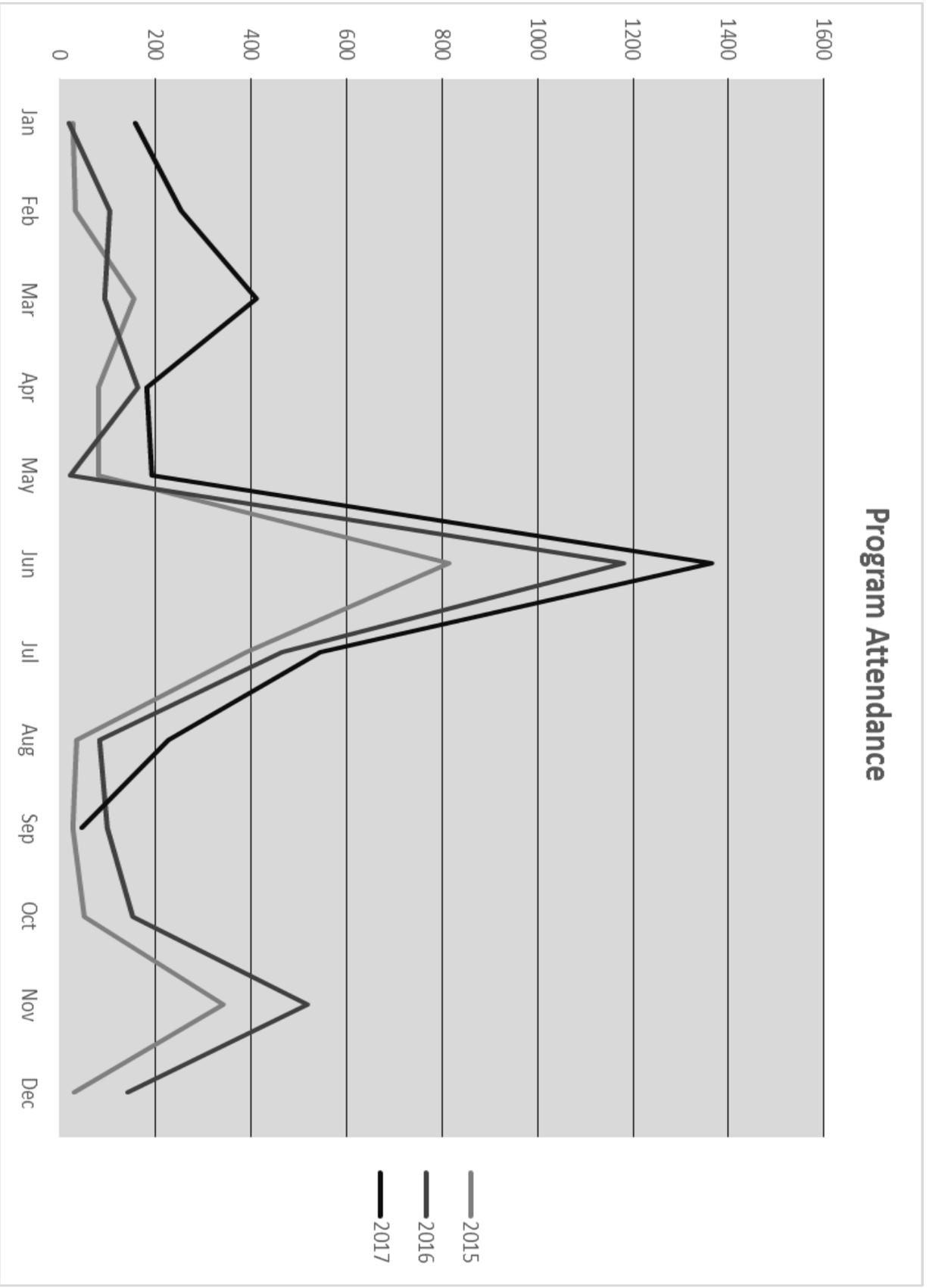
10/2: Policy Committee – Benefits & leave

10/4: Joint Automation Finance meeting - Preliminary meeting to prepare for the December public meeting. There's not enough money coming in, really. We've also been running deficit budgets for more than a few years in the recent past.

10/4: Board Development Committee

10/6: Staff Meeting

10/6: Building Committee Meeting - Paul Mays & Rebecca Strong will present feedback from the last meeting, including principally adopting renovation design Scheme C.









## Community Survey Results

### Question 1, Part 1: What brings you to the Library?

- Love to read, books +13
- Computers +4
- Helpful staff
- Convenient to get to
- Group meetings-quilting, knitting, mahjong, SCHOOL, Historical Society +1
- Story hour, books, programs for children +3
- Returning books and tapes
- Large print books
- Magazines and newspapers +3
- Wi-Fi, outside the building +2
- Saving money by not buying books +1
- DVD's +1
- Quiet place to read +1
- Finding books not available as ebooks
- Meet with friends
- Enjoying conversation +1
- Interlibrary loan
- Community history
- Book CD's

### Question 1, Part 2: If you are not a library user-Why not?

- Kindle, eReaders, computers at home +6
- Too much reading material at home to read
- "Debris" in borrowed books
- No card catalog
- Wait list for popular books is too long
- Desired books are not available for ebooks
- I don't know how to borrow ebooks
- I get books from family
- Hours are inconvenient, I don't know when the library is open
- No time to go to the library
- I order books on-line, they come to my door
- Too far to travel

## **Question 2: What services or collections would you like to see introduced, improved or expanded?**

- Quicker availability of new books
- A community room
- More meeting rooms +6
- Private meeting space, reading space, work space, tutor rooms, separate teen space
- More adult programs
- Tech programs- Using smartphones, using apps, on-line security
- More volunteer opportunities
- Guest speakers- early literacy, parenting skills, lifetime experiences, authors (for all ages), ID theft/security, leisure activities, hobbies
- Outreach-bookmobile, satellite libraries, senior book delivery, “vending machine” for books, DVD’s
- More books with large type
- Genealogy materials
- Longer hours during the weekend, open 1 Sunday each month, expanded hours on Saturdays
- A place to socialize, coffee/tea
- Showcase artists and musicians +5

## **Miscellaneous Comments**

### **Positives-**

- weekly email reminders
- friendly staff
- cleanliness
- large bathrooms, family friendly

### **Not so positive-**

- I’m tired of coming to planning meetings, and nothing seems to be happening. Lost interest.