

Board Meeting Agenda

Join Zoom Meeting

**Members:** Fred Barnes 2022, Harriet Berard 2025, Linda Carpenter 2026, Janice Clark 2024, James Collins 2025, Ginny Downs 2023, Ken Hotopp 2024, Dee Neary 2024, Janet Sand 2022, Julie Santoro 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:

Director's Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (\* indicates chair)

- a. Finance – Linda \*, Harriet, Ginny, Julie  
12/8 Meeting
  
- b. Building & Grounds – Fred\*, Harriet, Janet, Julie  
12/1 Meeting
  
- c. Personnel – Julia\*, James, Linda, Janice  
Staff appointment, holidays,
  
- d. Policy – Janet\*, Linda, Dee  
Fine Free to start 1/4/2022
  
- e. Board Development – Dee\*, Harriet, Ginny  
11/16 Meeting
  
- f. Long Range Plan of Service Committee - Janice\*, Fred, Julia, Janet, James  
12/6 meeting

Ad Hoc Committee Reports:

- a. 100<sup>th</sup> Anniversary Committee – Julia\*, Harriet, Pete Lindemann Event Rescheduled for 4/2/2022.

Unfinished Business:

Front Entry and heating element

New Business:

**Adjournment:**

The Library is closed 12/24, 12/25 and 1/1

January Board Meeting 1/13 at 1pm

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

Development Meetings the Third Tuesday of the month at 10 am

Policy Meetings the Last Thursday of the month at 11am (holiday schedule 12/16 at 10)

The Community Library  
Board of Trustees Meeting  
November 10, 2021

**Call to Order:**

As a quorum was present, President Ken Hotopp called the meeting to order at 2:00 p.m. Present: Fred Barnes, Harriet Berard, Linda Carpenter, Janice Clark, Jim Collins, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, Julia Walter, Kim Zimmer. Excused: Julie Santoro.

**Minutes:**

Mrs. Clark moved to accept the October 2021 minutes. This was seconded by Mrs. Neary and unanimously approved.

**Communications:**

Ms. Zimmer has received notifications from Casella that the cost for garbage pickup and recycling will increase in 2022.

**Director's Report:**

Ms. Zimmer has been meeting with Ms. Carpenter regarding projected expenses for the 2023 budget.

Ms. Zimmer and the staff have been discussing suggestions for the building project.

Ms. Zimmer is seeking an estimate for repair of the stairs and landing from On the Level.

Since pediatric vaccines are now available, Ms. Zimmer indicated that mask policies might be revised in 2022.

While reviewing various accounts, Ms. Zimmer found some discrepancies in lists which she and Ms. Lawyer have rectified.

Ms. Zimmer will be interviewing for an additional clerk.

The Friends' Battle of the Books will occur this spring.

**Treasurer's Report:**

Ms. Carpenter outlined the expenses and income for October. The trustees reviewed the current bills. Ms. Carpenter made a motion, seconded by Mrs. Clark, and was unanimously approved to pay the bills.

Mrs. Berard led a discussion regarding simplifying the monthly treasurer's report.

**Committee Reports:**

Building & Grounds:

Mr. Barnes distributed a blank floor plan to trustees asking them to suggest their ideas for the building project. He will compile the ideas and then the committee will work with Mr. Becker to determine what is feasible.

Mr. Hotopp has been in communication with an Albany attorney seeking advice on the path to follow regarding the faulty heating system and the cracks in the new concrete.

Personnel:

Mrs. Walter asked trustees to complete the director evaluation she will be sending via email.

Policy:

Mrs. Sand presented the Social Media Policy. After review it was unanimously accepted.

Next, Mrs. Sand outlined the new Library Charges and Fees Policy. The trustees unanimously approved this policy.

Board Development:

Mrs. Neary announced that required trustee training will be two hours per year commencing in 2023.

Long Range Plan of Service:

implementation

Mrs. Clark announced the following meetings:

November 16, 6:30 p.m. in person

November 18, 2:00 p.m. via Zoom

December 6, Committee chairs

**New Business:**

Ms Zimmer suggested that the library should provide a form to those interested in including the library while creating their estate planning.

