

Board Meeting Agenda

**Members:** Fred Barnes 2024, Harriet Berard 2025, Linda Carpenter 2026, Janice Clark 2024, James Collins 2025, Ginny Downs 2023, Ken Hotopp 2024, Rebecca Leggieri 2027, Janet Sand 2022, Leo McAllister 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, Becky, Leo
  
- b. Building & Grounds – Fred & Janet\*, Harriet, Ginny  
Annex Progress Report  
Next Steps – Board Input
- c. Personnel – Julia\*, James, Linda, Janice  
Director's Evaluation
- d. Policy – Janet\*, Linda, Leo  
Policy review – Confidentiality, Room Reservation, Code of Ethics and Whistle Blower.
- e. Board Development –Harriet \*, Becky, Ginny  
Individual Trustee Report Card  
Harassment Training – Walters and McAllister  
Trustees share any training information
- f. Long Range Plan of Service Committee - Janice\*, Julia, James  
Chairs to complete the evaluations of committees

Unfinished Business:

Front Entry and heating element – attorney update - Fred

New Business:

**Adjournment:**

Next Board Meeting 12/8 at 1pm

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

Long Range Plan of Service First Friday of the month at 11am

Development Meetings the Third Tuesday of the month at 11 am

Policy Meetings the Last Thursday of the month at 11am

Library Closed 11/11 for Veteran's Day, 11/24 for Thanksgiving and 11/30 for staff development.

The Community Library  
Board of Trustees Meeting  
October 13, 2022

As the asbestos abatement is complete, Ms. Zimmer led the trustees through the annex and provided a general plan for the renovation that will take place. The trustees were impressed with the plans which will provide additional areas for patrons and for the community.

**Call to Order:**

As a quorum was present, President Ken Hotopp called the meeting to order at 1:20 p.m. Present: Fred Barnes, Harriet Berard, Linda Carpenter, Janice Clark, Virginia Downs, Ken Hotopp, Leo McAllister, Janet Sand, Julia Walter, Kim Zimmer. Excused: Jim Collins, Becky Leggieri.

**Communications:**

The MVLS annual meeting will take place October 27 at the Schenectady Library.

**Minutes.**

Mrs. Berard moved to accept the September 2022 minutes. This was seconded by Ms. Clark and unanimously approved.

**Director's Report:**

Ms. Courtney Little, Library Assistant, spoke about ongoing programs for children and teens. She attended all four open houses at Cobleskill-Richmondville Schools to describe programs to students. A few of these fun programs were duct tape crafts and spooky slime. The trustees thanked Ms. Little for her time and effort in presenting these programs.

Ms. Zimmer announced that she had submitted an MVLS grant for programing.

Ms. Pam O'Connor is continuing to sort through the various books in the history room. Some books are ready to submit to vendors.

Friends of the Library had a successful basket raffle and book sale. They informed Ms. Zimmer that they will be presenting her with a check for \$3000 next week.

Early voting will begin again on October 29 at the library.

Ms. Zimmer and the trustees discussed the plight of the homeless in Cobleskill. The trustees endorsed Ms. Zimmer's concept of providing during operating hours a resting area in the library since they are respectful of the property, staff, and patrons.

**Treasurer's Report:**

Ms. Carpenter spoke of the issues regarding stocks that have been gifted to the library. After discussion, Mr. McAllister made a motion, seconded by Mr. Barnes, and was unanimously approved that the financial officer, Ms. Carpenter, and the president, Mr. Hotopp, will be the signers on Merck stock and all other stocks that the library owns or is given.

Ms. Carpenter outlined the expenses and income for September. The trustees reviewed the current bills.

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

**Committee Reports:**

Finance:

Ms. Carpenter is updating the information on Fam Fund and stocks.

Ms. Carpenter and Ms. Zimmer have begun discussions on the 2024 budget.

Building & Grounds:

Mr. Barnes indicated the Brendan Becker is continuing to seek bids for the sprinkler system.

Lenny's Painting (he does restoration painting and has a lift) submitted a bid over \$15,000 for painting and repair of windows. Mr. Barnes and Ms. Zimmer will seek other bids.

Mr. Hotopp will sign the necessary paperwork for the Empire State Development Fund money.

Policy:

Mrs. Sand outlined the changes in the Postings and Complaints policies. Both revised policies were unanimously approved.

Long Range Plan:

Ms. Clark mentioned that she was pleased that the teen advisory board is being initiated.

