

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
  
- b. Facilities – Ruth\*, Julia\*, Fred, Vacant,  
Spring cleanup
- c. Personnel – Julia\*, Ruth, Linda, Janice  
Clerk and Lib I position status
- d. Policy – Janet\*, Linda, Dee  
4/29 Meeting: Paid Time Off, Sick Leave, Code of Conduct for Youth, Internet Access,  
Abandoned Property and Hours of Operation
- e. Board Development – Dee\*, Harriet, Ginny  
4/20 Meeting: Petitions, Friends newsletter articles, Advocacy grant
- f. Long Range Plan Implementation Committee – Janet\*, Fred, Janice, Julia  
Meetings with MVLS

Ad Hoc Committee Reports:

- a. Building Committee – Fred\*, Janice\*, Harriet, Janet, Vacant – 5/6 meeting
- b. Reopening Committee – Ruth, Dee, Janet, Julia, Rebecca Young – update
- c. 100<sup>th</sup> Anniversary Committee – Julia\*, Harriet, Pete Lindemann, Julie Cohn –

Unfinished Business:

New Business:

**Adjournment:**

Budget vote and trustee election 5/18  
MVLS Annual Meeting 5/19 at 5pm  
Next board meeting: 6/10 at 1:00pm  
Building Committee First Wednesday of the month at 10am  
Facilities Meetings First Thursday of the month at 11 am  
Policy Meetings the Last Thursday of the month at 11am  
Development Meetings the Third Tuesday of the month at 10 am  
Friends Meeting 6/12 at 10:30

The Community Library  
Board of Trustees Meeting  
April 8, 2021

**Call to Order:**

As a quorum was present President Ken Hotopp called the meeting to order at 1:05 p.m. Since some of the trustees are fully vaccinated against Covid, they attended the meeting at the library, while others attended remotely via Zoom. Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Janice Clark, Virginia Downs, Ken Hotopp, Janet Sand, Julia Walter, Kim Zimmer. Excused: Fred Barnes, Dee Neary

**Minutes:**

Ms. Walter made a motion, seconded by Ms. Clark, and was unanimously approved to accept the March 2021 minutes.

**Director's Report:**

Ms. Zimmer was pleased to report that the library would be receiving \$1454.55 as a result of the Target Circle Partnership.

Our library will be participating in "Can We Talk," a program encouraging discussion of racism sponsored by Sharon Springs Library.

Our library will collaborate with Schoharie Free Library featuring Reggie Harris on April 21 at 6:30 p.m.

Ms. Zimmer was pleased to inform the trustees that attendance, circulation, and internet usage are continuing to increase toward the pre-covid numbers.

Ms. Zimmer indicated that the Friends of the Library are looking forward to participating in our library's 100th Anniversary celebration. The Mountain Eagle has interviewed Ms. Zimmer about the planned celebration of the centennial.

**Treasurer's Report:**

Ms. Carpenter outlined the expenses and income for March. The trustees in attendance at the library reviewed the current bills. Ms. Clark made a motion, seconded by Ms. Walter, and was unanimously approved to pay the bills.

**Committee Reports:**

Finance:

No report.

Facilities:

Ms. Walter mentioned that Ms. Zimmer continues to meet with the cleaning service regarding additional cleaning guidelines due to the pandemic.

Midtel is working with Joint Automation regarding the change in phone service.

The trustees will Meet April 22, 24, and May 4 for spring cleanup.

Personnel:

Clerk, Casey Wright, has given notice of her resignation.

Following state sick leave guidelines, Ms. Zimmer outlined changes for library employees:

Years of Employment Sick Time & Personal Time Off (PTO)

0-1 year Only earned sick time, up to 40 hrs.

