

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, Vacant 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, Vacant
Meeting, 2021 reapportioned budget, 2022Budget, tax levy, raises, bank accounts, PTO/Sicktime, cleaning contract
- b. Facilities – Ruth*, Julia*, Fred, Vacant,
- c. Personnel – Julia*, Ruth, Linda, Janice
1/19 meeting: Director evaluation, Executive Session to discuss Director Compensation
- d. Policy – Janet*, Linda, Dee
2/4 Meeting: Policy review - Registration, Nonresident, Borrowing
- e. Board Development – Dee*, Harriet, Ginny
1/19 Meeting: training, vacant trustee position
- f. Long Range Plan Implementation Committee – Janet*, Fred, Janice, Julia
Wade Abbott

Ad Hoc Committee Reports:

- a. Building Committee – Fred*, Janice*, Harriet, Janet, Vacant – Ambient Update
- b. Reopening Committee – Ruth, Dee, Janet, Julia, Rebecca Young – Pandemic Plan
- c. 100th Anniversary Committee – Julia*, Harriet, Pete Lindemann, Julie Cohn – Needs to meet

Unfinished Business:

New Business:

Next board meeting: 3/11 at 1:00pm

Friends Meeting at 10:30 on 3/13

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
January 14, 2021

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.

Guests:

Ms. Colleen Badger was present as a guest. As a homeschooling parent, Ms. Badger is finding it difficult to obtain the materials she would like since the library is providing curbside service only to patrons due to covid. Ms. Badger mentioned that local schools, stores, and the post office are open despite the concern for transmission. Ms. Zimmer explained the unique circumstances of our library, the increase of positive tests in our area, and her concern for staff, patrons, and the building. Ms. Zimmer concluded by assuring Ms. Badger that she will personally aid in finding the requesting materials and her own desire to reopen as soon as circumstances permit.

Additional Agenda Items:

Ms. Zimmer suggested that the November 2021 meeting (the second Thursday of the month) that falls on Veterans' Day and should be rescheduled.

Minutes:

Ms. Walter made a motion, seconded by Mrs. Neary, and was unanimously approved to accept the December 2020 minutes.

Director's Report:

Ms. Zimmer is completing the SEEC grant which will provide laptops available for loan.

A doorbell has been installed at the front door.

Ms. Zimmer is researching the library's phone systems. At the present time the library has two carriers, Midtel and Verizon, and it may be financially beneficial to have one.

The Librarian I position has been advertised.

Circulation of materials including e-books and audio books continues to increase.

Ms. Zimmer is continuing to increase genealogy resources as this is a topic that interests' patrons.

Patrons are now able to access the library printers from anywhere.

The staff is creating kits for youths.

Treasurer's Report:

Ms. Carpenter reviewed the expenses and income for January-December 2020. Ms. Carpenter indicated that she had reviewed the current bills, (due to the coronavirus the entire board was unable to do so). Ms. Clark made a motion, seconded by Mrs. Ashworth, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Ms. Carpenter explained that she had reviewed all the accounts at The Bank of Richmondville, and since the amount was over \$600,000 (beyond the coverage of FDIC), she recommended that some of the money be moved. After discussion, it was decided to leave \$250,000 at The Bank of Richmondville, transfer \$162,000 to the renovation account at KeyBank, and to take out a three-month CD of \$70,000 and a six-month CD of \$70,000 at Trustco Bank. Ms.

Carpenter made a motion, seconded by Mrs. Sand, and was unanimously agreed to make these changes.

Ms. Carpenter made a motion, seconded by Ms. Walter, and was unanimously approved to provide Ms. Carpenter with a read only access to The Bank of Richmondville accounts.

Ms. Zimmer will question if the library's insurance includes bonding for trustees.

Ms. Zimmer explained that a new New York policy provides all employees with up to forty hours of paid sick time a year. This will have an effect on next year's budget.

Facilities:

There are many, many donated books in the annex that must be removed when we have access to the area.

There will be an increase in cost for the cleaners in 2021.

Personnel: No report

Policy: No report

Board Development:

Mrs. Neary reported that the 2020 advocacy money has been spent; the 2021 funds will be used for an artist sketch of the library for letterhead and other items, banners, web platform, magnets, and trustee training.

Long Range Planning: No report

Building:

RBM and Bonaquist Brothers are attempting to resolve the problems with the new heated walkways and stairs.

