

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:

Director's Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (\* indicates chair)

- a. Finance – Linda \*, Harriet, Ginny, John  
Meeting 11/30, Treasurer Contract, Budget for 2022, Trustee office organization, COVID sick time payback
- b. Facilities – Ruth\*, Julia\*, Fred, John,  
Meeting 11/13, mailbox, Annex,
- c. Personnel – Julia\*, Ruth, Linda, Janice  
Director and staff evaluations
- d. Policy – Janet\*, Linda, Dee
- e. Board Development – Dee\*, Harriet, Ginny  
2021MVLS advocacy grant is available
- f. Long Range Plan Implementation Committee – Janet\*, Fred, Janice, Julia  
Update

Ad Hoc Committee Reports:

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

Unfinished Business:

New Business:

TBS quotes for boiler

Next board meeting: 1/14 at 1:00pm

Library is closed on 12/25 for Christmas Day and January 1 for New Years

Closing early at 1pm on 12/24 and 12/31

Friends Meeting at 10:30 on 12/12

**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  
November 11, 2020

**Call to Order:**

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 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, Fred Barnes, Harriet Berard, Linda Carpenter, Janice Clark, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, Julia Walter, Kim Zimmer. Absent: John Scott.

**Communications:**

Ms. Zimmer received a courtesy letter from the Village Zoning Board indicating that the Lutheran Church adjacent property was being divided into two separate properties, parsonage and church.

**Minutes:**

Ms. Clark made a motion, seconded by Mr. Barnes, and was unanimously approved to accept the amended minutes.

**Director's Report:**

Ms. Zimmer indicated that circulation numbers are slowly returning to previous numbers. CRCS students are now able to access Overdrive; presently, 98 students are using this service.

The new printer has been installed and prints in color. As with nearby libraries, the cost is \$.50 per page for color.

Ms. Zimmer, Ms. Babbage, and Ms. Jacqui Hauser are organizing a Story Walk along Main Street to occur during the winter.

The children's activities with Harmony Acres and the Studio of Arts and Crafts has increased participation to virtual attendance rather than in-person.

**Treasurer's Report:**

Ms. Carpenter reviewed the expenses and income for January-October 2020. Ms. Carpenter indicated that she had reviewed the current bills (due to the coronavirus the entire board was unable to do so).

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

**Committee Reports:**

Finance:

Ms. Carpenter explained that the committee and Ms. Zimmer are continuing to separate the accounting and bookkeeping responsibilities.

Ms. Carpenter made a motion, seconded by Mr. Barnes, and was unanimously approved to (a) replace Mr. Peters with Mrs. Downs on the accounts, and (b) to provide Mrs. Lawyer with a read only access to the Bank of Richmondville accounts. The minutes of this meeting will be forwarded to the Bank of Richmondville to authenticate this motion.

Next, Ms. Carpenter made a motion, seconded by Mrs. Ashworth, and was unanimously approved to (a) replace Mr. Peters with Mrs. Downs on the accounts, and (b) to provide Mrs. Lawyer with a read only access to the Keybank accounts. The minutes of this meeting will be forwarded to the Keybank to authenticate this motion.

Ms. Zimmer explained that our library's financial commitment to MVLS for Overdrive was \$2941.29 last year. Due to Covid 19 there has been a substantial increase in the use. Ms. Walter made a motion, seconded by Mrs. Neary, and was unanimously approved to pay \$3100 this year.

Facilities:

Ms. Zimmer explained that she is researching details pertaining to the elevator: discount for multi-year contract; schedule for service; question if a generator is needed; review of insurance to determine if elevator is included. Ms. Zimmer will keep the committee informed.

The committee will meet at 2:00 p.m. November 12 and will focus on details of the cleanup of the annex.

Personnel:

The committee is scheduled to meet at 9:00 a.m. November 12.

Board Development:

Mrs. Neary indicated that the committee had met to discuss the details of the job description of the treasurer and bookkeeper.

The committee offered a few suggestions to Ms. Zimmer regarding the use of the \$403. 86 remaining from the advocacy grant.

Long Range Plan:

Mr. Wade Abbott has been working with the committee organizing the focus groups.

