

The Community Library  
Board Meeting Agenda  
Thursday, April 12, 2018

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

Excused (no more than 4 to meet quorum):

1. Determination of a quorum
2. Call to Order and for additional Agenda items
3. Guests and Public Comment – Logo Club
4. Minutes of the previous meeting
5. Communications – Assembly Bullet Aid
6. Director’s Report
7. Treasurer’s Report
8. Presentation of the Bills and Actions
9. Committee Reports---Standing Committees (\* indicates chair)
  - a. Finance – Jerry\*, Harriet, Larry
  - b. Facilities – Ruth\*, Jerry, Larry
  - c. Personnel – Jean\*, Jerry, Linda, Ruth
  - d. Policy – Janet\*, Jean, Linda, Dee
  - e. Board Development – Dee\*, Ginny, Harriet  
Candidate search, Business Calendar
10. Ad Hoc Committee Reports
  - a. Long Range Plan Implementation Committee – Janet\*, Fran, Jerry, Devon
  - b. Building Committee – Harriet\*, Jean, Janet, Jerry
  - c. Financial Structure Committee – Jerry\*, Linda, Dee
11. Unfinished Business
12. New Business
13. Important events coming up:
  - a. Next regular board meeting:
  - b. MVLS Annual Dinner Meeting, 5/9/18 5:30 PM
14. 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  
Minutes  
Board of Trustees Meeting  
March 8, 2018

**Call to Order**

Since a quorum was present, President Ken Hotopp called the meeting to order at 1:04 p.m.  
Members present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Ken Hotopp, Jerry Peters, Larry Rockwell, Jean Stennett, Devon Hedges  
Members Excused: Virginia Downs, Dee Neary, Janet Sand

Board members reviewed bills and expenditures.

**Minutes**

Ms. Berard moved, seconded by Ms. Carpenter, to accept the February minutes.  
Motion passed unanimously.

**Director's Report**

- Mr. Hedges reviewed the annual report required by the NYS Education Department which basically includes all the year's transactions. He made the report available for the Trustees' perusal. Mr. Peters moved to accept the report, seconded by Ms. Berard. The motion passed unanimously.
- The replacement of light bulbs has been put off until March 12. Several ballasts will also need to be replaced.

**Treasurer's Report**

Mr. Peters reviewed the report and noted that reports will change in appearance as Treasurer Lawyer continues to familiarize herself with the process.

**Finance Committee**

Mr. Hedges presented the budget for 2019 which was \$7000 lower than 2018's budget. Many expressed the idea that, given inflation rates, etc., that the budget should at least be equal to last year. Mr. Peters moved to approve the requested tax levy of \$263,824 for 2019. Ms. Berard seconded the motion and it was approved unanimously.

### **Facilities Committee**

- As mentioned, lights and ballasts will be replaced.
- The plumber has a plan to complete the job in the basement which should be done in the foreseeable future.

### **Personnel Committee**

The staff recognition dinner will be in September, 2018.

### **New Business**

- At the MVLS dinner on May 9, awards will be presented for volunteer service, trustee awards and best program. We should consider making nominations.
- Mr. Peters brought up a retirement plan that is totally voluntary on the part of staff that can have money withheld. This money will go into an investment account. Mr. Peters moved to have The Community Library make available the state deferred retirement plan to our staff. Ms. Berard seconded and the motion was approved unanimously.

**The next Board of trustees meeting will be April 12.**

Upon Mr. Peters' motion to adjourn the meeting, which was seconded by Ms. Berard., the meeting adjourned at 3:04 p.m.

Submitted by

Jean Stennett

### **Director's Report for the month of March, 2018:**

Patron Services – Nearly 1,000 more items were circulated in March than in February, possibly owing to repeated bouts of bad weather! Downloadable content also saw a significant rise at 12% of circulation overall. Notable programs of the month included Gaming Olympics and Tax Computer Lab day, done in partnership with Schoharie County Community Action Program and MyFreeTaxes.com.

Resources – Light bulb and fluorescent fixture ballast replacements have been completed under budget with no complications. NYSID subcontractor Teamwork is continuing to work on plans for refurbishing or replacing exterior fixtures. NYSID continues to work on logistics for covering cleaning shifts, restocking supplies, etc. Their services are generally good, with little to be bothered by.

Computer ordering through the Joint Automation project was prepared and completed. Previous years have included delays both due to contract pricing negotiations with NYS and order volume from other JA libraries; in 2017, March's order wasn't delivered until November. This can create billing and planning problems in encumbering funds for other equipment orders. It is expected that this year will be smoother, though we'll have to wait and see! 2019 equipment ordering will include replacing much of our wireless network equipment and is budgeted accordingly.

Professional – Further content establishing the Library Assistant position has been prepared and conveyed to Schoharie County Office of Personnel and Civil Service. The position at this point is based largely on broad standards applied across New York in the library industry. After Schoharie County has reviewed and developed a response, I'll continue with revisions as we develop the job description. As set in the Civil Service classifications, there is not necessarily any specific minimum requirements for course of study; accordingly, I've not specified any such requirement. The position is responsible for a relatively broad array of areas concerned with providing assistance to primarily library professional staff and receiving support and assistance from library clerical staff. Most frequently, this occurs in scheduling and performing public programming, collection management, making displays and presentations.