1-3 years Earned sick time, up to 40 hrs. & 30 hrs. PTO

4+ years Earned sick time, up to 40 hrs. & 50 hrs. PTO

Librarian I Earned sick time, up to 40 hrs. & 50 hrs. PTO

Director Earned sick time, up to 40 hrs. & 80 hrs. PT

There is no rollover on PTO and time starts on anniversary date. After 5 years, employees will gain an extra hour per year.

Additional changes:

If the governor declares a state of emergency, staff receive their normal pay for that day.

If staff has to leave early due to weather conditions, they will receive the remainder of their pay for that day.

If the library is closed before opening, staff may charge their PTO, take the day with no charge, or work at home with the director's permission.

As MLK is on a Monday, the library will be closed the previous Saturday.

As Christmas Eve day traditionally has few patrons, the library will be closed.

The trustees unanimously approved these recommendations from the committee.

Policy:

Ms. Sand presented the revised Attendance Policy. Next, Mrs. Sand outlined the new Code of Conduct for Meetings and Programs Policy and the very thorough Telecommuting Policy. The three policies were unanimously approved.

Board Development:

Mrs. Downs indicated that five individuals had obtained petitions for the three available trustee positions: Linda Carpenter, Colleen Badger, Julie Santoro, Abbie Gascho Landis, Jim Collins, Shannon Knowles.

The Committee submitted articles for the Friends of the Library newsletter.

**Long Range Planning:**

Mrs. Sand indicated that Wade Abbott will be submitting his finalized report from the focus groups.

**Building:**

The mats on the new ramp and landing will be repaired at no expense to the library.

Mr. Mays indicated that he will be seeking rough estimates for the abatement in the annex; it will be an expensive project.

**Reopening:**

Ms. Zimmer displayed a reopening chart showing the phases as well as additional services at each phase as suggested by the CDC and MVLS. As of May 1, the floor signs will be removed, and patrons will be permitted more time in the library and more time at the computers.

**New Business:**

Mrs. Berard made a motion, seconded by Ms. Walter, and was unanimously approved to accept The Annual Report.

**Important Dates:**

5/13 1:00 p.m. Next board of trustees meeting.

**Adjournment:**

Ms. Clark made a motion, seconded by Mrs. Downs, and was unanimously approved to adjourn at 2:45 p.m.

**Submitted by Virginia Downs**

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

Annual Report

- Report submitted.
- Information has been given to MVLS for the System annual report.

Finance:

- Updated SAM information.
- MVLS Mini Grant Summer Programs, received \$600
- Worked with Janice and Ken to write letters to Assemblyman Tague and Senator Oberacker

Facilities

- Cleaning contract setup with ARC Lexington.
- Trustee cleaning.
- Moving forward on the Midtel update.
- Dan O'Keefe looked at toilets and fan issue. Also fixed the sump pump.
- Removed COVID directional signage, moved added time to public computers and some furniture back.
- TBS working on HVAC

Personnel

- Issues with April paycheck delivery.
- Announcements for Clerk and Lib I in papers and various job boards.
- We did not receive any applications for clerk and now we have two clerk positions open.
- Attended the following trainings: mental health, 4H SRP, census data, google sheets and excel, facebook pages
- Attended the following meetings: MVLS Directors meeting, phone calls with BRM, phone calls with DLD, Chamber reopening meeting

Development

- Attended meeting to discuss trustee positions, petitions and advocacy grant.

Policy

- Reviewed Paid Time Off, Sick Leave, Code of Conduct for Youth, Internet Access, Abandoned Property
- Followed up meeting with corrections to Paid Time off and Operating Schedule

Long Range Plan

- Attended meetings with MVLS.

Building/Construction Projects

- Submitted amendment paperwork for 2018 and 2019 projects. Awaiting approval.
- BRM helping with 2020 extension and discussing amendments.
- Meeting to discuss HVAC options.

Reopening Committee

- Moving towards reopening. No quarantine, directional signage removed, and second floor open.