**Important Dates:**

December 9, 1:00 p.m. Board of Trustee meeting

**Adjournment:**

Ms. Walter made a motion, seconded by Mrs. Sand, and was unanimously approved to adjourn at 4:12 p.m.

Submitted by Virginia Downs

**Kimberly Zimmer's Director Report for the month of November, 2021**

Finance:

- MVLS has received notification from Dept Library Development that we are receiving \$25,000 in bullet aid.
- Received \$274,000 Tax Levy check.
- Offering insurance buyout to Don and Julia.
- Drafted 2023 budget for discussion.

Building and Grounds

- Attended meetings – discussed storage solutions and front entry.
- Issues with phones since ported to MidTel. The main line works but if calls come in on second line it just rings and doesn't go to voicemail. They had it fixed but now they are suggesting new phones.
- The heating system for the ramp has been turned on.
- Technical Business Solutions (TBS) cleaned and changed filters.
- Holiday decorations are going up. A donation of LED candles for the windows.
- Shared design and photos with contractor to obtain estimate for repair of landing and stairs.
- Shared design and photos with capital district engineering firm to investigate landing and stairs.

Personnel

- The 7-day average for the County is over 11% which would put us in phase 3 of our plan moving us back to curbside and appointments. However, with the NYS Dept of Ed/Library Development requirement that the building be open our required hours we will not be going back to curbside but we will encourage it as the risk level is now considered severe. Due to this spike in cases the mask policy will not change.
- Colleen Benton has submitted her letter of retirement. Colleen's last day as Library Clerk is December 22 before entering retirement on the 24<sup>th</sup>.
- The Library Clerk position is open until positions are filled. Jacquelyn Barbato was provisional hired on December 2.
- Working on staff evaluations hope to have them done by the end of the year.
- Personnel committee meet to discuss 2022 holidays to include MLK, Juneteenth and Christmas.
- Attended the following trainings: Libraries and Autism, NYLA
- Attended the following meetings: BOT LRPOS meeting, CREATE Grant workshop, grant planning meeting with Don and Julia, BookClub interview, CRSD HS librarian, Scho Co Directors meeting, MVLS Directors meeting.
- Kim PTO- December 4, 16, 29

Policy

- Preparing for fine free January 4, 2022 – donation box, updating brochure, bookmarks.

LRPOS

- No update.

Development

- Attended meeting, discussed logo, LRPOS tasks, training requirements and board evaluation.
- Working with TJ to print notecards
- Working with WaDaYaNeed? To create tote bags.
- Researching magnets and library cards.

#### MVLS Updates:

- Advocacy grant deadline in January. Ideas will be discussed at next Development Committee meeting.
- The Joint Automation or JA agreement needs to be approved by March. A copy has been shared with the Board for review.
- JA fees for us will be going down however we will now need to pay for internet/telecommunications charges that JA has been paying. There is a meeting on Dec 8 at 9:30 to discuss. The adjustments will about equal out as currently proposed.

#### Programs

- Discussed with MyShopper Library column for all Schoharie Co libraries. Working on a rate.
- Laura Gagnon and Donna Jo Cody have contacted us regarding Battle of the Books for 2022. Julia is ordering books and we completed a print job of materials to be sent home with kids in Golding Middle School.
- Don and Julia and working on programming for the fall and winter. Janice Clark will be assisting with StoryTime.

#### Collection

- Preparing for Fine Free starting January 4. Working with MVLS staff to get the system set. Purchased the guilt jar and Don is assisting with the sign.
- Working on Library of Things collection and used the Dream and Do funds from MVLS to purchase DVD player and an external hard drive that will be loaned out.
- Attendance:
  - November: 717 adults, 36 teens, 79 kids, 57 reference and 13 digital literacy interactions, 7 curbside service. We were closed two holidays.
  - October: 969 adults, 34 teens, 145 kids, 67 reference and 23 digital literacy interactions, 2 curbside service. We were closed two days for COVID
  - September: 945 adults, 66 teens, 126 kids, 55 reference and 20 digital literacy interactions, 2 curbside service. Closed one holiday.
  - August: 888 adults, 79 teens, 117 kids, 21 reference and 43 digital literacy, 1 curbside service
  - July: 1011 adults, 105 teens, 172 kids, 44 reference interactions and 41 digital literacy interactions
  - June: 807 adults, 45 teens, 81 kids, 4 reference interactions.
  - May: 615 adults, 30 teens, 43 kids, 3 reference interactions.
- 105 Ancestry searches and off-site access extended to the end of the year.

