

Board Meeting Agenda

**Members:** Ruth Ashworth 2021, Fred Barnes 2022, Harriet Berard 2025, Linda Carpenter 2021, Janice Clark 2024, Ginny Downs 2023, Ken Hotopp 2024, Dee Neary 2024, Janet Sand 2022, John Scott 2025, 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: Zoning Board

Director's Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (\* indicates chair)

- a. Finance – Linda \*, Harriet, Ginny, John
  
- b. Facilities – Ruth\*, Julia\*, Fred, John,
  
- c. Personnel – Julia\*, Ruth, Linda, Janice
  
- d. Policy – Janet\*, Linda, Dee
  
- e. Board Development – Dee\*, Harriet, Ginny
  
- f. Long Range Plan Implementation Committee – Janet\*, Fred, Janice, Julia

Ad Hoc Committee Reports:

- a. Building Committee – Fred\*, Janice\*, Harriet, Janet, John
- b. Reopening Committee – Ruth, Dee, Janet, Julia, Rebecca
- c. 100<sup>th</sup> Anniversary Committee – Julia\*, Harriet

Unfinished Business:

New Business:

Next board meeting: 12/10 at 1:00pm

Empty Bowls at the High School 11/15 from 11-2pm

Library is closed on 11/26 for Thanksgiving

Library is closed on 12/25 for Christmas Day

Closing early on 12/24 and 12/31

**Adjournment:**

**Mission:** The Community Library builds strong communities by preserving the past, enriching the present and inspiring the future.

**Vision:** The Community library is a central part of thoughtful, inclusive, dynamic communities where people and ideas connect.

The Community Library  
Board of Trustees Meeting  
October 8, 2020

**Call to Order:**

As a quorum was present, President Ken Hotopp called the meeting to order at 1:05 p.m. Since the trustees were following the mandate of self-quarantine due to Covid 19, the meeting was held remotely via Zoom. Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Janice Clark, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, John Scott, Julia Walter, Kim Zimmer. Excused: Fred Barnes.

**Minutes:**

Mrs. Neary made a motion, seconded by Ms. Carpenter, and was unanimously approved to accept the amended September 2020 minutes.

**Director's Report:**

Ms. Zimmer explained there is an additional \$5000 from the construction grant available. The items in the annex must be removed for the sprinkling company. Where and when must be determined.

A representative from TBS met with Ms. Zimmer to evaluate better use of the HVAC system.

Ms. Zimmer has procured name badges for the new trustees.

The Lincoln Program started successfully on October 6. The next installment is scheduled for noon on October 15.

Ms. Zimmer reported that more patrons are coming into the library to use the computer and to check out items; rooms are still not available for meetings. Curbside service continues to be available.

Money from the MVLS census grant is still available. Ms Zimmer will be purchasing another chrome book and is planning additional hotspots.

The Friends of the Library book sale in the parking lot resulted in sales of \$800.

At the request of Schopeg, Ms. Zimmer has joined their board.

The trustees approved the purchase of "Empty Bowls" for the staff.

Ms. Babbage indicated that more viewers are becoming involved in her children's programs. The relationship with Harmony Acres and The Studio of Arts and Crafts will continue for the remainder of the year.

**Treasurer's Report:**

Ms. Carpenter reviewed the expenses and income for January-September 2020.

Ms. Carpenter indicated that she had reviewed the current bills (due to the coronavirus the entire board was unable to do so). Ms. Walter made a motion, seconded by Mr. Scott, and was unanimously approved to pay the bills.

**Committee Reports:**

Finance:

Ms. Carpenter requested that the director's account be increased from \$500 to \$1000 (including a monthly replenishment as it is used). This proposal was unanimously approved.

Personnel:

The staff and Friends appreciation event is on hold until Covid is no longer an issue.

Policy:

The committee will be on hiatus until future notice.

Long Range:

The committee continues to organize the focus groups.

The Board of Trustees focus group will meet with Mr. Wade Abbott immediately following this meeting.

Building:

Ms. Clark announced the committee is investigating additional grants.

Reopening:

Commencing the week of October 20, the library will expand its hours on Tuesday, Thursday, and Friday to 10:00-6:00. Saturday will remain 10:00 -1:00 and curbside service will continue.

**Unfinished Business:**

The sequence for clean-up of the annex will be determined after Ms. Zimmer meets with the sprinkling company.

**New Business:**

New lines are needed in the parking lot.

Halloween: No candy but Ms. Zimmer will request cone gift certificates from Stewarts.

