

Board Meeting Agenda

Members: Fred Barnes 2024, Harriet Berard 2025, Linda Carpenter 2026, Doreen Russo 2024, Vacant 2025, Ginny Downs 2028, Ken Hotopp 2024, Rebecca Leggieri 2027, Janet Sand 2027, Nathan Davis 2026, Julia Walter 2028

Excused (six to meet quorum):

Determination of a quorum:

Call to Order and for additional Agenda items: Appoint New Trustee

Guests and Public Comment: Courtney Little and youth services update

Minutes of the previous meeting:

Communications: MVLS Thank you.

Director's Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (* indicates chair)

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

- b. **Building & Grounds** – Fred*, Janet, Harriet, Nathan
Executive Session for Legal Matters
Updates on Annex Renovation

- c. **Personnel** – Julia*, Linda, Doreen
Meeting

- d. **Policy** – Janet*, Becky, Nathan

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

- f. **Long Range Plan of Service Committee** - Vacant*, Julia, Fred, Doreen
Meeting

Unfinished Business:

Fundraising Committee

New Business:

Adjournment:

Next Board Meeting 11/9/23 at 1pm
Closed November 11 and November 23, Close at 1 on November 22
Finance & Budget Committee – October 18 @ 1:30
Building & Grounds Committee First Wednesday of the month at 11am
Personnel Committee
Policy Meetings the Last Thursday of the month at 11am
Development Meetings the Third Tuesday of the month at 11 am
Long Range Plan of Service

The Community Library
Board of Trustees Meeting
September 13, 2023

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m.

Present: Harriet Berard, Linda Carpenter, Nathan Davis, Virginia Downs, Ken Hotopp, Becky Leggieri, Doreen Russo, Janet Sand, Julia Walter, Kim Zimmer.

Oath of Office:

President, Ken Hotopp administered the oath of office to the newly appointed trustee, Doreen Russo.

Mrs. Downs made a motion, seconded by Mr. Barnes, and was unanimously approved to regretfully accept the resignation of Jim Collins.

Minutes:

Ms. Carpenter moved to accept the August 2023 minutes. This was seconded by Mrs. Sand and unanimously approved.

Director's Report:

Ms. Zimmer indicated that the NYS construction grant was submitted. The Community Library will receive \$176,500 which will be used for duct work and for wall removal.

Ms. Zimmer encouraged the trustees to attend the annual meeting of MVLS at Canajoharie Library on October 4.

Ms. Zimmer is very pleased with the increased use of the library and its programs: circulation of books and DVDs, patrons, summer reading programs (adult, teens, children).

Ms. Zimmer praised the Friends of the Library for the display of numerous baskets for the Basket Raffle and the used book sale scheduled for September 23.

Mrs. Sand announced that the Policy Committee is reviewing the library's policy regarding Friends of the Library.

The library will be the site for early voting. Ms. Zimmer asked the trustees to help with the opening/closing of the building to accommodate the process.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for August. The trustees reviewed the bills.

Ms. Carpenter made a motion, seconded by Ms. Walter and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Ms. Carpenter announced the committee will meet October 3 to discuss financial issues.

Building & Grounds:

Mr. Barnes made a motion, seconded by Ms. Walter and was unanimously approved to go into executive session to discuss the litigation regarding Bonacquisti Brothers Construction.

Mr. Barnes made a motion, seconded by Ms. Walter, and was unanimously approved to return to the regular meeting.

Mr. Barnes made a motion, seconded by Ms. Walter and was unanimously approved to accept the counter offer from Bonacquisti Brothers Construction pertaining to the problems with the ramp.

Mr. Barnes explained that the committee, Ms. Zimmer, and Mr. Brendon Becker had met with DASNY regarding the furnishings needed for the annex.

Ms. Zimmer outlined a meeting with a student from SUNY Cobleskill who is excited to create landscape plan for the library.

Policy:

Mrs. Sand presented The Freedom to View Policy. After a brief discussion, Mrs. Sand made a motion, seconded by Mr. Barnes, and was unanimously approved to accept this policy.

