

Board Meeting Agenda

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
1/19 and 1/26
- b. Building & Grounds – Fred*, Harriet, Janet, Julie
1/5 Meeting
- c. Personnel – Julia*, James, Linda, Janice
1/13 meeting
- d. Policy – Janet*, Linda, Dee
1/27 meeting
- e. Board Development – Dee*, Harriet, Ginny
1/18 Meeting
- f. Long Range Plan of Service Committee - Janice*, Fred, Julia, Janet, James

Ad Hoc Committee Reports:

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

Unfinished Business:

Front Entry and heating element

New Business:

Adjournment:

March Board Meeting 3/10 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

The Community Library
Board of Trustees Meeting
January 13, 2022

Call to Order:

As a quorum was present, President Ken Hotopp called the hybrid meeting to order at 1:00 p.m. Present: Fred Barnes, Jim Collins, Virginia Downs, Ken Hotopp, Janet Sand, Julie Santoro, Kim Zimmer (via Zoom: Harriet Berard, Linda Carpenter, Janice Clark, Dee Neary, Julia Walter).

Minutes:

Mrs. Neary moved to accept the December 2021 minutes. This was seconded by Ms. Walter, and was unanimously approved.

Director's Report:

Ms. Zimmer indicated that she has been working with the new accountants, B&Q Accounting, to learn the new accounting system. She also has been busy with end of the year paperwork.

Ms. Zimmer presented the updated Pandemic Operations Plan.

MVLS announced that Advocacy Day is scheduled for March 2.

Battle of the Books will occur in April. The Friends have generously donated \$1200 to support this popular event.

Mr. LaPlant, adult Librarian I, has organized a variety of events including book discussions.

Treasurer's Report:

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

Committee Reports:

Finance:

Ms. Carpenter reported that the finance committee and Ms. Zimmer will be reviewing the 2022 budget to be sent to the treasurer. She is meeting with the new bookkeeper, BQ Accountants.

A new business account has been opened at Trustco and the CD has been renewed.

Building & Grounds:

Mr. Barnes announced that the new storage unit has been delivered by A-verdi for a cost of \$1,478.

Mr. Barnes has been in contact with Jimmy Morrell who has agreed to clean out the annex. Mr. Barnes made a motion, seconded by Mrs. Downs, and was unanimously approved to hire Mr. Morrell to complete the project for a cost not to exceed \$600.

Mr. Barnes and Ms. Zimmer have interviewed Maria Matonis regarding cleaning of the library. Mr. Barnes made a motion, seconded by Mrs. Sand, and was unanimously approved to hire Ms. Matonis for \$100 a week commencing in Mid-February.

Mr. Barnes and Mr. Hotopp are continuing to pursue repairs on the ramp and stairs. Brandon Becker of Lamont Engineering has asked Ms. Zimmer and the trustees to compile a list of suggestions to pursue after the asbestos abatement. The trustees discussed the role of an architect for this endeavor.

Mr. Barnes made a motion to accept \$500,000 from EPF with an addendum that trustee president, Ken Hotopp, has the power to sign all the paperwork involved. Mrs. Sand seconded this motion, and it was unanimously approved. (Refer to the attached resolution.)

Personnel:

Ms. Walter requested the trustees go into executive session to discuss the annual performance review of the director, Kim Zimmer. This was seconded by Mrs. Barard, and was unanimously approved. Ms. Walter moved to come out of executive session. This was seconded by Mrs. Berard, and was unanimously approved. Ms. Zimmer indicated that Catherine Sharkey Lockhart had begun the position of library clerk on December 14. Mr. Collins made a motion, seconded by Ms. Santoro, and was unanimously approved to provisionally appoint Ms. Lockhart to this position.

Policy:

Mrs. Sand announced the committee will meet January 27.

Board Development:

Mrs. Neary presented an updated roster and reminded trustees that with the new year annual trustee training would be required. The new tote bags will be presented to the one hundred patrons who utilize the library most frequently.

Long Range Plan:

The committee will meet in March (quarterly).

Adjournment:

Mrs. Berard made a motion, seconded by Ms. Water, and was unanimously approved to adjourn at 2:30 p.m.

Submitted by Virginia Downs

RESOLUTION

RESOLVED, that The Community Library. applied for financial assistance from the New York State Office of Parks, Recreation and Historic Preservation (“OPRHP”) under Title 9 of the Environmental Protection Act of 1993 for the purpose of funding the restoration of The Annex;

RESOLVED, that The Community Library. is authorized and directed to accept these grant funds in an amount not to exceed \$500,000 for the project described in the grant application; and

RESOLVED, that the Board of Trustees delegates signing authority to execute the Master Contract and any amendments thereto, any required deed of easement, and any other certifications to the individual(s) who hold the following corporate office and employment position titles: President of the Board of Trustees.

