

Board Meeting Agenda

Members: Fred Barnes 2023, Harriet Berard 2025, Linda Carpenter 2026, Janice Clark 2024, James Collins 2025, Ginny Downs 2023, Ken Hotopp 2024, Rebecca Leggieri 2027, Janet Sand 2027, Vacant 2026, Julia Walter 2023

Excused (six to meet quorum):

Determination of a quorum:

Call to Order and for additional Agenda items:

Guests and Public Comment:

Minutes of the previous meeting:

Communications: Schoharie Co Board of Elections Schedule

Director's Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (* indicates chair)

- a. Finance – Linda *, Harriet, Ginny, Becky,

- b. Building & Grounds – Fred & Janet*, Harriet, Ginny

- c. Personnel – Julia*, James, Linda, Janice

- d. Policy – Janet*, Linda
 Safety Policy and Incident Form
 Copyright
 Financial Gifts

- e. Board Development –Harriet *, Becky, Ginny
 Bylaw amendments
 Trustees to share any training information (5mins)

- f. Long Range Plan of Service Committee - Janice*, Julia, James

Unfinished Business:

Front Entry and heating element – attorney update – Fred

New Business:

Adjournment:

Next Board Meeting 4/13/23 at 1pm

Personnel Committee

Finance Committee Budget

Building & Grounds Committee First Wednesday of the month at 11am

Long Range Plan of Service First Friday of the month at 10:30am

Development Meetings the Third Tuesday of the month at 11 am

Policy Meetings the Last Thursday of the month at 11am

The Community Library
Board of Trustees Meeting
February 9, 2023

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m. Present: Fred Barnes, Harriet Berard, Linda Carpenter, Janice Clark, Jim Collins, Ken Hotopp, Leo McAllister, Becky Leggieri, Janet Sand, Julia Walter, Kim Zimmer. Excused: Virginia Downs

President Hotopp asks for additional agenda items.

Leo McAllister asks to address the Board of Trustees. Mr. McAllister states he respects the board and how everyone feels about The Community Library (TCL). He acknowledged library director and board president as great leaders. However, he submitted his resignation. Citing 49 years of experience on local boards at various levels, in his experience, sexual harassment training has changed. Mr. McAllister stated he did not agree with the training module suggested for meeting the requirement mandated by New York State, therefore, he resigns.

Harriet Berard made a motion to not accept Leo McAllister's resignation. Julia Walter seconds the motion.

President Hotopp suggested the board move into executive session at 1:12 p.m. Janet Sand made a motion, and it was seconded by Linda Carpenter.

At 1:40 p.m., Julia Walter made a motion to move out of executive session and it was seconded by Linda Carpenter.

Harriet Berard made a motion to withdraw her motion, seconded by Julia Walter.

President Hotopp states the board accepts Leo McAllister's resignation with regret. Mr. McAllister stays to attend the meeting as a public citizen.

Minutes:

Janet Sand moved to accept the corrected minutes. This was seconded by Fred Barnes and unanimously approved.

Communications:

The Community Library and Board of Trustees received a letter from the Schoharie Board of Elections. The letter was a thank you for the space used in the library during the 2022 election season and plan to return in 2023. The staff and trustees who assisted with opening and closing of the building were thanked as well.

Director's Report:

1. Kim Zimmer emphasized an email sent to the Board of Trustees and Friends of the Library about Library Advocacy Day 2023 on February 28, 2023. She explained the importance of large numbers attending the event in the New York State Capitol building, as well as when visiting our local representatives, State Assemblyman Tague and State Senator Oberacker.
2. The budget will be presented to the Board later in the meeting. The prior bond was fulfilled in 2022 and do not intend to ask for another this year.
3. Friends of the Library: The Friends are currently holding a "Love Your Library" book bundle sale in the entrance foyer. Next month on March 11th is the next quarterly meeting for the Friends. All are welcome to attend.
4. Battle of the Books:

Courtney is the lead staffer for the Battle of the Books. If interested in volunteering, please contact her.

The dates for the battles are:

April 1 at Radez Elementary

April 6 at Golden Middle School

April 22 at Cobleskill-Richmondville High School

There are three teams competing at the high school level: two from Cobleskill-Richmondville and one from Schoharie

Board representation is needed at the High School battle as the Director is not available to attend.