Board Development:

Mrs. Berard will be meeting with the committee following this meeting to discuss possible individuals to fill the vacancy on the board of trustees.

Trustees should RSVP to Mrs. Berard if they plan to attend the Appreciation Dinner.

Mrs. Berard asked trustees to provide desserts for this event on September 27 at 5:00 p.m.

New Business:

Ms. Zimmer indicated to the trustees that fund raising will be needed to complete the annex.

The trustees discussed communicating to the community that a committee of interested citizens could organize and guide this project.

Adjournment:

At 2:50 p.m. Mrs. Berard requested that the trustees adjourn.

Submitted by Virginia Downs

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

Finance:

- Met to discuss policy review, stocks, NYLAF, umbrella insurance increase and possibility of increasing hours in 2024.
- Applied for MVLS Dream and Do grant for a mobile TV and TV cart. We received the funding.
- Scheduled meeting with treasurer to go over page 5 and a few other items
- BQ finalizing books before starting the 990.
- BQ raising their rates in November.
- Researching accepting credit card payments in the catalog.
- No update from Assemblyman Tague's office on funding request for the Annex.
- BQ Employee Retention Credit – still waiting on rest of the checks

Building and Grounds

- Discussed reupholstry for two chairs, seeking estimates.
- Discussed budget for annex renovation.
- We will receive 50% for NYS Construction Grant.
- The shingles have been replaced.
- Ginny has contacted DOT for a request to install the green library signs along route 7.

Annex Renovation.

- Fire suppression request for bid is out.
- Windows should be back sometime this month.

- Façade work has begun. Soffit repair completed, brick/mortar repair underway, scraping and painting of the soffits and window frames completed.

Personnel

- Met to go over benefits, evaluation schedule, positions, policies
- Working on updating the personnel handbook.
- Trainings: Climate Action Climate Action, Climate Justice, construction
- Meetings: DASNY, JA, MVLS Board, MVLS Outreach Council meeting Accent furniture, landscape designer, staff

Policy

- Working on room rental agreement and opioid/Narcan policy.
- Committee reviewing Code of Conduct and program policy

LRPOS

- Met 10/6.

Development

- 9/27 dinner. Thank you.

MVLS Updates:

- Provided MVLS with details for our brag poster at annual dinner.
- Annual Dinner on 10/4 – Harriet, Julia, Ken and Marion joined Don, Amy, Heather and I. Those libraries who had a trustee and staff member present will receive a coupon for a free book. We had a great turnout and participated in the scavenger hunt.
- The Foundation Golf Tournament – Sept 25 Ken and I volunteered and Harriet joined them for lunch. The Tournament raised \$3200.
- Thank you letter for Foundation Golf Tournament donation
- JA Meeting – PC orders and MVLS In Demand service

Programs

- Setup a Tabling Tuesday for mental health.
- Halloween library is open and treats will be handed out.
- Ordered IRS forms.
- Needed to purchase MailChimp account since membership is over the free limit of 500.
- Needed to purchase additional movie license to cover future screenings.

Collection

- New library card registrations: 29 September, 36 August, 47 July, 34 June, 26 May, 15 April, 22 March, 20 February, 17 January.
- Attendance:
 - September: 1453 adults, 73 teens, 186 kids, 127 reference, 38 digital literacy
 - August: 1621 adults, 229 teens, 439 kids, 72 reference, 68 digital literacy, 2 curbside
 - July: 1291 adults, 123 teens, 453 kids, 109 reference, 51 digital literacy, 0 curbside
 - June: 1235 adults, 98 teens, 230 kids, 82 reference, 58 digital literacy, 1 curbside
 - May: 1223 adults, 86 teens, 210 kids, 81 reference, 60 digital literacy, 2 curbside
 - April: 1032 adults, 89 teens, 162 kids, 65 reference, 37 digital literacy, 3 curbside.
 - March: 1304 adults, 74 teens, 254 kinds, 81 reference, 20 digital literacy, 4 curbside
 - 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.
- Ancestry: 137 views in August, 41 views in July, 38 views for June, 132 views May

