

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

- b. Building & Grounds – Fred*, Harriet, Janet, Julie

- c. Personnel – Julia*, James, Linda, Janice

- d. Policy – Janet*, Linda, Dee

- e. Board Development – Dee*, Harriet, Ginny

- f. Long Range Plan of Service Committee - Janice*, Fred, Julia, Janet, James

Ad Hoc Committee Reports:

- a. 100th Anniversary Committee – Julia*, Harriet, 4/2/2022.

Unfinished Business:

Front Entry and heating element

New Business:

Adjournment:

March Board Meeting 4/14 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
February 10, 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, Harriet Berard, Linda Carpenter, Janice Clark, Jim Collins, Virginia Downs, Ken Hotopp, Janet Sand, Julie Santoro, Julia Walter, Kim Zimmer (Dee Neary via Zoom)

Guests:

Ms. Julia Brandel, Youth Librarian I, attended the meeting to describe some of the services she is providing. She has updated and reorganized both the children's and the teen's collection. She described weekly Story Time for children and crafts for both children and teens. Ms. Brandel is working with the CRCS librarians organizing the popular Battle of the Books that is scheduled in April.

Minutes:

Ms. Neary moved to accept the January 2022 minutes. This was seconded by Ms. Carpenter and was unanimously approved .

Director's Report:

Ms. Zimmer is working on the annual report which must be submitted in March.
Ms. Brandel's evaluation is completed.
Ms. Zimmer is using the MVLS advocacy grant to create a pamphlet describing the library's services and expansion to be mailed to all households prior to the May budget vote.
The fine free policy is popular with patrons.
CRCS art work will be displayed in the library in May.
Mr. LaPlant is continuing with additional adult programs and has developed a monthly calendar of events.

Treasurer's Report:

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

Committee Reports:

Finance:

Mrs. Santoro indicated that she's continuing to explore bookkeeping options.
Ms. Carpenter presented the reapportioned 2022 budget and moved to accept this revised budget. Mrs. Berard seconded the motion, and it was unanimously approved.
Ms. Carpenter presented the increase in salary for 2022 for the library employees. Mrs. Berard seconded this motion, and it was unanimously approved.
Ms. Carpenter announced the committee is presently working on the proposed 2023 budget.

Building & Grounds:

Mr. Barnes announced that Mr. Brendon Becker (Lamont Engineering) will meet with trustees and staff on Wednesday, February 16, 5:00 00 p.m., to present a proposed blue print of annex expansion and the proposed time line.
Mr. Barnes made a motion, seconded by Ms. Walter, and was unanimously approved to pay Lamont Engineering \$100,000 for services rendered for renovation of the annex.

Personnel:

Ms. Walter reviewed the director's annual evaluation with Ms. Zimmer.

Policy:

Mrs. Sand explained that she is organizing the revised policies and plans to have them available on the library's web site.

Board Development:

Mrs. Neary indicated that the committee will be devising a marketing plan to promote the library's services and expansion

Mrs. Neary reminded trustees that they will be completing trustee self-evaluations in March.

Long Range Plan of Service:

Ms. Clark's committee will meet in March.

Adjourn:

Ms. Clark made a motion, seconded by Mr. Barnes, and was unanimously approved to adjourn at 2:40 p.m.

Submitted by Virginia Downs

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

Annual Report

- There is a delay in submitting do to issues with the software.
- Board will need to approve report at March meeting.
- Financial section completed by the Treasurer.

Finance:

- Attended meetings
- 2023 budget discussions.
- Lyn is researching retirement reports
- Met with Town to discuss audit on CDBG funds.
- Researching health insurance plans including vision and dental.
- Updating State Financial System website, required Devon's assistance.

Building and Grounds

- Attended meetings
- New cleaning service seems to be working well.
- Capital district engineering firm submitted a letter for review.
- Discussed Annex plans with staff and Board.
- Tagged items in Annex for storage.

Personnel

- Attended meeting.
- Julia has resigned and exploring options with committee.
- Catherine has been appointed permanently to the Library Clerk position.
- During closures staff taking training on Canva, self-registration, book repair
- Attended the following trainings: SRP workshop, facilities trustee training, patron self-registration, Overdrive transitioning to Libby
- Attended the following meetings: Scho Co Directors meeting, MVLS Directors meeting.