5. Turkey Earthquake: The Middleburgh Library Director is organizing a donation drive for the victims of the earthquake. A flyer will be posted in The Community Library.
6. Staff news: Jackie notified the director she will be leaving The Community Library for a full-time, salaried position at the Ravena Library.
7. The Director is in the process of compiling the annual report to submit to the Board. However, she wanted to share the numbers compiled so far.
 - All percentages are from calendar year 2021 to 2022.
 - 71% increase of library attendance
 - 115% increase of visits to website
 - 125% increase of reference questions
 - 110% increase of use of public computers
 - 19% increase of wi-fi
 - 18% increase of collection use
 - 23% increase of use of physical building
 - 60% increase of use of children's collection
 - 173% increase of helping patrons at public computers
8. Net Lender Status: The Community Library is officially designated a Net Lender with MVLS. This status is due to sharing more of the library collection than borrowed from other libraries in the system. As a result, this status results in a decrease in monetary dues to MVLS. Several Trustees praised Director Zimmer and her staff for the increases in statistics.
9. Trustee Education: The Director discussed trustee education and the low numbers of trustees meeting the two-hour requirement. A general discussion followed about education courses and sending course information to the development committee for documentation.

Treasurer's Report:

Linda Carpenter outlined the expenses and income for January 2023. The trustees reviewed the current bills. Ms. Carpenter made a motion, seconded by Ms. Sand, Motion carried to pay the bills.

Committee Reports:

Finance:

Ms. Carpenter discussed the apportionment for 2023 and answered trustee questions. Ms. Carpenter made a motion to accept reapportioned 2023 budget, seconded by Ms. Sand. Motion carried.

Ms. Carpenter presented the 2024 budget to the trustees. The budget is balanced with an increase of \$35,000 or 10.7%. Discussion followed about the budget and presenting the budget to the community.

Ms. Carpenter read the Budget Resolution to the Board as follows:

Whereas, the adoption of this 2024 budget for The Community Library in Cobleskill, NY, may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of The Community Library voted and approved to exceed the tax levy limit for 2024 if necessary, by at least the sixty percent of the board of trustees as required by state law on February 9, 2023.

Ms. Carpenter made a motion to approve the 2024 budget and Julia Walter seconded the motion. The trustees voted unanimously to approve the budget resolution.

Personnel Finance update:

The Adult Services Librarian is now a salaried position and meets Department of Labor regulations.

Two staff bereavement days were added in 2023. Discussion followed about how “sick days” are accounted for with accountant to avoid additional fees. A discussion of sick leave followed. Maximum sick leave for full-time employees is 40 hours, and 20 hours for part-time. Sick leave is confined to a calendar year and cannot be “paid out” or bought back upon separation from the system.

The contract for the Board of Trustees Treasurer, Lynn Lawyer, for 2023 at an annual rate for \$2,820.00 was presented to the board. Discussion followed on duties of treasurer. Linda Carpenter made a motion for President Hotopp to sign the contract renewal, seconded by Jim Collins. Motion carried. The president signed the contract.

Building & Grounds:

Fred Barnes provided an update on the negotiations on the front stairs. An amount was offered, and the general consensus of the board is the amount is not sufficient. Discussion followed about process and way ahead. Mr. Barnes will relay concerns to legal counsel and report back to board.

Annex:

Upcoming Contracts:

April: electric, plumbing and inside construction.

May: Windows and outside stonework.

July-August: Sprinkler

General updates:

Discussion on elevator continues with revisions to be viewed.

Handrails for stairs to be fixed on February 10, 2023

Roof shingle repair postponed to Spring when bucket lifter rentals are available.

Personnel:

Ms. Walter announced the Adult Services Librarian is now a salaried position with increased hours and meets Department of Labor regulations.

Courtney has applied for a master’s in library science at SUNY Albany. Her hours have also increased to 32 hours a week for a 42-week period and 35 hours a week for ten weeks in the summer to coincide with summer reading programs.

Policy:

Janet Sand presented two policies:

1. Trustee Education Policy

Discussion about what regulatory body within the library system can approve activities for educational requirements. Director explained MVLS can determine activities or coursework for education, not individual libraries within the system. Janet Sand moved to adopt the policy and Fried Barnes seconded the motion. Motion carried.