**Important Dates:**

10/17 - Girl Scout cleanup of exterior

11/11 - Library closed for Veterans Day

11/12 - 1:00 p.m. Board of Trustee meeting

**Adjournment:**

Ms. Neary made motion, seconded by Ms. Carpenter, and was unanimously approved to adjourn at 2:25 p.m.

Submitted by Virginia Downs

**Kimberly Zimmer's Director Report for the month of October, 2020**

Finance:

- Attended committee meeting.
- Received the 2020 LLSA check in the amount of \$2940.45
- Received \$500 from MVLS improving service grant for a flat screen TV, bluray/dvd player to offer movie program, gaming program and workshops.
- Working on grant application to SALT for StoryWalk supplies.
- Still working on the grant application to SEEC for chrome books.
- Attended webinars on CREATE grants and ALA rural communities.

Facilities

- Plumber has fixed the toilet.
- Contacted vendor of office chairs to purchase new cylinders for chairs that are broken.
- Picked up chairs and tables from Guilderland Library.
- Had the back door fixed. Locksmith donated cost.
- Harva delivered two more plexishields for staff work space and the other side to Linda's desk.
- Eastern Energy contract signed and light bulbs were installed.
- Started looking at mailboxes, it would be good to have one that takes packages.
- We need to consider moving things out of the back for the next construction grant.

Personnel

- Staff have completed self-assessment. I am working on evaluations.
- Staff participated in focus group session.
- Civil Service exam open for Librarian I.
- Attended the following trainings: sustainability in libraries, grow with google, fundamentals of advocacy

Development

- Attended committee meeting.
- Advocacy funds: We have \$403.86 left to spend.

Long Range Plan

- Committee met on 9/16 and 9/24 and 9/28. Met via zoom with Wade Abbott from MVLS to assist with focus groups. Wade is visiting on 10/6 at 10am.

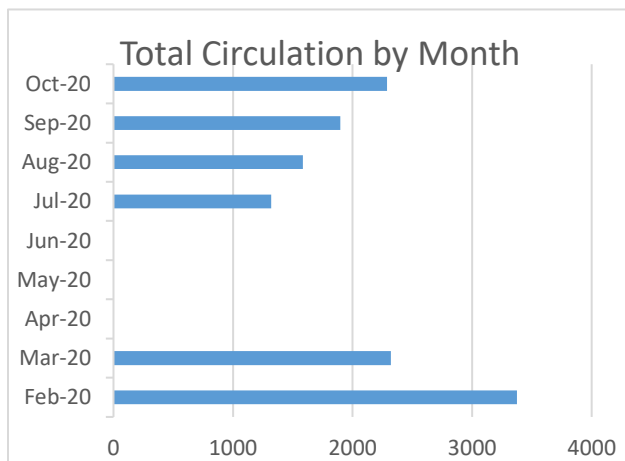
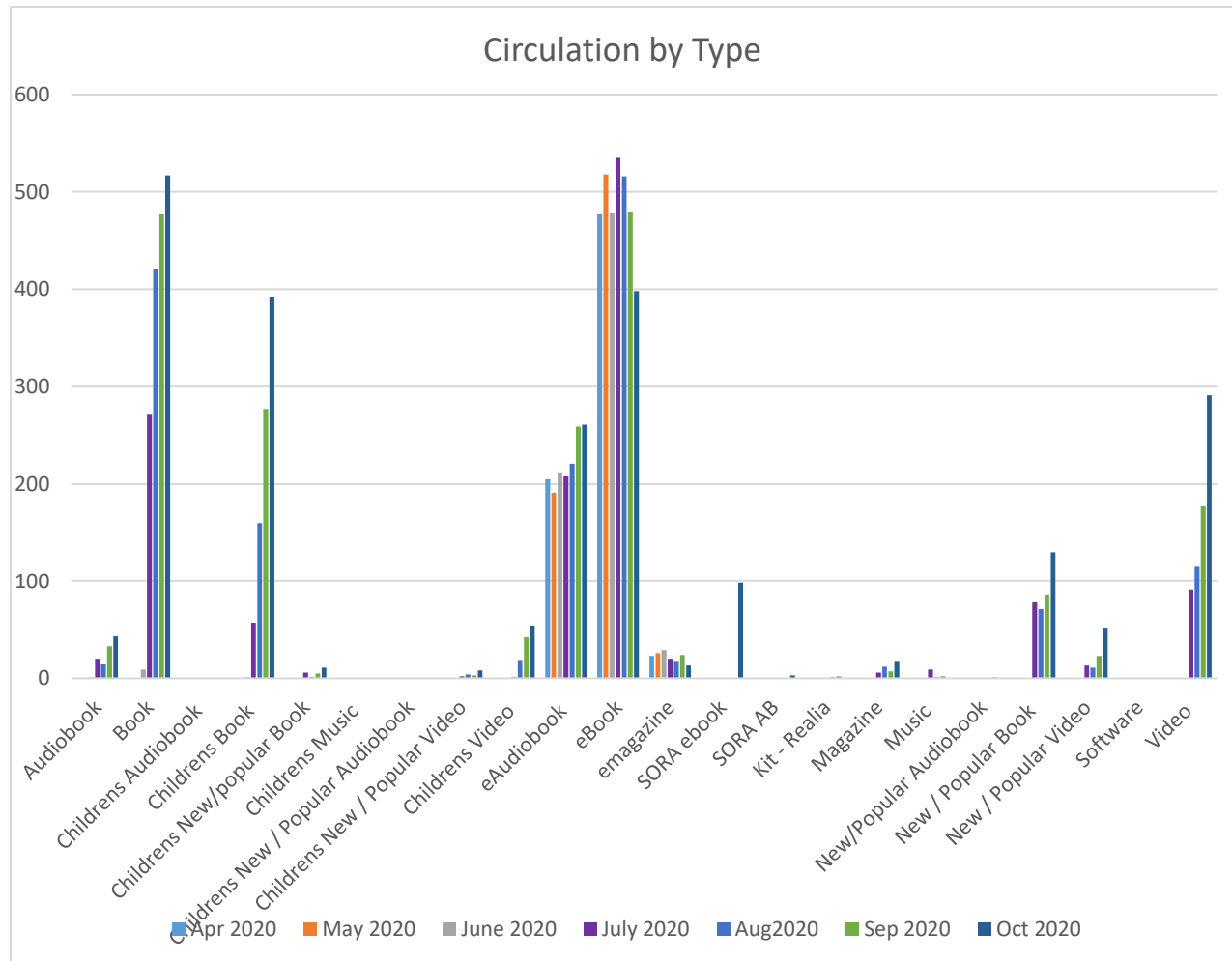
Building/Construction Projects