Building:

Ms. Clark explained that the committee had met with Mr. Mays and discussed budget and possibilities pertaining to future renovations.

Reopening:

Ms. Zimmer is discussing the library schedule during the holidays with the staff. Ms. Zimmer indicated that if Covid numbers increase, she hoped to maintain curbside service if the library needed to close.

Anniversary:

Mr. Pete Lindeman will be involved with Mrs. Berard and Ms. Walter in planning the celebration.

**Important Dates:**

Next board meeting: 12/10 at 1:00 p.m.

Library closed 11/26 (Thanksgiving); 12/25 (Christmas)

Closing early: 12/24 and 12/31

**Adjournment:**

Mr. Barnes made a motion, seconded by Mrs. Downs, and was unanimously approved to adjourn at 2:30.

Submitted by Virginia Downs

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

Finance:

- Attended committee meeting.
- Notified by SCIDA that we will receive \$2500 for COVID 19 PPE and fixtures expenditures.
- Received tax levy \$269,850 and were reimbursed by MVLS for my \$149 NYLA conference attendance.
- Working on budget numbers for Committee discussion.
- Working on grant application to SALT for StoryWalk supplies. Did not meet the deadline.
- Submitted grant application to SEEC for chrome books and charging station.
- Contacted our alarm monitoring company we have not received a bill since switching to ADT. A new statement was provided.
- Updated the contract with the elevator and they reduced our maintenance cost.

Facilities

- Attended committee meeting.
- Contacted Casella to reduce our bill. I have reduced our pickup to once a month for the winter.
- Contacted Locksmith about options to change out the key locks on building doors to a number pad. He has provided a quote.
- Spoke with TBS regarding boiler #1 and the need for a new motor and relief valve. They are providing a quote for that and a quote to replace the boiler with a high efficiency boiler.
- Julie has fixed the phone time and the outgoing messages.
- Need to purchase and install new mailbox before end of month when our PO Box expires.
- Facilities and the Building committees have discussed moving things out of the Annex for the next construction grant but no progress has been made.

Personnel

- I completed the Clerks evaluations.
- Civil Service waived the exam for Librarian I.
- I became aware of the Paid Family Leave COVID Sick Leave Act and I am working on documentation to back pay staff that are impacting by this.
- Attended the following trainings: NYLA annual conference, fundamentals of advocacy, NY Homeschooling Portal, planning for Electrical outages, creating file plans,
- Attended the following meetings: MVLS board, Joint Automation, Schoharie Co Chamber Benefits and grants, met with Don LaPlant the new Schoharie Library Director

Development

- The 2021 MVLS Advocacy fund is open and I have shared an idea.
- Advocacy funds: We have \$403.86 left to spend. We should try to spend by year end.
- Shared ideas for 2021 new hours.

Long Range Plan

- Committee is selecting a date to meet with Wade.

Building/Construction Projects

- Ambient paperwork has been signed and returned to Ambient. I spoke with BRM they are following up with Ambient and Rand. We also discussed the 100<sup>th</sup> anniversary and what it

might mean for the project and what BRM could offer. They also agreed that creating budgets by projects is better than by phases.

- Need to finish DLD paperwork by the end of the month for 2019 project.

#### Programs

- Please see the Youth Services report that follows mine.
- Completed the Humanities NY Lincoln program final report and they have provided check to Pete.

#### Collection

- At this time, I do not have all the collection statistics. I will share as soon as they come in.
- Clerks are creating book displays.
- We had approximately 512 visitors averaging 34 a day this month and two curbside pickups.

#### Equipment

- We had 875 users of the Wi-Fi. Usage continues to increase.
- 95 public computer sessions since we reopened in September.

#### Friends

- Provided Zoom details for December 12<sup>th</sup> meeting.
- They have cleaned up and organized both of their spaces.

#### Community Outreach

- Shared with Jacqui Hauser that I will need to postpone the community/business story walk for the winter months. Linda has presented a Winter Reading challenge and has expressed only minimal interest in the StoryWalk project and I can't take on all the details at this moment.

Of Interest: We had a family come in asking to use a TV to update an xbox. I worked with the son to connect the xbox to one of the computer monitors and he was able to complete his updates. His mother was thrilled as they are new to the area and she was running out of ideas on how to get it updated for him. I told them they can come back any time and do updates.