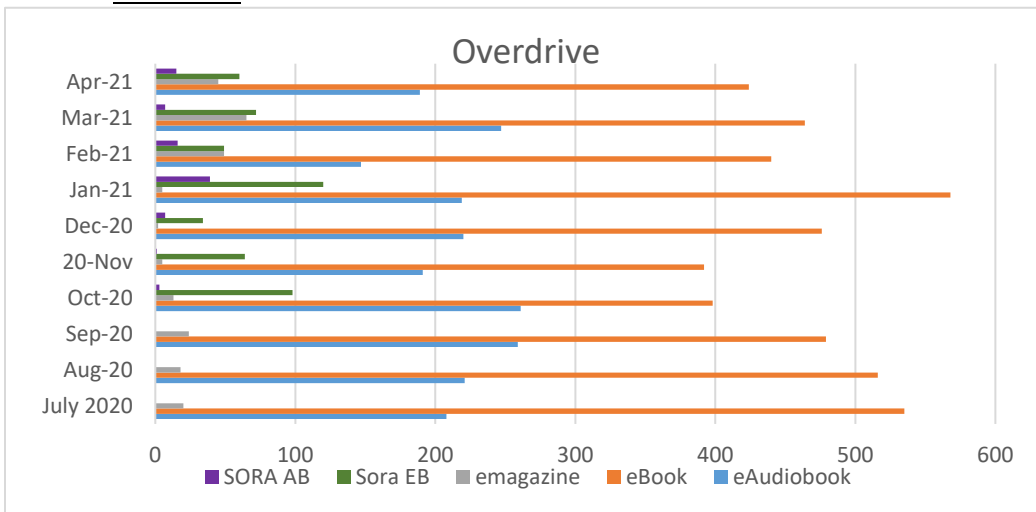
Anniversary Committee

- Weekend of Friends Basket Raffle and Book Sale in September?

Programs

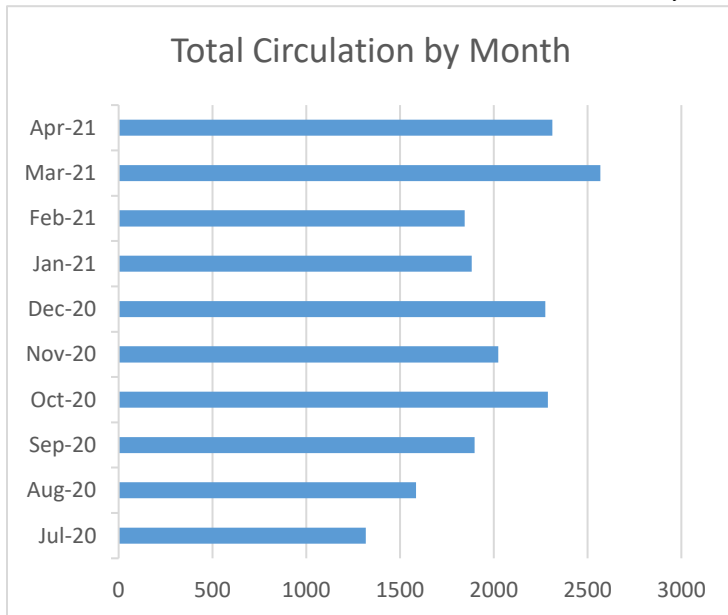
- The Sharon Springs Library application to ALA for “Can we talk?” a program to encourage discussion on race and racism was accepted. We will be collaborating on this program. I have also spoken with Pete Lindeman about a historical presentation on racism in the County.
- Provided Overdrive/Libby training for SCHOOL, 14 participants and great follow-up comments.
- Ordered Read It Forward books for summer teen program.
- Schoharie Free Library has invited us to collaborate on a virtual program with Middleburgh resident Reggie Harris for a performance on April 21 at 6:30pm. 70 adults, 5 kids and 7 libraries participated

Collection



- Collection will be inventoried in May.
- March service: 1 curbside delivery, attendance 603 adults, 37 teens, 44 kids, 12 reference interactions and 5 digital literacy interactions.
- Ordered magazines through Amazon.