**Adjournment:**

Ms. Carpenter made a motion, second by Mr. McAllister, and was unanimously approved to adjourn at 2:50 p.m.

**Submitted by Virginia Downs**

**Kimberly Zimmer's Director Report for the month of October, 2022**

Finance:

- Discussed meeting with Gloversville Trustee regarding budgeting for new space. Meeting set for 11/15.
- BQ assisted with salary information.
- Completed corporate authorization paperwork.
- BQ Employee Retention Credit.. Health Insurance information requested.

Building and Grounds

- Discussed the need to paint the building and tree removal.
- Ginny has contacted DOT for a request to install the green library signs along route 7.
- Email with Attorney to settle on a meeting date, 11/8 at 11am with the Bonacquisti attorney.

Annex Renovation

- Walk through with staff, next step to discuss electrical and IT drops and furniture layout
- DLD once the sprinkler information is available this application needs to be amended.

Personnel

- Updating days closed for 2023, committee discussed adding Juneteenth.
- Civil Service paperwork.
- Began work on staff evaluations.
- My laptop had issues and needed to be sent to Computer Support for repair.
- Attended the following trainings: ALA sustainable libraries workshop (11/14, 12/1 and 12/14), de-escalation training and served as moderator, navigating personalities, creating a marketing plan, Tech Savvy storing photos, Jim Baker at JA training on using Polaris offline.
- Attended the following meetings: Schoharie Co. Library Directors meeting, PRINCH software for public printing, Literacy Volunteers, website template reveal.

Policy

October meeting to review policy on Code of Ethics, Privacy and Confidentiality, Room Reservation, and Whistleblower.

LRPOS

- No meetings.

Development

- Attended meeting and offered suggestions for individual trustee report card.

#### MVLS Updates:

- System upgrades completed successfully.
- Provided MVLS with highlights from the year.
- The annual board meeting is October 27<sup>th</sup> at 6pm at Schenectady Public Library. Becky, Janice, attended and accepted the award for Don's Trivia Program.

#### Programs

- Rebekah is creating a bulletin board of information and organizing the various local social services organization information.

#### Collection

- Letter was sent to patrons with lost items. Many of items have been returned.
- New library card registrations: 22 October September 29, Aug 29 (12 during early voting), July 52, June 38.
- Attendance:
  - October: 1,137 adults, 60 teens, 185 kids, 89 reference, 37 digital literacy, 4 curbside, 195 early voting
  - September: 1168 adults, 90 teens, 172 kids, 79 reference, 31 digital literacy, 2 curbside
  - August: 1363 adults, 92, teens, 319 kids, 94 reference, 33 digital literacy, 1 curbside
- Ancestry: 1 August, 7 July, 33 June, 95 May, April 87searches.

#### Equipment Usage

- WiFi: 836 (October), 848 (September), 987 (August), 894 (July), 890 (June), 811 (May), 952
- Public Computers: 109 (October), 138 (September), 219 (August) 201 (July), 189 (June), 118 (May)

#### History Room

- Regional Collections digitization of Daisy Brown scrapbooks Grant:
  - Online site. [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](https://www.nyheritage.org/)
  - contentDM Courtney has been working on the project.
- Pam is helping to identify furniture for the history room.

#### Friends

- Working with the Friends on a Homebound Service plan.
- Friends holiday ornament sale will go up around Thanksgiving.
- Next meeting is December 10 at 10:30
- Holiday concert schedule for December 20<sup>th</sup> at Time to be determined.

#### Outreach:

- Continue to provide COVID test kits.
- Early voting October29 through November 6.

### **Don LaPlant Adult Services Librarian Report for the month of October 2022**

#### **Professional Activities**

- presented Short Fiction Workshop, Fan Favorites book club, Adult Gaming, Craft Buffet, Fighting Fallacies, and Trivia Night programs
- curated three book displays
- developed marketing materials for Adult programs
- developed new monthly events calendar with clerk Jackie Barbato

- coordinated social media posts with library assistant Courtney Little
- produced November edition of library newsletter
- produced November New Acquisitions Coming Soon flyer
- attended MVLS website reveal and training session, Oct. 26
- won the 2022 MVLS Library Recognition Award for Trivia Night programs