2. Travel Reimbursement Policy

Janet Sand presented change to title of policy to include conferences, resulting in a new policy title of “Conference and Travel Reimbursement” as well as the removal of a 35 mile range determination for reimbursement.

Janice Clark made the motion to adopt the changes to the policy. Julia Walter seconded the motion. Motion carried.

Board Development:

Harriet Berard presented an amendment to the ByLaws entitled “Trustee Requirements” to reflect the 2023 education requirement and compliment the trustee education policy.

Mrs. Berard noted the prior discussion of the sexual harassment training requirement.

Mrs. Berard notified the Board of upcoming trustee positions for the 2023 ballot.

There are two five-year terms open; the remainder of a one-year term open and a vacant three-year term.

Long Range Plan of Service:

Janice Clark presented The Community Library Plan of Service, 2021-2026 to the Board.

A discussion followed highlighting the changes to the plan with Ms. Clark highlighting 2023 changes, with an emphasis library sustainability “Triple Bottom Line” addition.

Janet Sand made the motion for The Community Library Plan of Service dated January 2023 be adopted. Fred Barnes seconded the motion. Motion carried.

Unfinished Business:

Refer to Buildings and Grounds discussion.

New Business

Tax Levy Advocacy: A discussion of advocating for successful passage of the 2024 budget on the ballot followed. The Director applied to MVLS for a Budget Vote Advocacy Grant for 2023. In past years, the full amount of the grant was received. This year, the amount was reduced this year due to the increased amount of applicants. Tax Levy dollars cannot be used for advocacy, so the difference in amounts would need to be funded another way. Julia Walter suggested using donations not expended for the 100th Anniversary Celebration in 2022. Other suggestions and activities were discussed such as using statistics about the library, and working with other county libraries to publish articles in local papers before vote.

Schoharie County Tourism:

The four library directors in Schoharie County towns will meet with the Schoharie County Tourism Director to discuss ways to involve libraries with tourism.

DASNY:

The Director reported to the Board about her discussion with DASNY, the Dormitory Authority of the State of New York. The authority can help with the design, finance and engineering of the annex project but The Community Library will need to be added to the DSNY charter. This involves further discussion as the addition can only take place through a legislative action by state legislators.

Adjournment:

Ms. Carpenter made a motion, seconded by Ms. Clark, and was unanimously approved to adjourn at 3:30 p.m.

Submitted by Rebecca Leggieri

Kimberly Zimmer's Director Report for the month of February, 2023

Finance:

- Started working on cyber insurance application.
- Added Gary O'Connor to the Agway/Kelly's account.
- Continue working with BQ and NYS Retirement to confirm process for uploading staff hours. All part of the Gold Standard for reporting retirement and signing up members.
- BQ Employee Retention Credit – no update.

Building and Grounds

- Ordered a changing table for the basement bathroom for StoryTime families.
- Gary O'Connor fixed handrail to stairs.
- Gary O'Connor purchased shingles to replace missing ones.
- Painting of front and southside window painting scheduled for spring.
- Ginny has contacted DOT for a request to install the green library signs along route 7.

Annex Renovation.

- Reviewing locations of electrical outlets for Annex.
- DLD application needs to be amended.

Personnel

- Submitted Library Clerk position to the newspapers.
- Kim vacation April 21-24 and May 6-8
- Trainings: NYS Retirement
- Meetings: No meetings this month

Policy

- Reviewed copyright, safety/incident and gifts.
- Working on room rental agreement.
- Patron corresponded with the Village Mayor and Council regarding library policy to use the public computers. Patron followed up with email to NY Public Library

LRPOS

- Nothing this month.

Development

- Ginny picking up petition packets.

MVLS Updates:

- Annual report portal is open. Deadline is March 13. Working on data, provided Treasurer with financial section.
- Next trustee meeting March 16.
- Director's Council March 15 at Fonda library.
- February 28 Advocacy Day in Albany was canceled for Schoharie Co libraries.

Programs

- Better World Books scanning account is setup and we have been sending out boxes on a regular basis.
- Continue to scheduled Tabling Tuesdays.

- SCHOOL program on Libby for March 22, 2023 at 1.