- BRM met with the sprinkler company to discuss the project. They will work on a proposal but we do need to move items in the Annex.
- Ambient has sent a proposal that BRM has approved.

Programs

- Submitted request to Stewarts for cone coupons for Halloween. We had one child visit on Halloween.
- Please see the Youth Services report that follows mine.
- Completed the Humanities NY Lincoln program with Pete Lindeman and working on the final report.

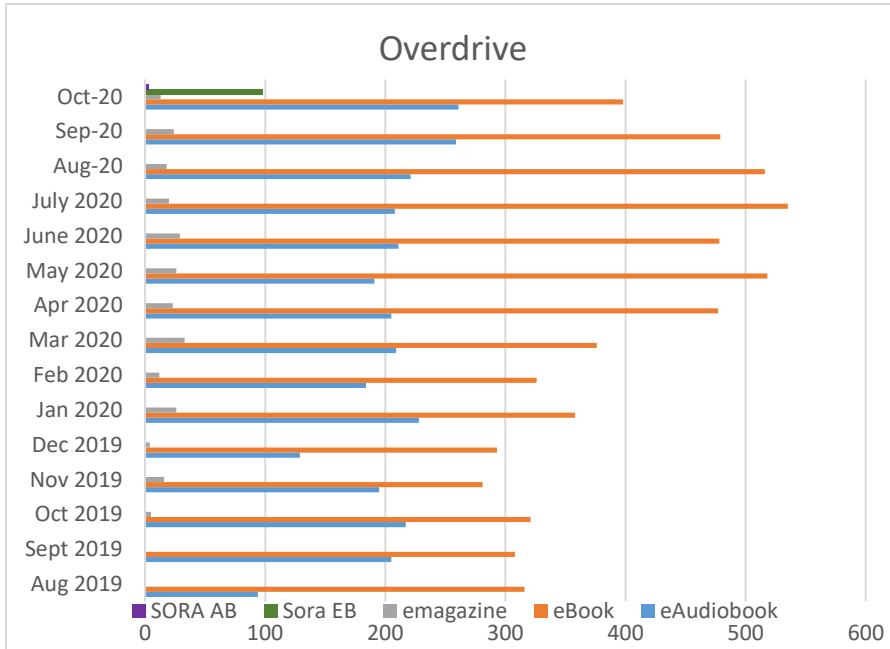
Collection



- Two uses of our Gale databases.
- Four uses of Ancestry.
- Clerks are creating book displays.
- SORA numbers have been added to the Overdrive numbers. This is the connection with the school and access to our online collection with a student’s school library card.
- Amy has been working on the collection. There have been a number of items that need to be removed, repaired, replaced etc.