**Programs/Events Total Attendance: (137A, 2T, 10K)**

<i>Adult Gaming Club</i> , Oct.....	9A, 1T
<i>Fighting Fallacies class</i> , Oct. 5 .....	13A
<i>Fall Foliage program</i> , Oct. 6 .....	6A
<i>Fan Favorites Book Club</i> , Oct. 7 .....	4A
<i>Short Fiction Workshop</i> , Oct. 11 .....	5A
<i>Fighting Fallacies class</i> , Oct. 12.....	14A
<i>*All Ages Craft Buffet</i> , Oct 12 .....	14A, 10K, 1T
<i>Photo Transfer and File Management program</i> , Oct. 13 .....	7A
<i>Adult Gaming Club</i> , Oct. 18 .....	12A
<i>Fighting Fallacies class</i> , Oct. 19 .....	13A
<i>Needle Felting Workshop</i> , Oct. 20 .....	21A
<i>Short Fiction Workshop</i> , Oct. 25 .....	5A
<i>Trivia Night</i> , Oct. 27 .....	14A

**Displays**

- Sweet, Sweet Murder* Adult Fiction Display. Yielded 4 circ.
- National Cookbook Month*, Adult Nonfiction Display. Yielded 4 circ.
- Musician Biographies*, Adult Nonfiction Display. Yielded 3 circs.
- October Events Calendar*: 110 distributed (incl. 80 at school open houses)

Platform	October 2022 followers	Sept. 2022 followers
Facebook	1,081	1,070
Instagram	130	128
Twitter	3	4

**Mailchimp Newsletter Subscriptions**

Subscribers at the end of	October 2022	September 2022
	345	334

**Courtney Little Library Assistant Report for the month of October 2022**

**Children's Programs**

- Storytime:
  - October 5: 6K, 5A
  - October 12: 9K, 6A
  - October 19: 6K, 5A
  - October 26: 10K, 6A
- LEGO Club
  - October 5: 6K, 3A
  - October 19: 5K, 3A

**Teen Programs:**

- Teen Advisory Board, October 18: 2T
- Teen Game Night, October 20: 1T
- Teen Movie Night, October 25: 0T

**Other Programs:**

- All Ages Craft Buffet, October 12: 14A, 10K, 1T
- Spooky Slime, October 15: 9K, 4T, 5A
- Paws for Reading
  - October 14: 5K, 2A
  - October 28: 3K, 3A