Collection

- New library card registrations: 20 February, 17 January, 11 December, 21 November.
- Attendance:
 - February: 1012 adults, 55 teens, 176 kids, 81 reference, 31 digital literacy, 4 curbside.
 - January: 969 adults, 56 teens, 165 kids, 70 reference, 26 digital literacy.
 - December: 881 adults, 79 teens, 97 kids, 59 reference, 24 digital literacy, 1 curbside
- Ancestry: 365 December 1 August, 7 July, 33 June, 95 May, April 87 searches.

Equipment Usage

- WiFi: 746 (February), 801 (January), 805 (December), 762 (November),
- Public Computers: 117 (February), 122 (January), 129 (December), 146 (November)

History Room

- Regional Collections digitization of Daisy Brown scrapbooks Grant:
 - Submitted new grant to support labor to finish project.
 - 22 of the 66 books covering the Index and years 1874-1893 are available at [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](http://TheCommunityLibrary.Cobleskill.NewYorkHeritage.nyheritage.org)
 - contentDM Courtney has been working on the project and focusing on the metadata.
 - Pam is scanning the books.

Friends

- Posting photos to Friends Facebook page.
- Meeting, March 11 at 10:30
- Purchased donation box for Friends book sale and had it installed.
- Love your Library Month Friends book sale.
- Working with the Friends on a Homebound Service plan.

Outreach:

- Signed up for Maple Fest April 29, 9-4pm.
- Currently saved \$40. Created laser and printer toner recycle box. Raises rewards for Library's Staples account. Several donations already made.
- February 22 meet with Destination Marketing to discuss tourism and visiting Schoharie Co.

Don LaPlant Adult Services Librarian Report for the month of February 2023

Professional Activities

- presented Beyond Books, Fiction Workshop, Gaming, Fan Faves, and Trivia Night programs
- curated three book displays
- developed marketing materials for Adult programs
- developed new monthly events calendar with clerk Jackie Barbato
- coordinated social media posts with library assistant Courtney Little
- produced March edition of library newsletter
- weeded and reorganized DVD collection
- completed JA email security training
- participated in MVLS Adult Services programming meeting
- participated in Chamber of Commerce Event Coordination program at Gathering Place

Programs/Events Total Attendance: (70A, 2T, 2K)

| | |
|---|----|
| <i>Beyond Books</i> , Feb. 2 | 1A |
| <i>Fan Favorites Book Club</i> , Feb. 3 | 4A |

| | |
|--|-------------|
| <i>Adult Gaming Club, Feb. 7</i> | 12A, 1T |
| <i>All Ages Craft Buffet, Feb. 9</i> | 12A, 1T, 2K |
| <i>Short Fiction Workshop, Feb. 14</i> | 6A |
| <i>Five-Minute Expert, Feb. 16</i> | 13A |
| <i>Adult Gaming Club, Feb. 21</i> | 2A |
| <i>Trivia Night, Feb. 23</i> | 14A |
| <i>Short Fiction Workshop, Feb. 28</i> | 6A |

Displays

Contemporary Love Stories, Adult Fiction Display. Yielded 0 circ.

Stronger Relationships, Adult Nonfiction Display. Yielded 2 circ.

Non-Celebrity Biographies for Black History Month, Adult Nonfiction Display. Yielded 3. circ.

February Events Calendar: 16 distributed

| <u>Platform</u> | <u>Feb. 2023 followers</u> | <u>Jan. 2023 followers</u> |
|----------------------|----------------------------|----------------------------|
| Facebook | 1,118 | 1,111 |
| Instagram | 140 | 135 |
| Twitter | 3 | 3 |
| Mailchimp Newsletter | 405 | 390 |

Courtney Little Library Assistant Report for the month of February 2023**Children's Programs**

- Storytime:
 - February 1: 10K, 6A
 - February 8: 9K, 7A
 - February 15: 11K, 11A
 - February 22: 16K, 11A
- LEGO Club is on break until March 1
- Mo Willems' Birthday Party, February 11: 6K, 2T, 6A

Teen Programs:

- Board Game Night: 4T
- Anime Club February 14: 2T
- Teen Advisory Board, February 16: no participants

Other Programs:

- Paws for Reading
 - February 3: 1K, 1A
 - February 10: 2K, 1A
- All Ages Craft Buffet, February 9: 12A, 1T, 2K

Displays

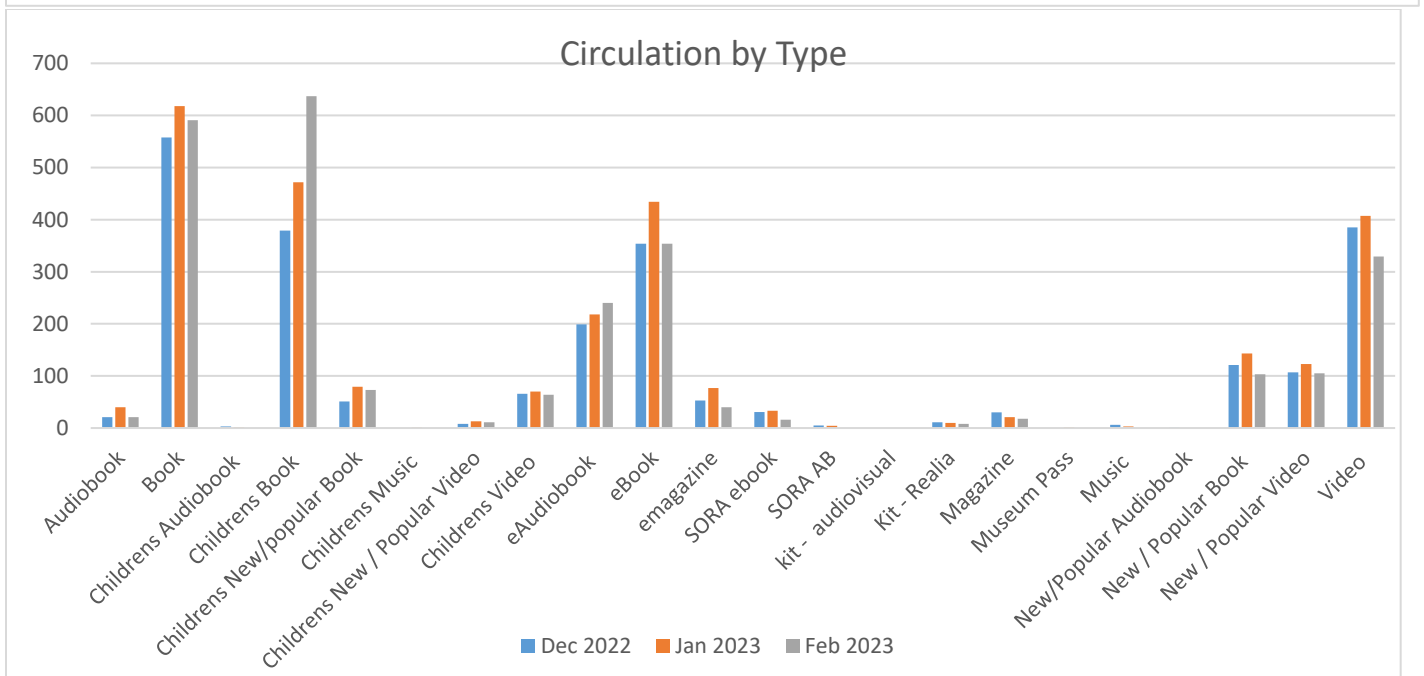
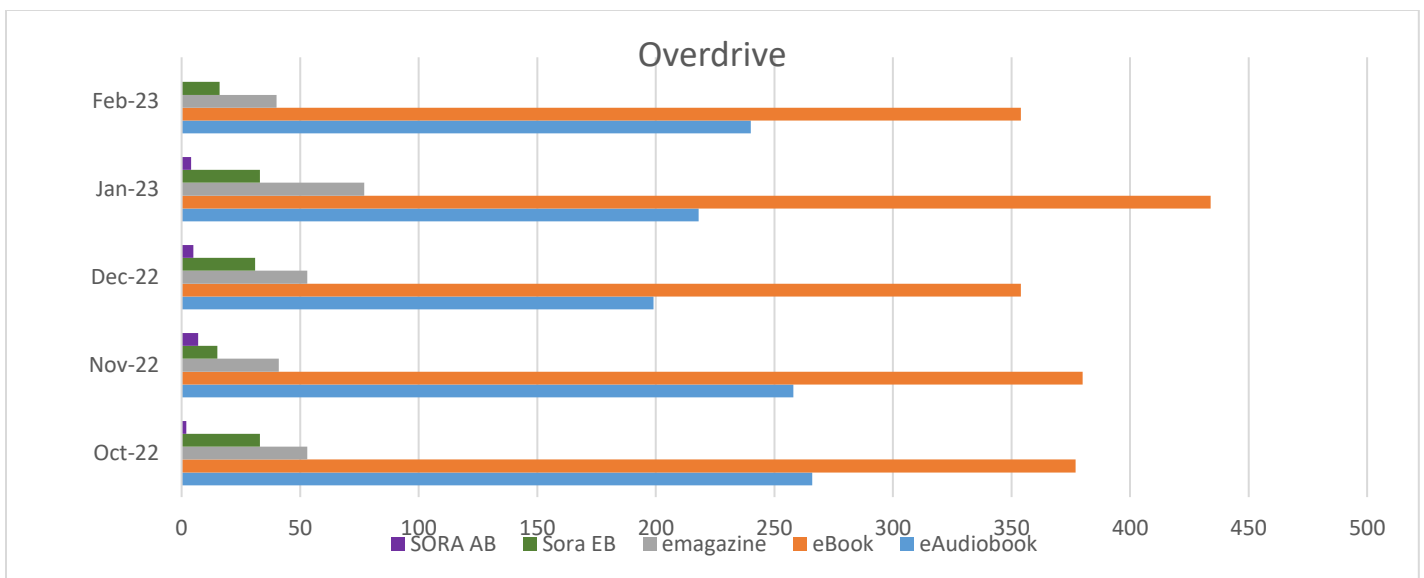