- Created an account with Baker and Taylor for audiobooks and placed order. Still not received.



- Moving collection items around. Paperbacks now mixed in. New Items are moving to be housed with collections as we can accommodate.

Equipment

- We had 682 users of the Wi-Fi.
- Chromebooks are ready to be loaned out.

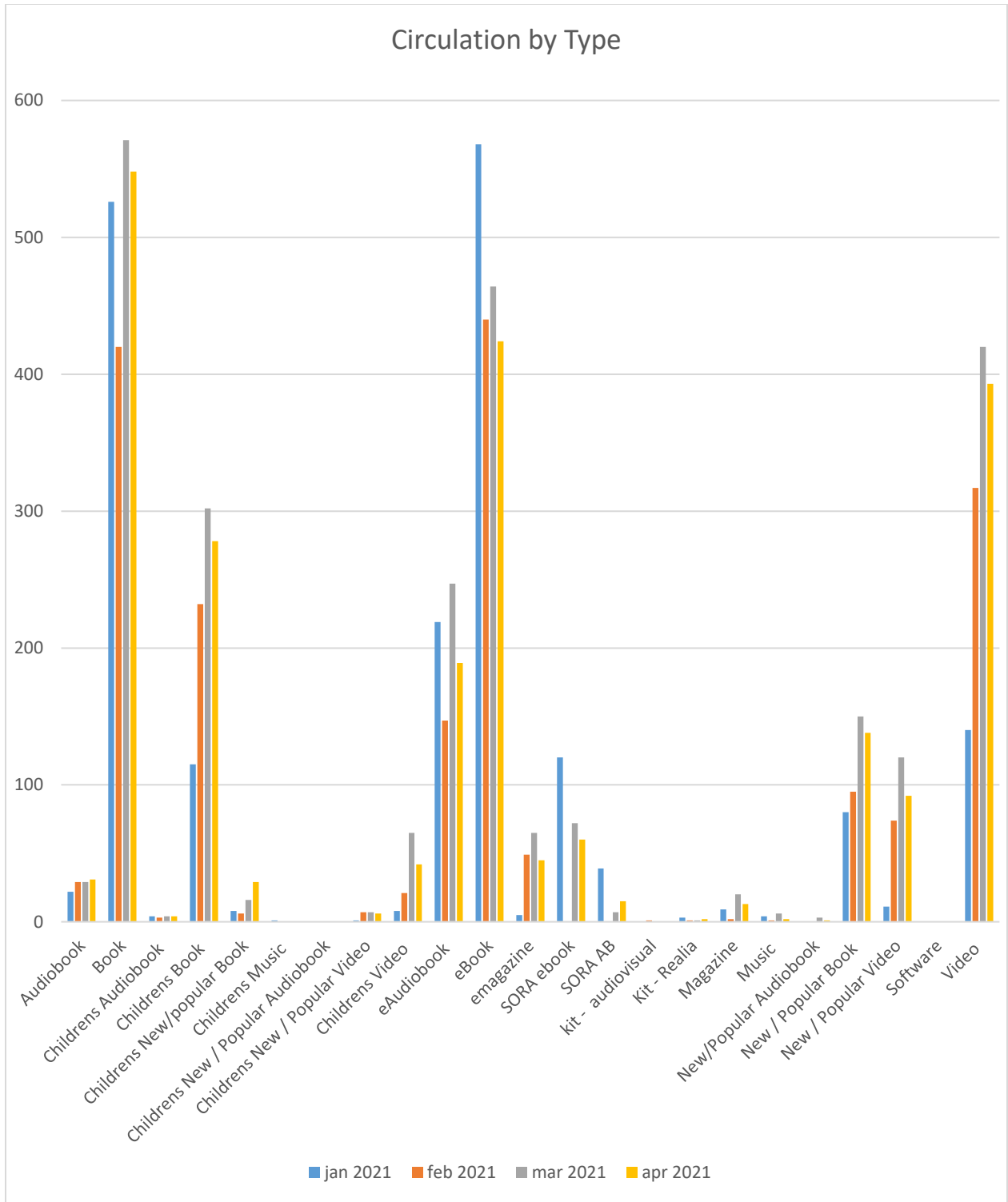
Friends

- Completed Friends Spring newsletter.
- We are collecting used books for a fall sale.
- Meeting June 12 at 10:30 via zoom

Outreach

- Met with Friday afternoon ZOOM history group to discuss storage of historical items in the library.
- Participating in the Bones Brew and Food event

on June 19<sup>th</sup> with other libraries in the County.



**Current Financial Documents for approval**  
 Linda Carpenter has shared through email

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

5/13/2021

<b>Budget Line</b>	<b>Claimant</b>	<b>Note/Acct#</b>	<b>Invoice#/Subtotal/Due</b>	<b>Amount</b>
7520001	J. Strauss	book keeping Jan-Mar	1368	\$ 435.00
8110000	MVLS	Book Page subscription we give away	3705	\$ 184.96
8110000	CSLP	SRP supplies	2098	\$ 169.02
8130001	Verizon	651747977000155	April Statement	\$ 143.29
8130002	Midtel	00078693-0	10181985	\$ 25.98
8180002	Green Energy Times	1 yr subscription		\$ 30.00
8180001	Ingram	20V8277	52251359, 52315515, 52315514, 52360321, 52360322, 52360321, 52407247, 52407246, 52433881, 52454267, 52474541, 52474540, 52505796, 52522317, 52554830, 52590894, 52668372, 52659227, 52687208, 52708847	\$ 2,148.98
8180001	Center Point Large Type	standing Order	1843226	\$ 525.00