CERTIFIED TRUE COPY

I, Virginia Downs, Secretary of The Community Library, hereby certify that the foregoing is a full, true, and accurate copy of a resolution duly and regularly adopted by the Board of Trustees of The Community Library, at a meeting of the Board duly and regularly held on January 13, 2022 at which the Trustees voted in favor of this resolution.

Submitted by Virginia Downs

Kimberly Zimmer’s Director Report for the month of January, 2022

Annual Report

- Is open and must be submitted in March 11.
- Board will need to approve report at March meeting.

- Staff are assisting with compiling data.
- Financial section will be sent to the Treasurer for completion.

Finance:

- Attended meetings
- 2022 budget reapportionment meeting and 2023 draft budget discussions and employee wage increases.
- Submitted grants to SALT and Stewarts. Worked with Julia on Make a Wish and a STEAM proposals.
- Working with new bookkeeper on W2 corrections. Printed and delivered to employees. BQ mailed 1099s.
- Requested financial binders be returned to the Library when scans by new bookkeeper are complete.
- CDBG Town agreement review and board approval.
- Discussions with bookkeeper and treasurer regarding retirement issues.
- Researching health insurance plans including vision and dental.
- Notified that the Library is receiving \$500,000 from EPF with a 385,000 match. Met to go over contract and paperwork process.

Building and Grounds

- Attended meeting – discussed front entry, storage, cleaner, additional building issues.
- Toilet seat replaced and noisy bathroom fan fixed.
- TV mounted in the Program Room.
- Staff shoveling and chopping ice until snow removal company arriving to finish.
- Canceled ARC Lexington contract and setup new agreement with Cleaning by Maria. New service will start 2/10.
- Brendon, Ken, Fred and Kim will meet monthly on the third Thursday.
- Donated fish tank setup in Pine Room.
- The contractor who is working on the estimate for repair of landing and stairs has not submitted anything yet.
- Capital district engineering firm submitted a bill for landing and stairs review.
- Staff preparing for Annex storage and removal of items.

Personnel

- Committee met by zoom and followed up with verbal director evaluation.
- Provided web site information to staff for training opportunities.
- The 7-day average for the County is coming down. Masking requirement is still in place.
- The Library Clerk exam was held January 22. Due to COVID there have been delays.
- Completed Julia's evaluation. We are holding weekly meetings to discuss youth services.
- Attended the following trainings: Financial literacy, moving from overdrive to libby, programming made easy, budgets and finance trustee training
- Attended the following meetings: Scho Co Directors meeting, MVLS Directors meeting.

Policy

- Meeting to discuss presentation of policies.

- We are sending out an email newsletter. To collect email addresses we are adding an approval request question on the Borrower registration form to add registrants email to the newsletter mailing list.

LRPOS

- No update.

Development

- Attended meeting, discussed logo, advocacy grant and board evaluation.
- Received MVLS Advocacy Grant of 2500\$ to print a mailing for the school district prior to May vote.
- Working with TJ to print notecards, they are looking for envelopes.
- Ordered pens to go with the tote bags to top 100 users, distributed at the April tea.
- Seeking Communication/Marketing plans from other libraries

100th Anniversary Tea

- April 2 at 2
- Contacted Assemblyman Tague's office to confirm his participation

MVLS Updates:

- MVLS held meetings with website vendor. Don and I participated. If new template works for us might not need to seek new platform.
- Annual Meeting will be held in October
- New employee Marry Carrier has been hired.
- Still discussing when award nominations will be released
- Virtual Advocacy Day is March 2.

Programs

- Tax forms and instructions should arrive middle of February. Meantime we are printing forms.
- All Schoharie Co libraries submitted an advertisement to the MyShopper. Schoharie will manage the billing. Shared Feb version with the Board.
- Purchased materials for Battle of the Books and Summer Reading
- Meet with school librarians and Julia to discuss the Battle of the Books budget.
- Contacted Findaway to discuss the Playaway Launch Pads. They have sent us samples to test out and a Wonderbook for our collection. Will work with Julia on a Dollar General grant to obtain Launch Pads.

Collection

- Renewed several magazine subscriptions.
- Fine Free: numerous items have been returned and questions regarding resolving account issues and updating cards. 19 new cards this month.
- Attendance:
 - January: 741 adults, 29 teens , 125 kids, 42 reference, 18 digital literacy, 4 curbside
 - December: 708 adults, 26 teens, 76 kids, 46 reference, 15 digital literacy, 4 curbside deliveries, we were closed 3 holidays.