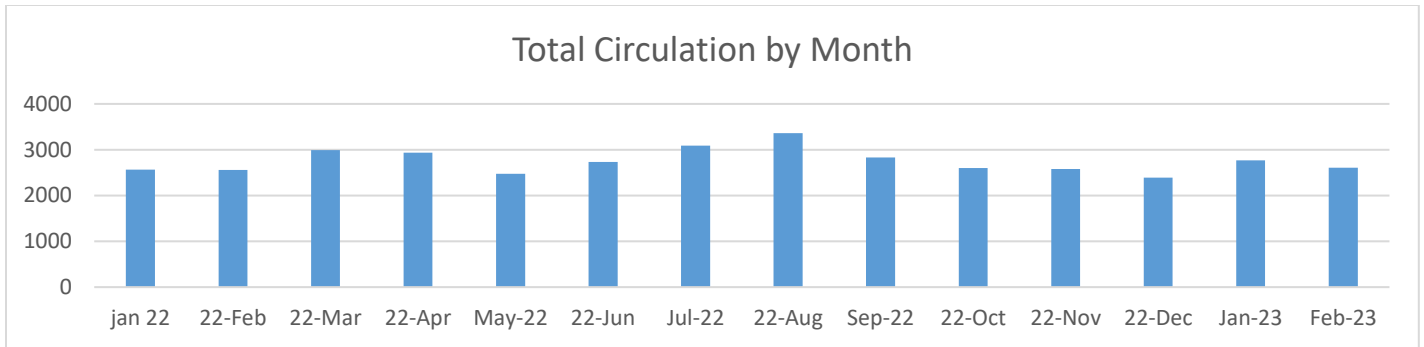
- J Fiction: Coming Soon to a Screen Near You
- J Picture Books: Valentine's Day; Celebrating Black Illustrators
- Teen Fiction: Romance Is in the Air