Equipment:

- WiFi: 891 (September), 970 (August), 774 (July). 830 (June), 1010 (May), 852 (April), 848 (March), 746 (February), 801 (January)
- Public Computers: 107 (September), 171 (August), 154 (July), 140 (June), 135 (May), 131 (April), 183 (March), 117 (February), 122 (January)

History Room

- Regional Collections digitization of Daisy Brown scrapbooks Grant:
 - Scanning is done.
 - 24 books [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](https://www.nyheritage.org)

Friends

- Working on the fall newsletter.
- Basket Raffle & Book Sale Sept 23. Was well attended. We had activities for kids, ice cream and popcorn. Times Journal and Mt Eagle both took photos.

Outreach:

- Early Voting schedule October 28 through November 5.
- Attended CPI Board Meeting.
- Provided letter of support for Village DRI and NY Forward applications.

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

Professional Activities

- presented Adult Game Night, All Ages Craft Buffet, Fan Favorites, Short Fiction Workshop, Needle Felting Workshop, and Trivia Night programs
- hosted ABC’s of LGBTQ+ program and Chess: Beyond the Basics program
- curated three book displays with the assistance of Clerk Heather Heckman
- completed weeding of nonfiction and large print collections
- planned and supervised shifting of Adult Nonfiction Collections
- coordinated communications with graphic designer Kayla Vaughn re: logo
- developed marketing materials for adult programs and library sign-up month
- coordinated ILL borrowing and lending
- continued training Clerk Heather Heckman on ILL procedures
- developed new monthly events calendar with Jackie Barbato
- coordinated social media posts with Courtney Little
- produced October edition of library newsletter
- attended Staff Recognition Dinner
- served as judge for 2023 MVLS Library Recognition Awards
- attended Public Services meeting at MVLS

August Programs/Events Total Attendance: (82A, 4T, 2K)

Fan Favorites Book Club, Sept. 1.....4A
Adult Gaming Club, Sept. 5.....11A, 1T
Needle Felting Workshop, Sept. 7.....11A

Check Mates Chess Club, Sept. 9.....1A, 1T
Short Fiction Workshop, Sept. 12.....5A
ABC's of LGBTQ+, Sept. 14.....7A
All Ages Craft Buffet, Sept. 14.....5A, 1T, 2K
Adult Gaming Club, Sept. 19.....15A, 1T
Short Fiction Workshop, Sept. 26.....3A
Trivia Night, Sept. 28.....14A

Displays

Teachers Go Back to School, Adult Fiction Display. Yielded 9 circs.

Stress Free Parenting, Adult Nonfiction Display. Yielded 0 circs.

Meditation and Mindfulness, Adult Nonfiction Display. Yielded 3 circ.

<u>Platform</u>	<u>Sept. 2023 followers</u>	<u>August 2023 followers</u>
Facebook	1,196	1,187
Instagram	182	168
Mailchimp Newsletter	516	497

August Events Calendar: 61 print copies distributed

Courtney Little Library Assistant Report for the month of September 2023

Children's Programs

- Storytime:
 - Sept. 6: 12K, 11A, 1T
 - Sept. 13: 13K, 13A, 1T
 - Sept. 20: 14K, 13A
 - Sept. 27: 15K, 14A, 1T
- LEGO Club, Sept. 12: 4K, 4A
- Build and Play, Sept. 16: 2K, 2A

Teen Programs:

- Anime Club, Sept. 12: 2T
- Board Game Night, Sept. 26: 0T

Other Programs:

- Paws for Reading
 - Sept. 5: 1K, 1A
 - Sept. 19: 2K, 2A
 - Sept. 21: 0 participants
 - Sept. 26: 2K, 1A
- All Ages Craft Buffet, Sept. 14 : 5A, 1T, 2K

Displays:

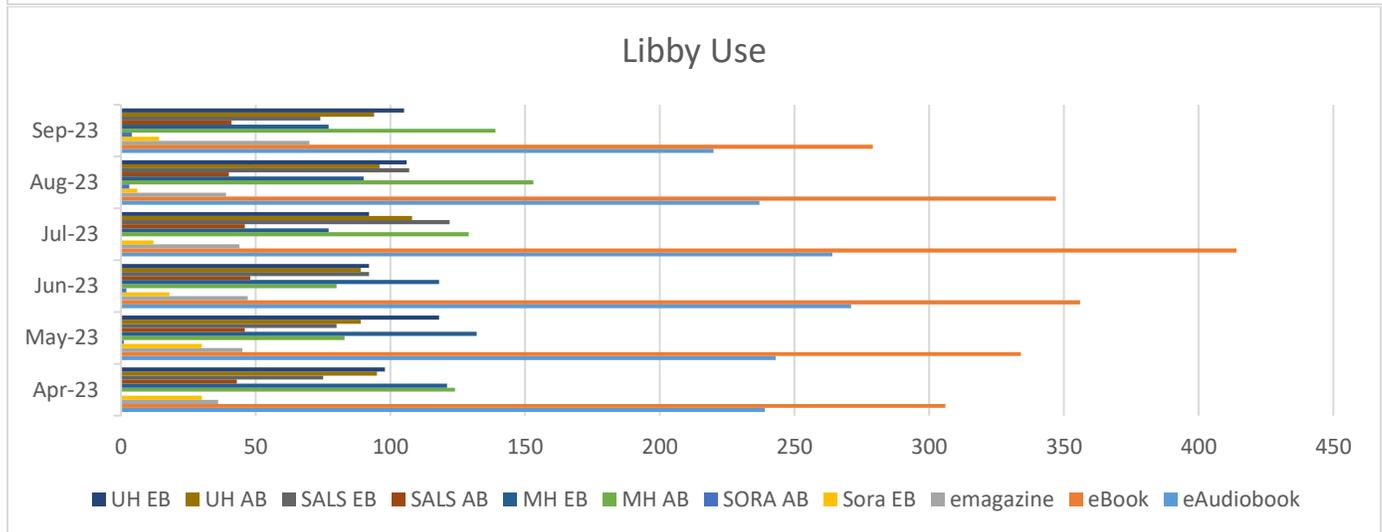
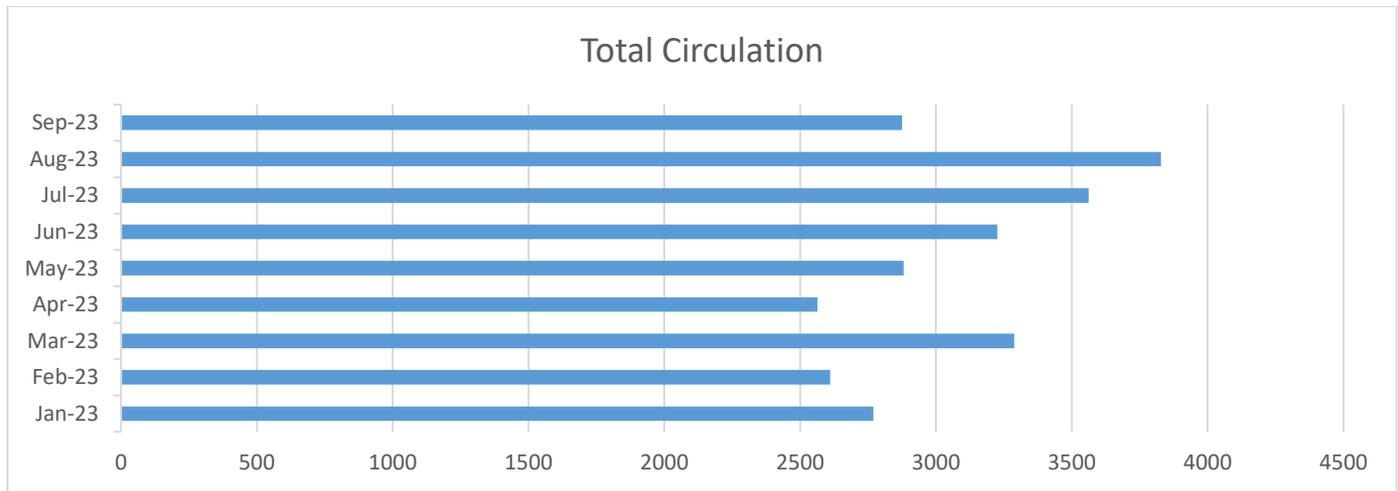
- J Fiction: *Diary of a Wimpy Kid* Readalikes
- J Picture Books: Back to School; Hidden Gems
- Teen Fiction: Books under 200 pages