#### **Youth Services Report November 2020**

- I. StoryTime online: four programs 16 kids and 8 adults watched live program and there were 38 views of the recorded session.
- II. Afternoon Tales: four programs 8 children and 4 adults watched live programs and 33 views of recorded sessions. This program has gained 3 families and two families have been sharing feedback on programs.
- III. STEAM Challenge: 6 kits are available each month and all went out this month.
- IV. Harmony Acres: Linda is now recording the story and the program is all online with the kits being picked up. 8 kits all picked up.
- V. The Studio for Art and Craft. 10 children are participating.
- VI. For December Laura Gagnon the Librarian at Radez invited Linda to join the virtual Book Club. The first book is "Harry Potter and the Sorcerer's Stone" 3 adults and 18 kids. Linda had difficulty connecting and called into the Google Meet.
- VII. Linda is working on a Winter Reading Challenge for January and February and wants to offer raffle basket prizes. She is creating a budget presentation for the Friends meeting to see if they will support funding the program.

**Current Financial Documents for approval**

Linda shared through email

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

12/10/2020

<b>Budget Line</b>	<b>Claimant</b>	<b>Note/Acct#</b>	<b>Invoice#/Subtotal/Due</b>	<b>Amount</b>
7250006	Stanford Security Life Insurance Co	Disability Insurance	annual premium	\$ 237.60
7540001	Lynette S.B. Lawyer	Trustee Oct -Dec 2020	1392	\$ 537.50
8110001	NYSID	paper towels and toilet paper	889473	\$ 68.83
8130001	Verizon	651-747-977-0001-55	November statement	\$ 159.97
8130002	Midtel	00078693-0	10147193	\$ 28.64
8180001	Ingram	20V8277	49195829, 49300167, 49373834, 49373835, 49476707, 49476708, 49505693, 49569767, 49668160, 49681446,	\$ 772.67
8182001	Midwest tape	2000012078	0099611296 0099632679, 0099677332	\$ 105.30
8210013	TBS	repairs, contract	15398, 15408, 15665	\$ 10,473.46
8210014	Bay State Elevator	Maintenance	549112	\$ 525.00
8210015	ADT	fire monitoring	136943784	\$ 340.12
8210018	Casella	54-324137	1418073	\$ 155.90
8220001	NYSEG	1002-8403-052	November Bill	\$ 219.91
8220002	National Grid	07664-27114	November Bill	\$ 782.92
8220002	National Grid	07664-27123	outdoor light	\$ 9.84
9910001	MVLS	JA Fee for December	3523	\$ 690.28
8530000	Richmondville Historical Society	Life Membership		\$ 100.00
	Mohawk Valley Library System	Replace cost for book		\$ 18.99
	Middleburgh Library	Replace cost for book		\$ 8.99
	Rockwell Falls Public Library	Replace cost for book		\$ 10.00
	Televend Services	Prepaid Fax Cards	11602	\$ 48.61

	Staples			\$ 874.23
8110001		office supplies	846.3	
		COVID	27.93	
	Walmart			\$43.66
8110000		kids program supplies	\$18.40	
8110001		office supplies	\$15.90	
COVID		Lysol,	\$9.36	
COVID	Catered Affiars Unlimited	Gloves	1155	\$ 37.50
			<b>Total:</b>	<b>\$ 16,212.42</b>

For Library Use Only

Authorized Signatures:

Date:

**Director's Account**

	Summary of Claims		12/10/2020	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8140001	USPS	Roll of stamps		\$ 55.00
	overpaid directors account			\$ (51.67)
Total Reimbursement to Director's Account				<b>\$ 3.33</b>

Community Library Reimburse to  
 Director's Account \$1,000

**Upcoming Financials Claims that need approval**

	Summary of Claims		12/10/2020	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	12/31/2020	\$ 810.21
7250007	MVP	Linda's Health Ins	1/1/2021	\$ 609.30

Total				\$1,419.51
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**Renovation Financials Claims**

	Summary of Claims		12/10/2020	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	BRM		13, 14, 15	\$ 2,319.60
Total				\$ 2,319.60