Ambient spent two days mapping the Annex and will be issuing a report.

Reopening:

Curbside service will remain in place while the percentages remain high for Covid.

100th Anniversary:

Initial ideas are being explored.

New Business:

The 2021 November meeting will be held Wednesday, November, 10 from 2:00-4:00 p.m.

Important Dates:

2/11 1:00 p.m. next regular board meeting

3/13 10:30 a.m. Friends meeting

Adjournment:

Mrs. Berard made a motion, seconded by Mr. Barnes, and was unanimously approved to adjourn at 2:50 p.m.

Submitted by Virginia Downs

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

Library Advocacy

Wade at MVLS has asked for stories and people to participate in virtual advocacy days February 25 and 26th. Is anyone available those days to meet with Assemblyman Tague or Senator Oberacker.

Annual Report

- The portal is open and information is being added.
- Please let me know if you have done trustee training.
- Financial information needs to be obtained from the Treasurer.

Board of Elections

- It is official early elections will be held at the Library.
- They agreed to cover locksmith expenses and to cover hire cleaning staff.

Finance:

- Attended meeting.
- Working with Linda on reapportion 2021 and the 2022 budget numbers.
- Attended MVLS Board meeting where it was announced that the JA fees will remain the same for two years.
- Submitted grant applications to Stewart's Holiday Match and WRGB's Make a Wish.
- Submitted receipts to SCIDA for reimbursement of COVID expenditures.
- Target Circle partnership is active. Remember to shop and vote.
- SEEC grant was awarded for chrome books and charging station. Check was deposited into the Director's account and items were purchased through Amazon. Photo in the Times Journal.

Facilities

- Discussions with Midtel about phone, TV, Internet, credit card line options.
- Sprinkler system inspected.
- Elevator serviced. Since then we have broken buttons that they need to repair.
- Discussed with New Looks snow removal.
- Ordered two air purifiers and will order more next month. Covered under SCIDA grant.

Personnel

- Submitted advertisements for Librarian I to the Mountain Eagle, Times Journal, MyShopper, NYLA, CDLC, and NYLINE.

- Received four applications for Librarian I.
- Attended the following trainings: NYLA fundamentals of advocacy, Early Literacy Decoded Books, Sick leave law,
- Attended the following meetings: MVLS Directors meeting, MVLS Board meeting, phone calls with BRM and BRM and Ambient

Development

- Attended meeting to discuss vacant trustee position
- Received information that we have been awarded the 2021 MVLS Advocacy grant to cover artist expense for drawing new sketch of the Library to be used on note cards, tote bags etc. Budget also included purchase of note cards, tote bags, large banner for side of building, magnets and new website platform.

Long Range Plan

- Nothing this month.

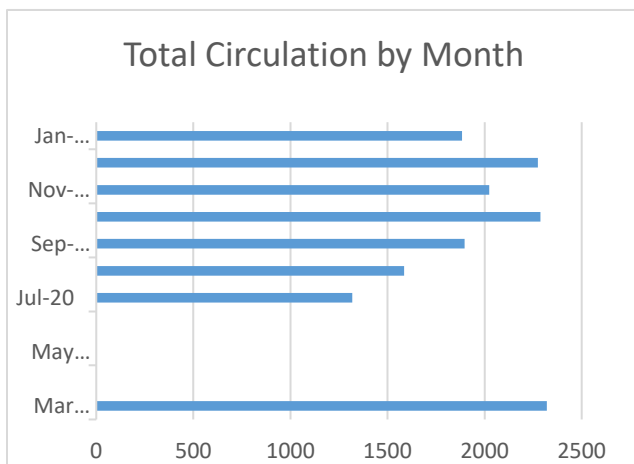
Building/Construction Projects

- Ambient has been back several times. Coordinating a call with BRM and Ambient for next steps.
- Issue with heating in landing and stairs Bonacquisti has reported there is a short in the mat and is determining how to proceed with the electrician and BRM.
- Need to finish DLD paperwork for 2019 project.

Anniversary Committee

- Pete Lindemann has prepared an article for Wednesdays Times Journal. Julie has been going through the history.
- We need to decide what it is that we want to do to celebrate.
- Pete is making a list of images that we can reproduce to create a display. I think this is a great idea especially if we have early elections in the building it could give people stuff to look at while waiting. The committee needs to meet.