#### Equipment

- The self-serve fax machine income is not covering the cost of operation. Will look into other options.

- 746 (November), 870 (October), 796 (September), 813 (August), 770 (July), 718 (June), 705 (May) users of the Wi-Fi.
- 57 (November), 74 (October) 146 (September), 142 (August), 146 (July), 98 (June), 62 (May) computer sessions.

#### History Room

- Pam is updating the guide and adding spine labels to resources.

#### Friends

- Holiday ornament fundraiser tree is up. Find an ornament you like and make a donation.
- Next meeting 12/11 at 10:30

#### Outreach:

- Elected Trustee for the Schoharie County Historical Society.

### **Don LaPlant Adult Services Librarian Report for the month of October 2021**

#### **Professional Activities**

- Weeded adult fiction and adult large type collections.
- Reorganized adult fiction, adult non-fiction, biography, and LT sections (with the assistance of Amy Mele)
- Hosted a meeting with Cobleskill-Richmondville HS Librarian Nancy Goldblatt to discuss potential collaborations, especially related to teen programs and collections.
- Met with Kim Zimmer and Julia Brandel to coordinate and plan grant proposals.
- Submitted grant application to Poets & Writers to support poetry workshops in Jan. and Apr.
- Submitted grant application to ARSL to support Library of Things purchases.

#### **Programs/Events (Total Attendance: 22A)**

Knitters Group, Tues., Nov. 2, 9, 16, 23

attendance: 16A total

The Tuesday Knitters changed their meeting time to 1:00 pm for the winter.0

SCHOOL Book Chat, Fri., Nov. 5, 19

attendance: 6A

Secrets of the Library Catalog, Nov. 4 (online), Nov. 17 (in-person)

attendance: 0

#### **Displays**

*November Sneak Preview:* handouts listing major book releases during the month of Nov.

9 of 15 handouts taken. Of the 11 books featured on the list, 6 have not arrived due to supply chain issues; 100% of the other five have circulated.

*Native American Heritage Month Display* featuring books by and about Native Americans.

6 of the 12 displayed books circulated while the display was up.

*Cooking for Comfort, Company, & Celebration Display* featured holiday and comfort food cookbooks. 3 of the 8 displayed books circulated while the display was up.

Hunting Season Display (new mini-display beside new non-fiction shelves)

**Social Media**

Facebook	Nov. 2021 vs. Oct. 2021	
original posts	30	35
post reach	8,947	10,186*
page reach	5,158	5,277
engagements	475	676

\*the announcements of 2 COVID-related closures in Oct. may account for the elevated traffic

Platform	Nov. 2021 Followers vs. Oct. 2021	
Facebook	929	848
Instagram	53	25
Twitter	5	4

**Professional Development**

Attended a webinar, “29 Tech Tools to Create Cool Marketing Content for Social Media”

**Julia Brandel, Youth Services Librarian Report for the month of October 2021**

**Programs**

- Take & Make Kit November #1 · Available from 11/01-11/15 - · 17 kids, 18 adults
- Take & Make Kit November #2 Available from 11/16-11/30 - · 24 kids, 22 adults
- Make a Clay Pen (hosted at The Studio for Art and Craft) · Held- 11/13/2021 - 11 kids, 3 adults in attendance
- Created new programs for December. Worked with Janice Clark to create a special “Holiday Story Time” on December 10<sup>th</sup> at 11am.
- Teamed up with a local artist to have a DIY Crochet Ornament class for all ages on December 9<sup>th</sup> a limit of 10 participants.