8182001	Midwest tape	2000012078	0500277035, 0500342268, 0500367578, 0500373618	\$ 132.07
8210010	Daniel J. O'Keefe Plumbing and heating	sump pump repair		\$ 130.00
8210010	Stanley	Contract for doors		\$ 480.00
8210010	Hydro-Test	6 fire extinguishers tested	21004	\$ 36.00
8210011	NYSID	86331	Feb 910424	\$ 654.29
8210013	TBS	Pressure Relief valve and AC compressor protection	16954	\$ 1,495.00
8210014	Otis Elevator Co	66878697	1.004E+11	\$ 525.00
8210018	Casella	54-324137	1432984	\$ 87.11
8220001	NYSEG	1002-8403-052	April Bill	\$ 303.08
8220002	National Grid	07664-27114	April Bill	\$ 985.25
8220002	National Grid	07664-27123	outdoor light	\$ 9.85
8570002	Times Journal		T191387CL	\$ 72.54
8570002	My Shopper	COMLIB1		\$ 97.00

9830003	MVLS	Software office pro and malware bytes	3717, 3711	\$ 147.88
9910001	MVLS	JA Fee May	3726	\$ 657.30
			<b>Total:</b>	<b>\$ 9,474.60</b>

**Director's Account**

	Summary of Claims		5/13/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8180002	Amazon	magazines		\$ 727.73
8110003	Amazon	SCIDA Grant for COVID Reimbursement	bags, filters, signs	\$ 190.87
8110003	zoom	1 year		\$ 74.95
8140001	USPS	shipping ILL	check 251	\$ 3.28
Total Reimbursement to Director's Account				<b>\$ 996.83</b>

**Upcoming Financials Claims that need approval**

	Summary of Claims		5/13/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	5/31/2021	\$ 838.22
8210012	New Looks Landscaping	March April		
Total				\$ 838.22

**Grants Financial Claim**

Nothing this month.

**Renovation Financials Claims**

Nothing this month.