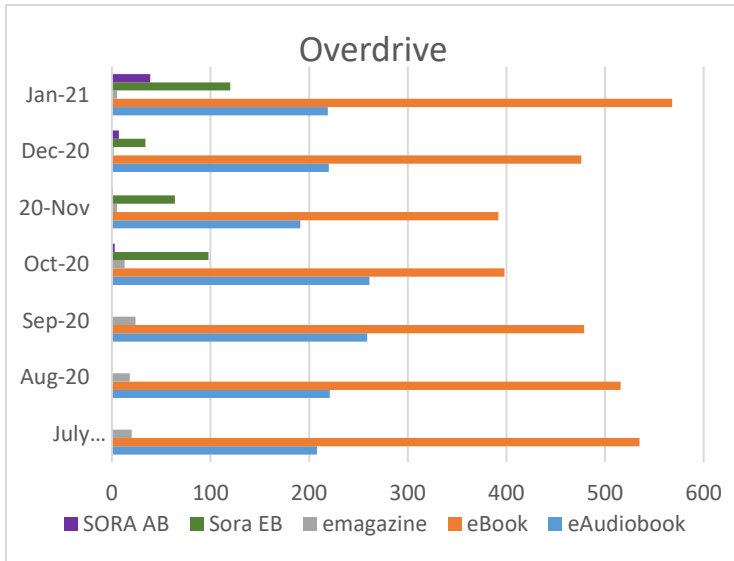
Programs



- Schoharie Free Library has invited us to participate in a virtual program with Middleburgh resident Reggie Harris for a performance on April 21 in the evening.
- Summer Reading training is scheduled for 2/23.
- Schenectady Public Library has recommended libraries share their programs. We will do this on Facebook.
- Tax forms and instructions are arriving.
- Please see the Youth Services report that follows mine.

Collection

- 210 curbside deliveries
- Digital magazines will be staying within Overdrive. MVLS was able to work a deal.



- Exploring Fold3 (military records) to add to Ancestry database.

Equipment

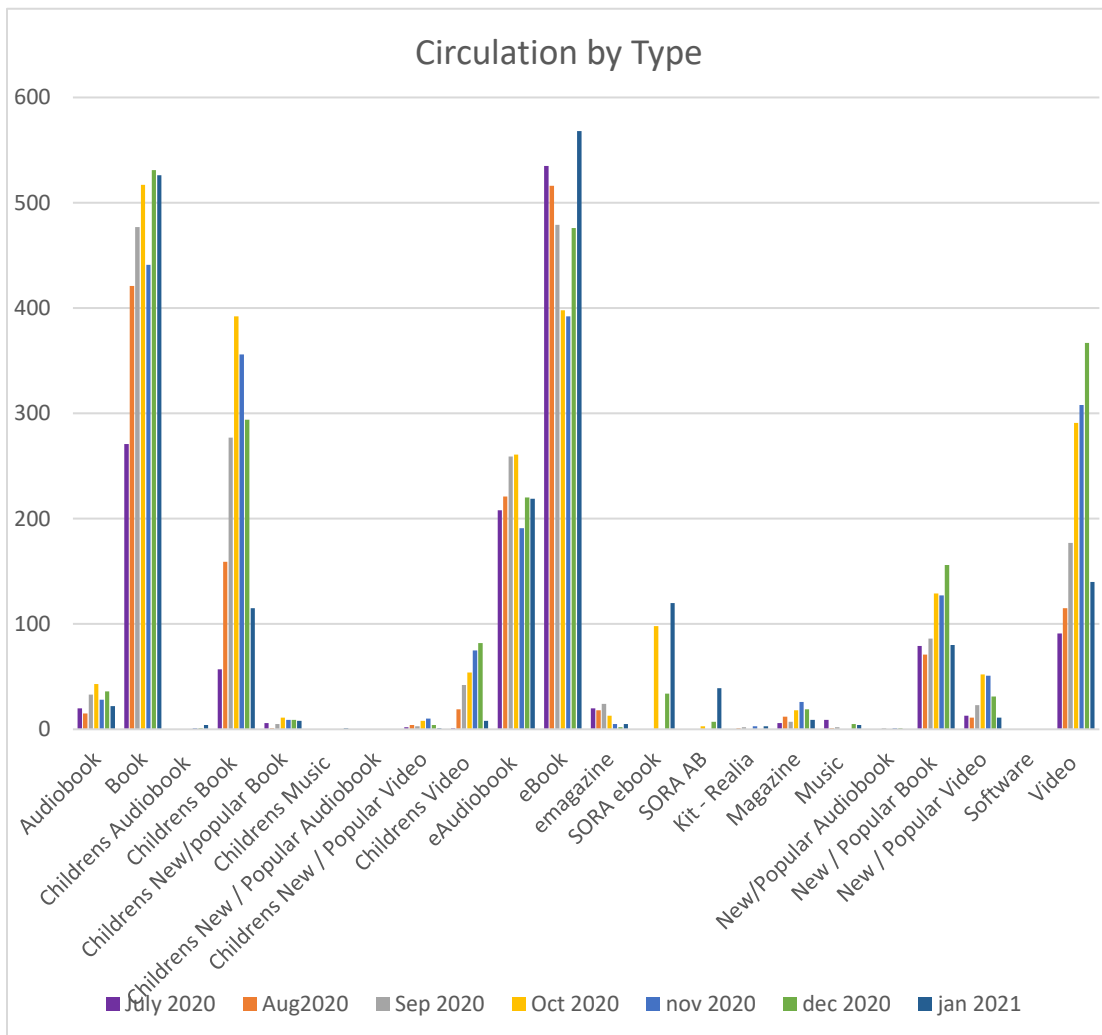
- We had 563 users of the Wi-Fi.