Other Professional Activities:

- Worked with Amy to reorganize and categorize board books into topic sections
- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for January and February programs
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Battle of the Books preparations:

- Coordinated question writing signups for Friends and other volunteers
- Ordered prize materials, including Community Library bags

Statistics



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

| | Summary of Claims | | 3/9/2023 | |
|-------------|------------------------------|---|---|-------------|
| Budget Line | Claimant | Note/Acct# | Invoice#/Subtotal/Due | Amount |
| 7520001 | BQ | | 23-7191, 23-7570 | \$ 526.75 |
| 7520001 | Lynette Lawyer | | 2169 | \$ 705.00 |
| 8110001 | Staples | toner | | \$19.66 |
| 8110000 | walmart | doilies, stickers, wigley eyes, ribbon, foam stickers | | \$47.60 |
| 8110002 | Demco | book covers, labels | 7268481 | \$203.40 |
| 8180001 | Ingram | 20V8277 - book purchases | 60194110, 60194747, 60196326, 60198160, 60199786, 60201055, 602204004, 60204125, 67576368, 60205528 | \$1,221.75 |
| 8182001 | Midwest tape | 2000012078 - DVD purchases | 503336333, 503356877, 503387345 | \$218.43 |
| 8182002 | Johnstown Public Library | replacement cost | | \$27.00 |
| 8210000 | O'Connor General Contracting | braced railings | | \$60.00 |
| 8210011 | Cleaning by Maria | Cleaning | February Bill | \$400.00 |
| 8210012 | New Looks Landscaping | bills from 2022 | 356-1, 389-1 | \$1,000.00 |
| 8210013 | tbs | maintenance | 23497 | \$382.50 |
| 8210016 | Professional Fire Protection | | 30082 | \$350.00 |
| 8220001 | NYSEG | 1002-8403-052 | March Bill | \$896.36 |
| 8220002 | National Grid | 07664-27114 | March Bill | \$1,014.78 |
| 8220002 | National Grid | 07664-27123 | outdoor light | \$11.56 |
| 8320001 | NYLA | Youth Services Spring Conf | april | \$140.00 |
| | The Community Library | move IMO funds to new account | | \$3,190.00 |
| | Directors Account | reimbursement | | \$934.43 |
| | | | Total: | \$10,117.47 |

Director's Account

| | Summary of Claims | | 3/9/2023 | |
|-------------|--------------------|------------|-----------------------|--------|
| Budget Line | Claimant | Note/Acct# | Invoice#/Subtotal/Due | Amount |
| | Director's Account | | | |

| | | | | |
|---|-----------------------------|--------------------------------------|------------------------|------------------|
| 8110000 | Brick House Bakery | Cake Mo Willems Bday part | | \$21.99 |
| 8180002 | Amazon | Magazine | Nat Goe Kids | \$30.00 |
| 8140003 | USPS | ill mailing | check 279 | \$ 4.79 |
| 8110000 | Maple Festival | Table Fee | check 280 | \$ 45.00 |
| 8110000 | Chesshouse.com | 5 chess boards and timer | | \$ 77.36 |
| 8110000 | Amsterdam Printing.com | 100 drawstring backpacks | Battle of the books | \$ 341.57 |
| | Amazon | Metal Donation Box | Friends of the Library | \$ 36.99 |
| | Friends of the Library | reimbursement for metal donation box | | \$ (36.99) |
| 8210000 | Central Restaurant Products | Baby Changing Station | 860240 | \$ 320.80 |
| 8110000 | Amazon | acrylic paint pens | | \$ 33.99 |
| 8110000 | Amazon | buttons | | \$ 7.99 |
| 8110000 | Joann | 50 3x3 canvas | | \$ 50.94 |
| Total Reimbursement to Director's Account | | | | \$ 934.43 |

Upcoming Financials Claims that need approval

| | Summary of Claims | | 3/9/2023 | |
|-------------|--------------------------|---------------------------|-----------------------|------------|
| Budget Line | Claimant | Note/Acct# | Invoice#/Subtotal/Due | Amount |
| 7250007 | NYS Employee Ins Pending | 1001092283 Kim Health Ins | 2/28/2023 | 1014.12 |
| 8210012 | New Looks Landscaping | Snow Mow Contract | 687 | \$500.00 |
| 8130001 | Midtel | 78693-0 | 10315353 | \$150.89 |
| 8130001 | Midtel | 00128367-2 | 10319655 | \$80.95 |
| 8210018 | Casella | trash/recycle | 1498503 | \$113.37 |
| 9910001 | MVLS | JA Fee March | 4340 | \$577.66 |
| 8210010 | Stanely | 41737753 | 906785058 | \$608.00 |
| Total | | | | \$3,044.99 |