Equipment

- We had 875 users of the Wi-Fi. Usage continues to increase.
- JA installed new computers and printers on our network. I assisted with moving equipment around. We now have a public print option of color. Our print fees are .20 for B&W and .50 for color.



Friends

- Completed newsletter.
- They are cleaning up and organizing their space. Placing all books into Better World Book Bin.

Community Outreach

- Attended Schopeg Board meeting.
- Met with Jacqui Hauser and Linda Babbage to discuss a community/business story walk for the winter months.

**Youth Services Report October 2020**

- I. STORY TIME ONLINE During September 4 programs were provided and recorded. 9 regular participants and 39 views of the recordings.
- II. AFTERNOON TALES Online During September 4 programs were provided and recorded. 3 regular participants and 32 views of the recordings.
- III. Monthly STEAM Challenge three kits were sent out in October.
- IV. HARMONY ACRES & PARTYLAND This month we increased to eight participants 4 in person and 4 on demand online. The story was recorded and sent to participants to watch and complete the activity when convenient. October program was full with one in person and seven on demand participants.
- V. THE STUDIO FOR THE ART AND CRAFT October program was full with 10 participants.

**Current Financial Documents for approval**

Linda shared through email

**Current Financial Claims for approval****Summary of Claims**

11/12/2020

<b>Budget Line</b>	<b>Claimant</b>	<b>Note/Acct#</b>	<b>Invoice#/Subtotal/Due</b>	<b>Amount</b>
7230001	NY State Comptroller	NYS Retirement		\$ 4,129.00
7250007	MVP	Linda Babbage Health Ins	14275555	\$ 609.30
7540000	Harmony Acres & Partyland	Series of four Fall programs for youth		\$ 140.00
7540001	J. Strauss & Associates	Payroll and Bills, July, Aug, Sept	1281	\$ 435.00
8130001	Verizon	651-747-977-0001-55	October statement	\$ 200.66
8130002	Midtel	00078693-0	10141153	\$ 19.96
8180001	Ingram	20V8277	48718190, 48789251, 48953563, 48987167, 49001605, 49030420, 49074135, 48554386, 48732730	\$ 852.92
8180001	Baker and Taylor	L9452793	5016472657, 5016455497, 5016433426	\$ 133.97
8182001	Midwest tape	2000012078	0099477160, 0099517750	\$ 284.33
8210010	Louie's Plumbing & Heating	fixed staff toilet	2712	\$ 80.00
8210011	NYSID	Cust #:86331 Janitorial Service for Oct	884697	\$ 586.17
8210012	New Looks Landscaping	mowing Sept and Oct	2020, 2055	\$ 940.00
8210013	TBS	repairs	15045	\$ 1,668.24
8210018	Casella	54-324137 Sept and Oct	1412609, 1415531	\$ 312.15
8220001	NYSEG	1002-8403-052	October Bill	\$ 318.78
8220002	National Grid	07664-27114	October Bill	\$ 786.78
8220002	National Grid	07664-27123	outdoor light	\$ 9.58
8220003	Village of Cobleskill	48300	b-0021863	\$ 115.04
COVID	Harva	2 Plexi Shields	52484	\$ 70.00
9910001	MVLS	JA Fee for November	3508	\$ 690.28
	Kim Zimmer			\$ 108.30
8310001		reimbursement for travel	48.3	
8540000		reimbursement for empty bowls	60	
8110000	Linda Babbage	Reimburse for youth service supplies - wood sticks and construction paper		\$ 7.32

	Schenectady Co Public Library	Replace cost for book		\$ 16.00
	Walmart			\$47.73
8110000		kids program supplies	\$26.05	
8110001		broom	\$9.98	
COVID		Lysol,	\$11.70	
<b>Total:</b>				<b>\$ 12,561.51</b>

**Director's Account**

	Summary of Claims		11/12/2020	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8180001	catnap books	Schoharie Valley book	no receipt	\$ 21.00
8210001	All Seating	Cylinders for office chairs		\$ 280.00
8140001	USPS	Roll of stamps		\$ 55.00
Total Reimbursement to Director's Account				<b>\$ 356.00</b>

**Upcoming Financials Claims that need approval**

	Summary of Claims		11/12/2020	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	11/30/2020	\$ 810.21
7250007	MVP	Linda's Health Ins	12/1/2020	\$ 609.30
Total				\$1,419.51

**Renovation Financials Claims**

	Summary of Claims		11/12/2020	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount



	Eastern Energy Solutions		15382	\$	1,830.70
	Testa Maintenance	Replace front lawn		\$	1,500.00
Total				\$	3,330.70