Friends

- Advertising Amazon Smile program. 0.5% of your purchase benefits the Friends.
- Christmas ornament donation event collected \$88. Besides the Peter’s donation there were several others who donated ornaments to the cause.
- **Youth Services Report January 2021**
- STEAM Challenge: Rebecca completed

the January kits to distribute.

- The Studio for Art and Craft has reached out to partner with them on a reading and craft project.



Current Financial Documents for approval

Linda Carpenter has shared through email

Current Financial Claims for approval

Summary of Claims

2/11/2021

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	J. Strauss	bookkeeping, w2s, 1099		\$ 561.00
8180001	Ingram	20V8277	50926524, 50858842, 50791294, 50791293, 50723790, 50723789, 50706588, 50548272	\$ 503.01
8182001	Midwest tape	2000012078	99935699, 99955820	\$ 1,093.10
8210011	NYSID (cleaning)	86331	896946	\$ 586.17
8210012	New Looks Landscaping	January	7	\$ 500.00
8210014	Otis Elevator	66878697	100400253444	\$ 525.00
8210018	Casella	54-324137	1423975	\$ 164.78
8210030	The Hartford	43934382	business owners	\$ 7,495.91
8220001	NYSEG	1002-8403-052	January Bill	\$ 551.54
8220002	National Grid	07664-27114	January Bill	\$ 1,440.62
8220002	National Grid	07664-27123	outdoor light	\$ 10.06
8570002	Times Journal	Ad for Librarian I	1/13/2021	\$ 65.25
8570002	MyShopper	Ad for Librarian I	1/24/2021	\$ 48.50
9910001	MVLS	JA Fee	3617	\$ 657.30
	MVLS	Deep Freeze software Renewal	3602	\$ 54.32
	Walmart			\$88.79
COVID		Lysol, wipes, masks	\$88.79	
			Total:	\$ 14,345.35

Director's Account

Budget Line	Summary of Claims	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
COVID	amazon	2 orders paperbags for curbside		\$ 47.98

COVID	Amazon	2 air purifiers, replacement filters		\$ 387.00
	amazon			\$ 62.40
98300003		charging station and cable	52.98	
8110001		case tags	9.42	
Total Reimbursement to Director's Account				\$ 497.38

Upcoming Financials Claims that need approval

	Summary of Claims		2/11/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	2/28/2021	\$ 838.22
8130001	Verizon		January Statement	?
8130001	Midtel		January Statement	?
	Cobleskill Ag Society		Snow disposal	100
Total				\$ 938.22

Grants Financial Claim

	Summary of Claims		2/11/2021		
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount	Grant
	Amazon			\$ 2,500.00	SEEC \$2500
9830001		chromebooks	\$1,969.00		
9830003		charging cabinet	\$379.00		
9830003		computer cases	\$143.88		
811001		case tags	\$8.12		
Total				\$ 2,500.00	

Renovation Financials Claims

	Summary of Claims		2/11/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Ambient		2021-6791	\$ 705.00
Total				\$ 705.00