**Trainings taken this month-**

- 11/09/2021 Libraries and Autism- We’re Connected, CRLC (1 hr)
- 11/16/2021 High School to College Transition Group, CDLC (1 hr)

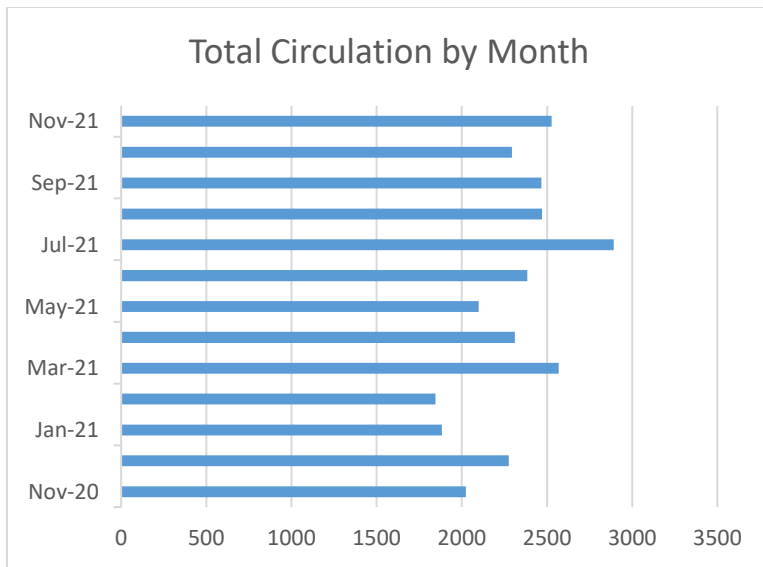
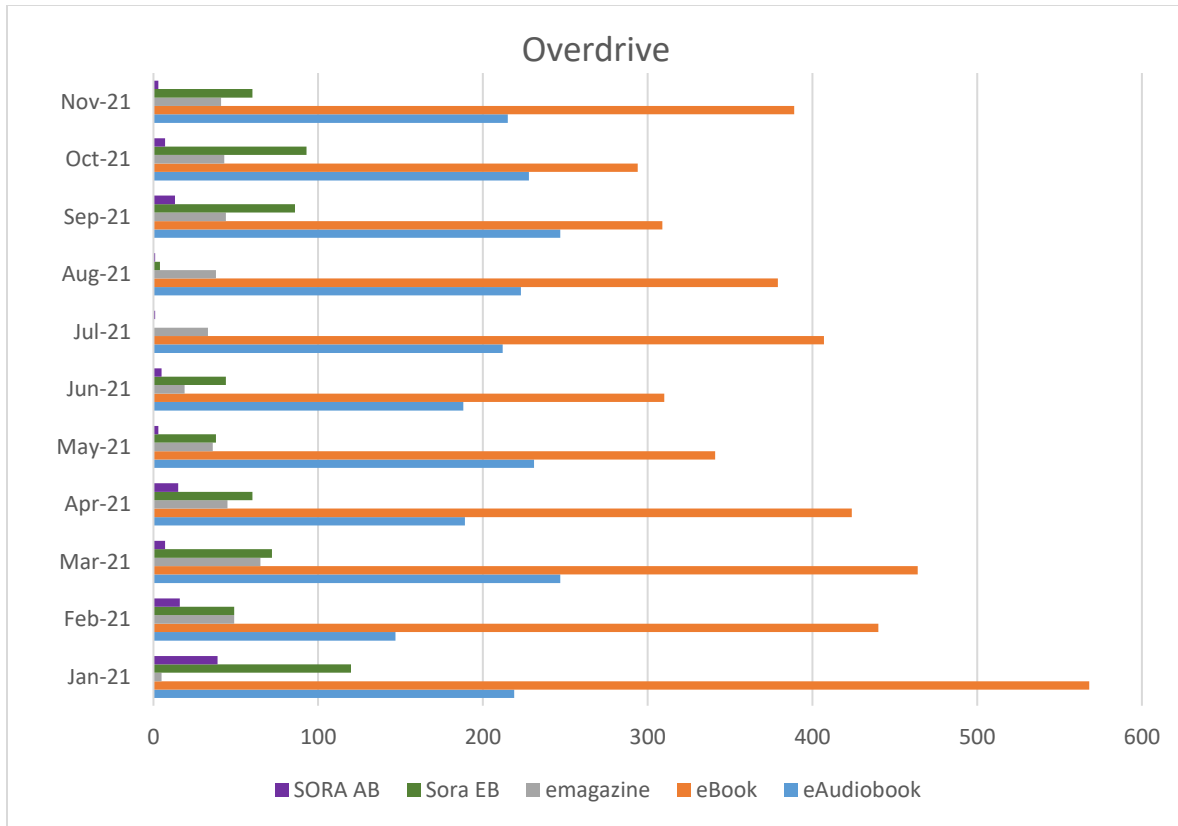
**Outreach**