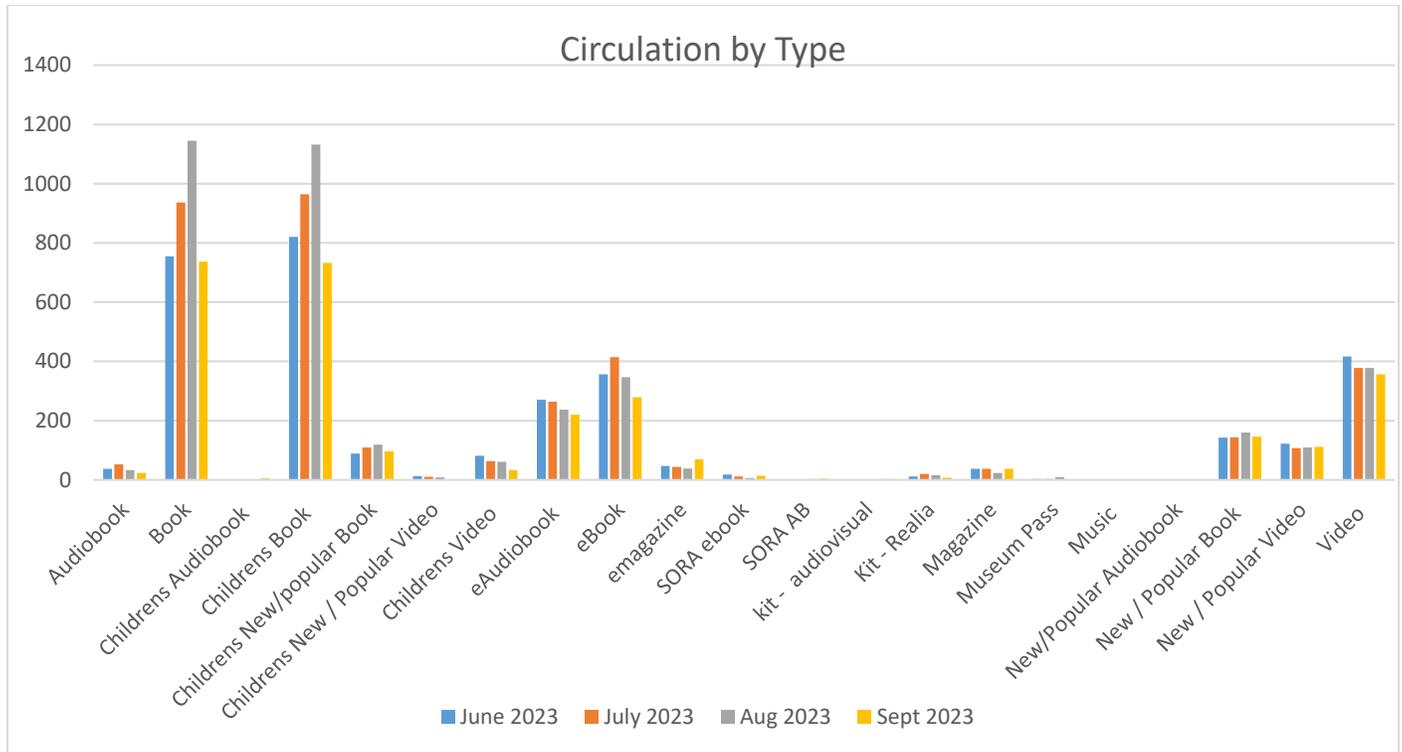
Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for September and October programs

- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Met with TAB mini-committee to plan Teen Halloween for Oct. 24
- Prepared teen newsletter with teen programs and collections updates
- Ordered books from Radez and Golding Battle of the Books lists
- Attended MVLS Public Services meetup September 26
- Attended 2 of 5 online sessions of Supercharged Storytimes training course
- Prepped and staffed tables at all CRCS open houses to hand out library information:
 - Radez Elementary School, Sept. 20: 20 calendars, 27 quarter-sheet flyers, 1 card application
 - C-R High School, Sept. 21: 11 calendars, 13 quarter-sheet flyers
 - Golding Middle School, Sept. 26: 12 calendars, 19 quarter-sheet flyers
 - Ryder Elementary School, Sept. 28: 20 calendars, 24 quarter-sheet flyers

Statistics:





Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP	Don's Health Ins.	November	\$ 331.60
7520001	BQ	September Bill	23-10118	\$ 145.00
7520001	Lynette Lawyer	July thru Sept	2472	\$ 705.00
7540000	MPLC	Movie License		\$ 285.00
7540001	Kayla Cady Vaughn	Graphic Designer	Logo	\$ 200.00
8110001	WaDaYaNeed	2 Trustee badges	184833	\$ 28.00
8110002	Demco	easels, stickers, storage		\$ 149.72
8110002	MVLS	Item bar codes	4528	\$ 24.39
	walmart			\$232.18
	8110000	switch game controller - christmas wish	79	
	8110001	tab insert dividers	14.78	
	8110000	snacks for programs	92.31	
	8110000	halloween program supplies	46.09	
811000	Race Printing	rack cards		\$125.00
8130001	Midtel	78693-0	10360531	\$150.77
8130001	Midtel	00128367-2	10360720	\$80.95

8180001	Ingram	20V8277 - book purchases	62966416, 62966943, 62967874, 67641059, 62969339, 62970632, 62971845, 62974696, 62977394, 62978446	\$1,484.35
8182002	Hudson Falls Free Lib.	replacement cost		\$20.00
8182002	Schoharie Free Library	replacement cost		\$3.99
8182001	Midwest tape	2000012078 - DVD purchases	504372965, 504344331, 504310909, 504405919	\$230.90
8210010	Patricia Hults	mulch		\$20.48
8210011	Cleaning by Maria	Cleaning	September Bill	\$400.00
8210012	New Looks Landscaping	September Mow	874	\$500.00
8210015	ADT	949313431	152001945151993000	\$977.17
8210018	Casella Waste Services	54-324137	1520254	\$111.10
8210020	O'Connor General Contracting	replaced shingles		\$1,200.00
8220001	NYSEG	1002-8403-052	September Bill	\$29.87
8220002	National Grid	07664-27114	September Bill	\$819.64
8220002	National Grid	07664-27123	outdoor light	\$10.80
8530003	MVLS	NYLA Add on	4535	\$10.00
9910001	MVLS	JA Fee September	4510	\$577.66
	Directors Account	reimbursement		\$899.69
			Total:	\$ 9,753.26

Director's Account

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	amazon	paint markers and mason jars		\$32.98
8110001	amazon	facial tissues		\$25.99
8110000	amazon	paper flower supplies, floral paper, floral tape, wool carders		\$ 35.17
8180001	amazon	two battle of the books titles		\$ 20.94
8110001	Staples	toner		\$ 740.45
8140003	USPS	ILL Return	Check #302	\$ 4.43
8140003	USPS	ILL Return	Check #303	\$ 3.92
8140003	USPS	ILL Return	check # 304	\$ 4.43
8140003	USPS	ILL Return	check # 305	\$ 8.86
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimbursement to Director's Account				\$ 899.69