The Introduction to Governmental Accounting class presented by the NYS Office of the State Comptroller (OSC) provided an overview of accounting concepts and practice utilized by tax-funded entities in NY. In attending the class, I hoped to achieve some greater understandings of the standards that libraries are held to in fiscal transparency and accountability along with direct, practical examples and guidelines for helping develop Treasury and Budget functions here. Though the 2.5 day class was demanding, informative, and dense, it is unclear at this point how best to implement the standards provided; much of the focus is on methods utilized by cities, towns, villages, and comparable standards for school districts. The instructors remarked that libraries and fire districts both have some idiosyncrasies in how they account for their finances; in many cases, OSC views this as understandable, so it is difficult to ascertain what our direction should be.

Meetings –

3/3/2018: Tax Computer Lab – Limited attendance due to significant snow the day before.

3/8/2018: Board of Trustees regular meeting

3/9/2018: Wii Gaming

3/10/2018: Friends of the Community Library – regular meeting

3/12/2018: Eric Mastrogiavanni - Rehabilitation Support Services on-site; logistics on cleaning staff scheduling, building access, procedures.

3/13/2018: Assembly Bullet Aid - Eric Trahan, MVLS Director, informed me that the library system received bullet aid of \$13,000 that will be forwarded to the library from the NYS Assembly.

3/14/2018: Joint Automation Council - Regular meeting

3/19/2018: Interior Lighting - David from Teamwork.

3/19/2018: Rehabilitation Support Services – Supervisor Eric Mastrogiavani and cleaner Norman Abrams on-site.

3/24/2018: Tax Computer Lab

3/27/2018: Basic Accounting School - Town of Ellicottville



| Summary of Claims |  |  | 4/15/2018   |                     |
|-------------------|--|--|---|---------------------|
| Budget Line       | Claimant   | Note/Acct#   | Invoice#/Subtotal/Due   | Amount              |
| 12.4-7            | Empire Bluecross                                 | W05261   |   | \$6.64              |
| 12.6-1            | Baker & Taylor                                   | L9452793   | 3022074646,<br>3022084574,<br>3022095758,<br>2033587302,<br>3022106804,<br>3022117051 | \$ 333.83           |
| 12.6-1            | Baker & Taylor                                   | L4187743   | 2033543645,<br>2033569999,<br>2033593288,<br>2033596625                               | \$ 1,013.84         |
| 12.8              | Midwest Tape                                     | 2000012078   | 95882888,<br>95891917,<br>95901787,<br>95920335,<br>95948220                          | \$ 325.45           |
| 12.16-1           | NYSEG  | 1002-8403-052  |   | \$ 493.00           |
| 12.16-2           | Constellation NewEnergy, Inc.                    | Cust #:5463881-0   | 11225608801   | \$ 598.39           |
| 12.16-2           | National Grid                                    | 07664-27123  |   | \$ 13.05            |
| 12.16-2           | National Grid                                    | 07664-27114  |   | \$ 456.75           |
| 12.16-4A          | New York State Industries for the Disabled, Inc. | Cust #:86331   | 764793  | \$ 500.80           |
| 12.16-4B          | New Looks Landscaping LLC                        | Including 2 snow removals                                    |   | \$ 1,937.50         |
| 12.16-4D          | Casella Waste Systems, Inc                       | 54-324137  | 1317752   | \$ 93.74            |
| 12.16-5           | Staples Credit Plan                              | 6035 5178 2074 0644  |   | \$ 42.77            |
| 12.16-5           | Teamwork   | Whole building light bulb replacements, ballast replacements |   | \$ 11,608.10        |
| 12.18-2           | Demco  | Cust #:710217083   |   | \$ 106.38           |
| 12.19-1           | Verizon  | 5182347897 796250  |   | \$ 103.34           |
| 12.19-2           | Midtel   | 0682009420   |   | \$ 24.11            |
|                   | Devon Hedges                                     |  |   | \$ 662.31           |
| 12.24-2           |  | Mileage  | \$ 348.91   |                     |
| 12.24-3           |  | Lodging reimbursement; OSC training                          | \$ 279.00   |                     |
| 12.24-5           |  | Meals and Incidental Expenses                                | \$ 34.40  |                     |
|                   | MVLS   |  | 2493, 2497,<br>2504, 2516   | \$ 781.83           |
| 12.18-1           |  | Receipt paper  | \$ 11.50  |                     |
| 12.18-2           |  | Barcodes   | \$ 39.22  |                     |
| 12.23             |  | Software licensing   | \$ 30.14  |                     |
| 12.24-7           |  | Circulation  | \$ 700.97   |                     |
|                   |  |  | <b>Total:</b>   | <b>\$ 19,095.19</b> |
| <b>CONTINUED</b>  |  |  |   |                     |

|                        |                                   |                                   |       |          |
|------------------------|-----------------------------------|-----------------------------------|-------|----------|
|                        |                                   |                                   |       |          |
|                        | For Library Use Only              |                                   |       |          |
|                        | Director's Account                |                                   |       |          |
| 12.16-5                | Noble Ace Hardware Cobleskill     | 3/5/18; Debit; Keys               |       | \$ 9.46  |
| 12.18-1                | WhaDaYaNeed                       | 4/2/18, Debit, Staff name tags    |       | \$ 20.00 |
| 12.24-3                | NYS Comptroller Accounting School | 3/2/18, Check # 223, Registration |       | \$ 85.00 |
| Authorized Signatures: |                                   |                                   | Date: |          |
|                        |                                   |                                   |       |          |