- Met with SCCAP, CCE, and individuals about a series of programs for young adults that will take place March-May 2022.
- Coordinating with Laura Gagnon, librarian at Golding Middle School, as well as Donna Jo Cody, librarian at Ryder Elementary School, for Battle of the Books 2022.
- Reached out to the Schoharie County Youth Bureau to see what their department is about. They do a variety of free outdoor activities with youth. We discussed cross-promoting each other’s programs.

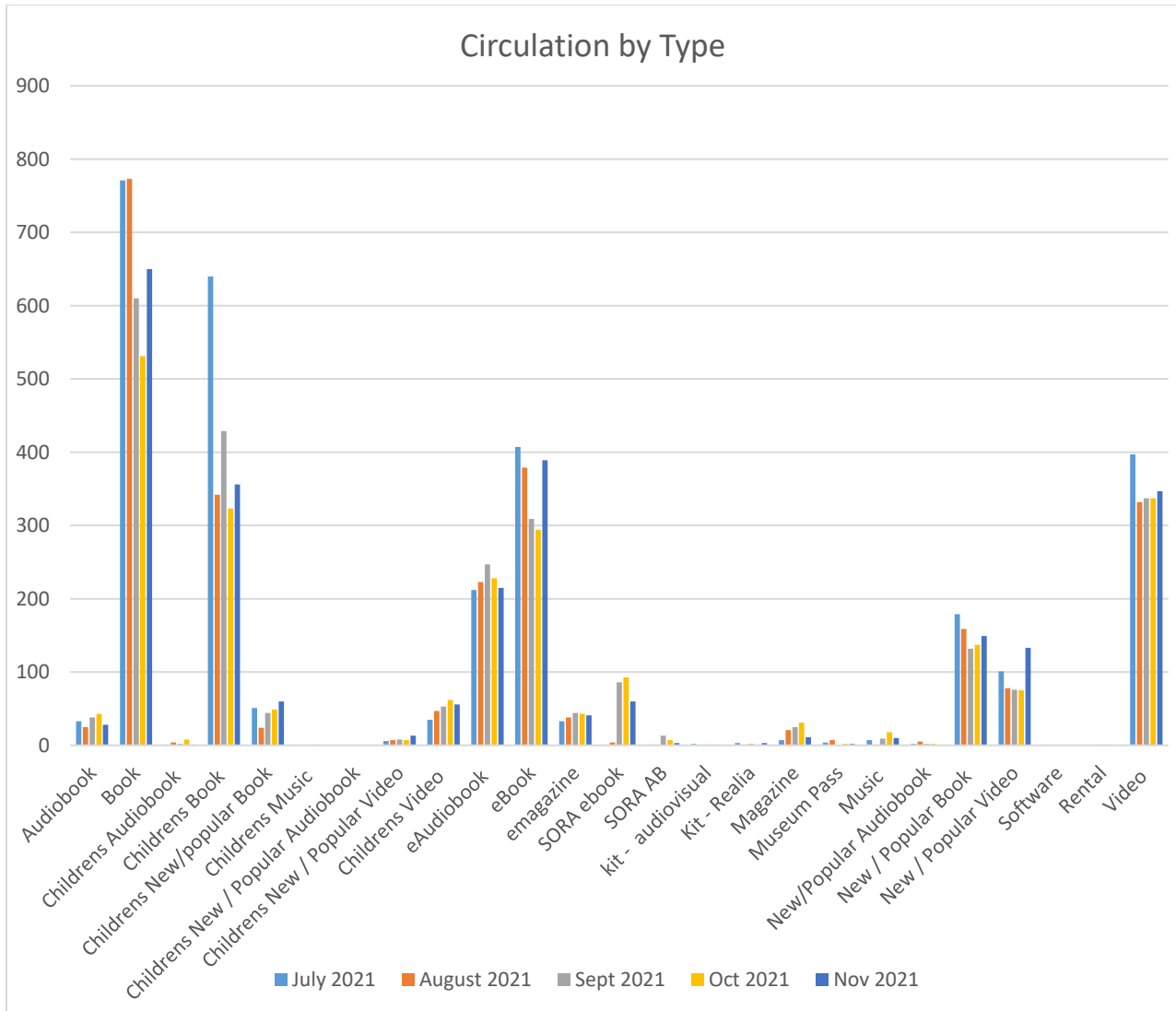
**Grants**

- Currently working on a CREATE grant with Don LaPlant.
- Submitted a grant to “Sisters in Crime.”