- November: 717 adults, 36 teens, 79 kids, 57 reference and 13 digital literacy interactions, 7 curbside service. We were closed two holidays.
- 53 Ancestry searches.

Equipment

- Adult Librarian laptop finally arrived.
- WiFi 708 (January) 741 (December), 746 (November), 870 (October), 796 (September), 813 (August), 770 (July), 718 (June), 705 (May)
- Public Computers 79 (January) 81 (December), 57 (November), 74 (October) 146 (September), 142 (August), 146 (July), 98 (June), 62 (May)

History Room

- Considering a grant to digitize the Daisy Brown journals.

Friends

- Next Meeting 3/12 at 10:30
- 1200\$ check presentation on 1/28 for Battle of the Books
- Love Your Library Month – February book bundle sale
- Friends are sharing Library programs with members.

Outreach:

- Meeting with St Rose professors and students to discuss social work in libraries.
- CR High School will hold an art show in the Library during May.
- Early Voting for the Primary will be held June 18 through June 26. BOE will setup on June 17 in the afternoon.

Don LaPlant Adult Services Librarian Report for the month of January 2022

Professional Activities

- produced new Library News email newsletter and promoted online signups for library newsletter, increasing enrollment by 27% in January
- attended taskforce meeting regarding future of MVLS literary & writing programs
- designed January sneak preview book list
- produced new monthly events calendar
- made updates and corrections to the library's web page
- presented Short Fiction Workshop and Fan Favorites book club programs
- worked with MVLS and Ingram personnel to address book processing issues
- attended "Program Planning Made Easy" webinar

Programs/Events (Total Attendance: 29A)

Fan Favorites Book Club, Jan 7 - 3A
 Knitters Group, Tues., Jan 4,11,18,25 - 13A total
 Short Fiction Workshop, Jan 11 and 25 - 13A, 1T
 Matt Burns Poetry Reading Jan 20 - 7A

Displays

January Sneak Preview: handouts listing major book releases during the month
Gilded Age Literature Display: focused on literature from 1870-1910 to capitalize on new HBO series set during the period

Critical Thinking Display: books examining evaluating information critically and avoiding online misinformation

Social Media

Facebook	Jan 2022	Dec 2021
original posts	31	27
post reach	12,071	9,438
page reach	6,836	5,977
engagements	623	563

Platform Followers	Jan 2022	vs	Dec. 2021
Facebook	881		859
Instagram	75		56
Twitter	4		5

Julia Brandel, Youth Services Librarian Report for the month of January 2022

Live Programs:

- StoryTime: Jan 7 theme winter 0kids, 0A, Jan 21 theme hibernation 0kids, 0A. Starting in February StoryTime is moving to Wednesdays at 10:30 in the hopes that we can attract families to attend. Many thanks to Janice Clark, who graciously assisted me for the Friday Storytimes. I will be presenting the Storytimes from now on.
- Introduced “Crafts Around the World,” a virtual program hugely popular at Schoharie Library, to The Community Library. Jennifer Mosher of Schoharie Library oversees the program, and gives each branch a list of supplies, as well as instructions and information to give to the patrons. Kits were made in advance for patrons to pick up. Over 14 TCL patrons signed up for the virtual program, actual numbers are still to be collated. Crafts Around the World: virtual program provided through Schoharie Library CREATE grant. Jan. we are purchasing the supplies for Worry Dolls. 10 kits made 9 taken.
- Crafts left in the Children’s Room – Gingerbread houses, stockings, card frames, decoders, bookmarks, New Year’s hats, expandable cards and all about me booklets. In Library virtual showing offered.

Passive Programs:

Kid’s room:

- Bobblehead craft- 24 taken
- Chinese New Year lanterns- 10 made, 6 taken so far
- Groundhog vote coloring pages- 20 printed, 11 taken so far
- Hibernation booklets to color- 10 made, 8 taken so far
- Winter booklets to color- 10 taken

Teen Space:

- For Chinese New Year Tiger origami easy and hard versions- 12 origami sheets left out, 6 taken so far

Trainings taken this month-

01/12/2022 Program Planning Made Easy, CLRC (1.5 hr)

01/26/2022 Be the Hero! Tween & Teen Live Action Roleplaying (LARPing) Games, ISA (1 hr)

Outreach

- Met with Donna Jo Cody and Laura Gagnon on 01/12/2022 to firm up details for the upcoming Battle of the Books.
- Worked with Schoharie County Community Action Program and Cornell Cooperative Extension to firm up plans for a series of classes, aimed at young adults, called “Adulting 101.” Began promotion for “Adulting 101,” a series of 9 classes running from March-April on facebook, the high school and local businesses. These classes are aimed at young adults who would like to learn a variety of topics, from cooking for one to budgeting to how to write a resume.
- Met with Donna Jo Cody, Laura Gagnon, and The Community Library Friends Group for the presentation of the donation check from the Friends to Battle of the Books on 01/28/2022.