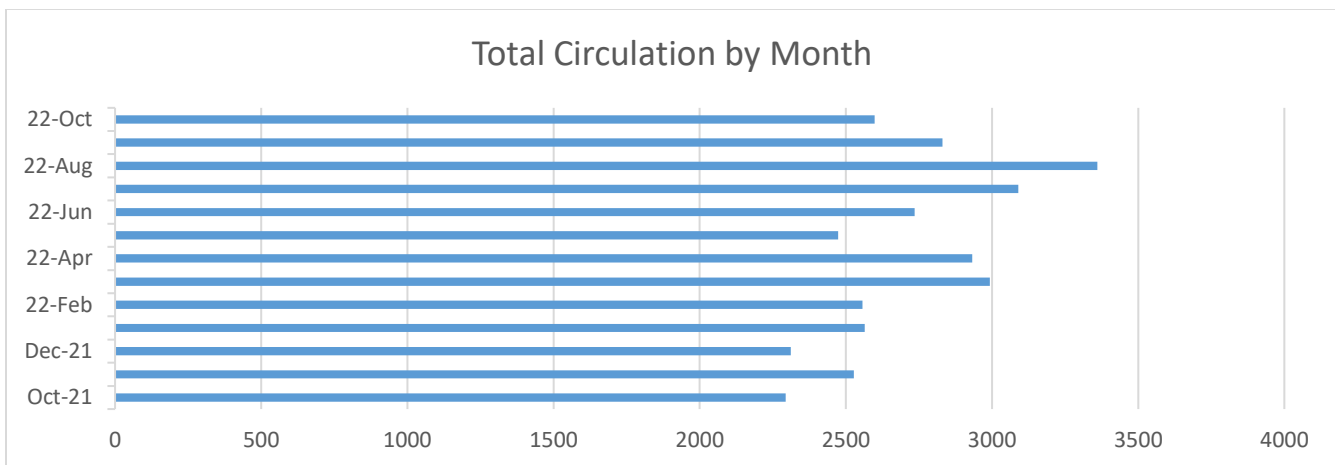
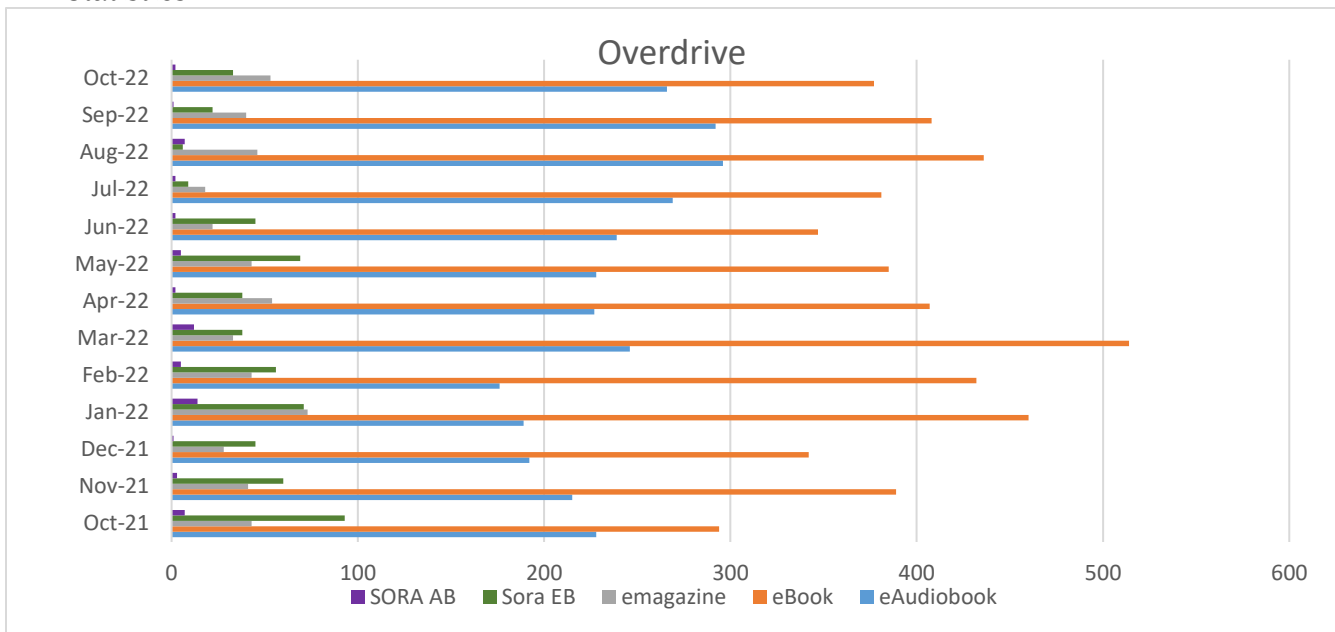
**Displays**

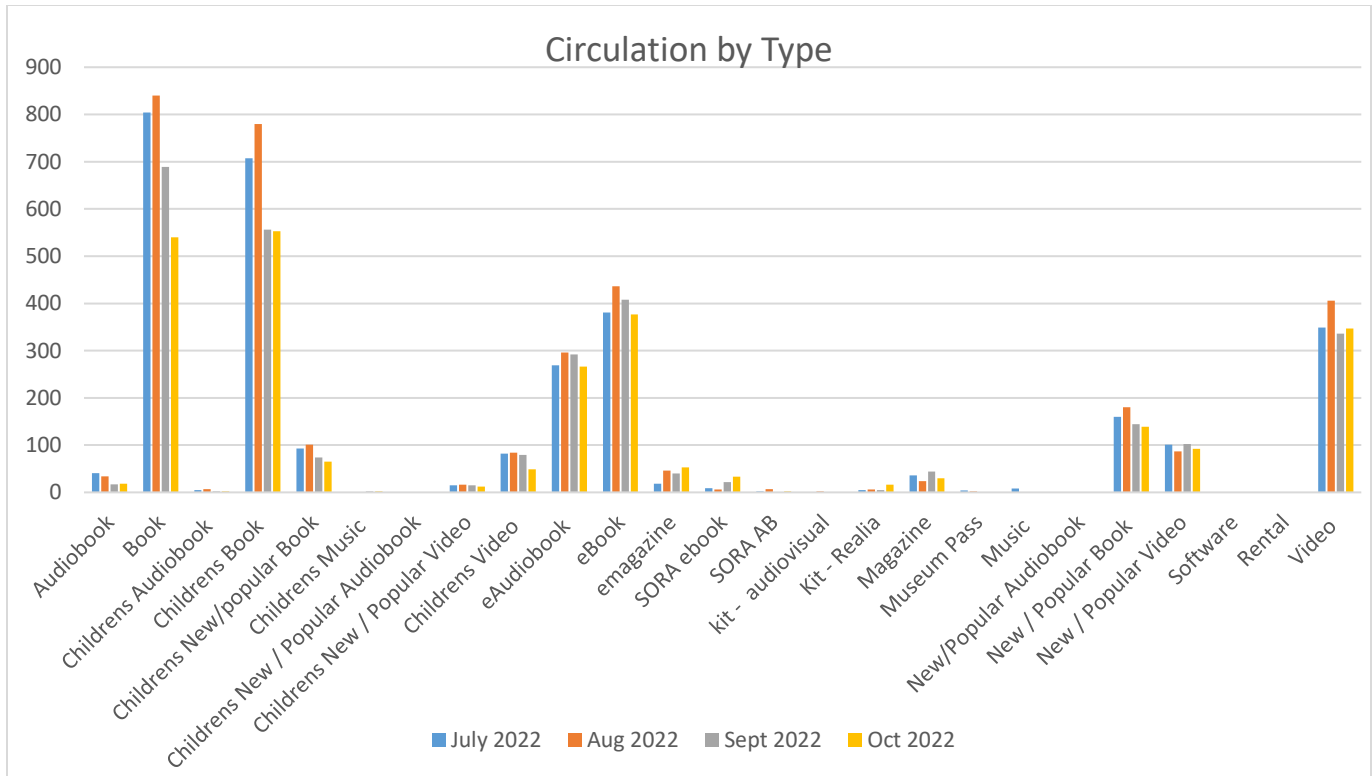
- J Fiction: Scary Stories
- J Picture Books: Halloween
- Teen Fiction: Witches and Hauntings