Statistics







**Current Financial Documents for approval**

Linda Carpenter has shared through email

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

12/9/2021

<b>Budget Line</b>	<b>Claimant</b>	<b>Note/Acct#</b>	<b>Invoice#/Subtotal/Due</b>	<b>Amount</b>
7250006	Standard Security Life Insurance Company	disability insurance		\$ 255.60
7250007	Donald LaPlant	2021 Insurance Buyout	\$228 for 4 months	\$ 912.00
7250007	Julia Brandel	2021 Insurance Buyout	\$228 for 2 months	\$ 456.00
7520001	Lynette Lawyer	Treasurer Oct - Dec 2021	10/22/1904	\$ 570.00
7520001	J. Strauss	990 tax return 2020	1454	\$ 575.00
7540000	The Studio for Art and Craft	Clay Pen Program	111521-1	\$ 165.00
7540000	KareBear's Krafts	12/9 program	1	\$ 100.00
8110000	Race Printing	Battle of the Books		\$ 230.00
	Walmart Capital One		November Statement	\$ 12.66
8110000	swiffer	12.66		
	Staples		December Bill	\$ 245.42
8110001	trash bags, flash drive, donation box	221.47		
8110000	cardstock	23.95		
	DEMCO	710217083		\$ 45.53
8110001	clear clip shelf lable		45.53	
8130002	Midtel	00078693-0	10223947	\$ 180.28
8180001	Marni Graff	The Evening's Amethyst #5		\$ 15.00
8180001	Center Point Large Print	October and November	1871927	\$ 89.28
8180001	Ingram	20V8277 - book purchases	6001002, 60000358, 67388432, 61999252, 67388457, 67387547, 61998776, 61997984, 67387372, 61996541, 61997182, 61995652, 67384821, 67384161, 61994374, 61994119, 61993456, 67382611, 61992383, 61991367, 67377907, 61989624, 67377722, 61988137	\$ 1,878.47
8181001	MVLS	2022 Overdrive Content	3915	\$ 3,828.94

8182001	Midwest tape	2000012078 - DVD purchases	501212160, 501230287, 501265490, 501297520, 501326070	\$ 505.12
8182002	Schoharie Free Library	lost book		\$ 3.99
8210011	The ARC Lexington	710217107	October	\$ 900.00
8210013	TBS	Boiler Alarm	18772	\$ 676.00
8210018	Casella	54-324137	1454458	\$ 99.45
8220001	NYSEG	1002-8403-052	November Bill	\$ 391.30
8220002	National Grid	07664-27114	November Bill	\$ 655.50
8220002	National Grid	07664-27123	outdoor light	\$ 10.43
8570002	My Shopper	Library Clerk Advertisement		\$ 48.50
9910001	MVLS	JA Fee December		\$ 657.30
			<b>Total:</b>	<b>\$ 13,506.77</b>

**Director's Account**

	Summary of Claims		12/9/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	Syracuse Cultural Workers	Community Poster		\$ 22.15
8180001	Amazon	2 books		\$ 14.51
8180001	Catnap Books	1 book	check #258	\$ 18.66
Total Reimbursement to Director's Account				<b>\$ 55.32</b>

**Upcoming Financials Claims that need approval**

The new rate for Kim's insurance will come out this month and there may be two months for New Looks Landscaping. The New Looks Landscaping contract is also coming but there will be no increase for 2022.

	Summary of Claims		12/9/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	12/31/2021	

8210012	New Looks Landscaping			
Total				\$ -

**Grants**

**Renovation Financials Claims**

Check # 276 from BOR renovation account for \$3808.50 to Lamont Engineers for work rendered through November 2021

**Paid in advance**

Nothing this month.