Grants

- Wrote a STEAM proposal for a series of 5 programs.
- Submitted a proposal to the WGY Christmas Wish Request 2021-2022.

Collection

- Looked over the YA collection. Over 250 books were either weeded or put into their proper location (Adult fiction or Juvenile fiction). Began ordering juvenile videos.
- Completed reworking of the Children’s Room. All J Non-fiction has been moved downstairs. Worked with circulation on new signage for the children’s room, and rearranged the new books in order to make space for a graphic novel section in the Children’s Room, as graphic novels required more space. This allowed us to expand the non-fiction shelves. I also worked with circulation on new juvenile book displays (for MLK Jr. Day, International Lego Day, and a Winter book display).

Statistics

I don’t have all the numbers yet. I will send them separately.

Current Financial Documents for approval

Linda Carpenter will share through email

Current Financial Claims for approval

Summary of Claims

2/10/2022

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	BQ Tax and Accounting LTD	Payroll, bookkeeping and W2s	20-4075	\$ 571.50
7540000	Kristi Goodrich	Amigurumi Crochet 2nd class	124	\$ 50.00
8110001	WaDaYaNeed?	name badges	12743550	\$ 80.00
8110000	National Pen	Pens for 2021 advocacy grant		\$ 201.95
	Staples			\$ 199.08
8110000	card stock	24.22		
8110001	paper and toner	174.86		
	Walmart Capital One		December Statement	\$ 55.13

8110000	paint brush, ziplock bags	16.88		
8110001	command strips, microban, wipes	38.25		
8110001	Donna Jo Cody	reimburse for Battle Of the Books supplies	charge friends donation	\$ 80.93
8130002	Midtel	00078693-0	10235258	\$ 148.49
8180001	Ingram	20V8277 - book purchases	55625823, 60017951, 60018097, 60019022, 60021005, 60021371, 60022081, 60023740, 67412297, 60025065, 60025431, 60025863, 67413863, 67413897, 60027204, 60027565, 60028038, 60028101, 60028435, 67415729, 57319647, 60030130, 60031205, 60031244, 60032899, 60033930, 67419465, 60034563, 60035167, 60036039	\$ 1,679.25
8182001	Midwest tape	2000012078 - DVD purchases	501501378, 501518365, 501565614, 501580163, 501610161	\$ 582.21
8182002	Schenectady County	lost books		\$ 23.94
8210012	New Looks Landscaping	snow removal	356	\$ 500.00
8210014	Otis Elevator	2/1/2022-4/30/2022	1.00401E+11	\$ 525.00
8210016	Professional Fire Protection	Jaunary 2022 bill	28324	\$ 350.00
8210018	Casella	54-324137	1459633	\$ 99.45
8220001	NYSEG	1002-8403-052	January Bill	\$ 877.58
8220002	National Grid	07664-27114	January Bill	\$ 876.01
8220002	National Grid	07664-27123	outdoor light	\$ 11.78
8530002	Cobleskill Partnership Inc	membership		\$ 25.00
9830001	MVLS	HP prodesk mini	3994	\$ 1,313.52
9830003	MVLS	deepfreeze Software	3987	\$ 54.32
9910001	MVLS	JA Fee February		\$ 552.12
			Total:	\$ 8,857.26

Director's Account

	Summary of Claims		2/10/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	Joanns	crochet hooks		\$ 71.80
8180001	Harbor Freight	TV mount	2021 Make and Do grant	\$ 49.99
8110000	Catnap books	gift certificate for trivia contest	check #260	\$ 15.00
8110001	Amazon	c Fold paper towels		\$ 26.74
8110001	Amazon	n95 masks		\$ 117.00
8110000	Amazon	modeling clay, jello cups, bamboo scewers	crafts around the world	\$ 56.38
8110001	amazon	Epson bulb and filter replacement		\$ 108.97
8110000	Amazon	Ocean exploration VR headset	SRP	\$ 57.49
Total Reimbursement to Director's Account				\$ 503.37

Upcoming Financials Claims that need approval

	Summary of Claims		2/10/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	2/28/2022	\$ 921.38
8210011	ARC Lexington	710217107	January cleaning	
Total				\$ 921.38

Renovation Financials Claims

Ryan Biggs/Clark Davis \$1037.50

Paid in advance

The Hartford Business Owners Insurance for \$7732.30