**Other Professional Activities:**

- Trained on collection development/Ingram ordering with Don
- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for October and November programs
- Attended MVLS website redesign session

**Statistics**





**Current Financial Documents for approval**

Linda Carpenter will share through email

**Current Financial Claims for approval**

Budget Line	Summary of Claims	Note/Acct#	11/10/2022 Invoice#/Subtotal/Due	Amount
7520001	BQ Tax & Accounting	payroll and bookkeeping	20-6752	\$ 145.00
7540000	Sally Ziegler	12/ 1 needle felting program	444787	\$ 175.00
8110001	Race Printing	school promotion for Ira Marcks	4334	\$ 269.00
8110000	walmart			\$70.01
	8110000	candy, borax, glue, wipes	29.47	
	8110001	poster strips, scissors,	40.54	
8130001	Midtel	00078693-0	10295598	\$149.69
8130001	Midtel	00128367-2	10294477	\$80.95
8180001	Ingram	20V8277 - book purchases	60132738, 67519211, 60129342, 60128421, 67513968, 60124848, 60125169, 60123995, 60134412, 60134680, 60136434, 60137164	\$1,873.19
8182001	Midwest tape	2000012078 - DVD purchases	502761560, 502795482, 502799026, 502832384, 502837536, 502855045	\$414.85
8190000	MiSci	Museum Pass		\$200.00

8210011	Cleaning by Maria	Cleaning	October	\$ 500.00
8210012	New Looks Landscaping	Snow Mow Contract	600	\$ 500.00
8210014	Otis Elevator	66878697	f10000055682	\$125.00
8220001	NYSEG	1002-8403-052	October Bill	\$350.42
8220002	National Grid	07664-27114	October Bill	\$639.49
8220002	National Grid	07664-27123	outdoor light	\$11.25
8320001	NYLA	Annual Conf Reg for Don, Courtney and Kim	190 each	\$570.00
9910001	MVLS	JA Fee October	4214	\$ 604.71
	Directors Account	reimbursement		\$ 79.59
			Total:	\$ 6,758.15

**Director's Account**

	Summary of Claims		11/10/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	credit to the account			\$ (60.25)
8110002	Amazon	luggage tag		\$6.06
8110000	Amazon	socks		\$34.98
8110000	Amazon	pompoms		\$5.52
8110001	Amazon	toilet paper		\$61.30
8110001	Amazon	vacuum filter		\$11.98
8110001	Dollar Tree	postit notes and poster board		\$ 20.00
Total Reimbursement to Director's Account				<b>\$ 79.59</b>

**Upcoming Financials Claims that need approval**

	Summary of Claims		11/10/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	10/31/2022	\$ 921.38
	Casella	trash/recycle	1483968	
	Chris Keefer	Poets and Writers Match		\$ 50.00
Total				\$ 971.38