Policy

- Attended meeting.

LRPOS

- Attended meeting.

Development

- Attended meeting
- Logo
- Working with TJ to print notecards, they are looking for envelopes.

100th Anniversary Tea

- April 2 at 2
- Contacted Assemblyman Tague and Senator Oberacker will be attending.

MVLS Updates:

- Participated in Virtual Advocacy Day with Assemblyman Tague and Senator Oberacker.

Programs

- Created Seed Library with donation from CCE using card catalog
- SCHOOL program on Libby, 4 adults
- Schoharie Co Historical Society Program Feb 17, 24 adults
- TechSavy Feb 15 LinkedIn

Collection

- Attendance:
 - February: 7786 adults, 20 teens, 130 kids, 53 reference, 42 digital literacy, 5 curbside
 - 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.
 - November: 717 adults, 36 teens, 79 kids, 57 reference and 13 digital literacy, 7 curbside
- 4 Ancestry searches.

Equipment

- WiFi 787 (February), 708 (January) 741 (December), 746 (November), 870 (October), 796 (September), 813 (August), 770 (July), 718 (June), 705 (May)
- Public Computers: 96 (February), 79 (January) 81 (December), 57 (November), 74 (October) 146 (September), 142 (August), 146 (July), 98 (June), 62 (May)

History Room

- Catherine worked on a grant to digitize the Daisy Brown scrapbooks.

Friends

- Shared check presentation photo with the papers
- Next Meeting 3/12 at 10:30 Don will cover for me

Outreach:

- Distributing COVID test kits
- Campus Voter Registration drive requested forms, they ran out. Connected BOE with campus contact.
- 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 February 2022

Professional Activities

- revised monthly Library News email newsletter template
- attended webinar regarding new MVLS/CDLC website templates
- attended MVLS/SALS training on online registration
- attended webinar on Read Squared platform for Summer Reading Program
- designed March sneak preview book list
- produced new monthly events calendar
- presented Short Fiction Workshop and Fan Favorites book club programs

Programs/Events (Total Attendance: 48A, 2K)

Knitters Group, Tues., Feb. 1, 8, 15, 22 - 11A total
 Short Fiction Workshop, Feb. 8, Feb. 17, and Feb. 22 - 17A total
 Beginning Crochet Class, Feb. 10 - 10A, 2K
 Fan Favorites Book Club, Feb. 11 - 2A
 Amigurumi Crochet Class, Feb. 15 - 3A
 TechSavy LinkedIn, Feb 15
 Pen & Ink Book Discussion, Feb. 24 - 5A

Displays

Best of 2021 Trivia Contest
 Display and trivia contest focused on the most circulated items of the previous year; Yielded 13 circulations and 10 contest entries.
 February Sneak Preview: handouts listing major book releases during the month
 African-American Genre Fiction - focused on genre fiction by African-American authors: 6 circs
 Fabulous Fiber February Display - books about knitting, crochet, quilting, weaving, and other fiber arts and crafts: 3 circs

Social Media

<u>Facebook</u>	<u>February 22</u>	<u>Jan 2022</u>
original posts	27	31
post reach	11,172	12,071
page reach	10,059	6,836
engagements	846	623

<u>Platform Followers</u>	<u>Jan 2022</u>
Facebook	881
Instagram	75
Twitter	45

Mailchimp Newsletter Subscriptions

Subscribers at the end of	Feb.2022	vs.	Jan.2022
	71		45

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

Live Programs:

- Paint Party: 3 adults
- StoryTime: February programs each had one adult and one child.
- Battle of Books Radez students created tshirts
- “Crafts Around the World,” February program Maneki-Neko Cats 12 kits given out and one person attended in person. Collaboration with Schoharie, Middleburgh and Sharon Springs libraries.

Passive Programs:

Kid’s room:

- Displays and coloring activities

Teen Space:

- Display for women’s history month signage

Outreach

- Finalized Schoharie County Community Action Program and Cornell Cooperative Extension participation in “Adulting 101.” Promotion 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.

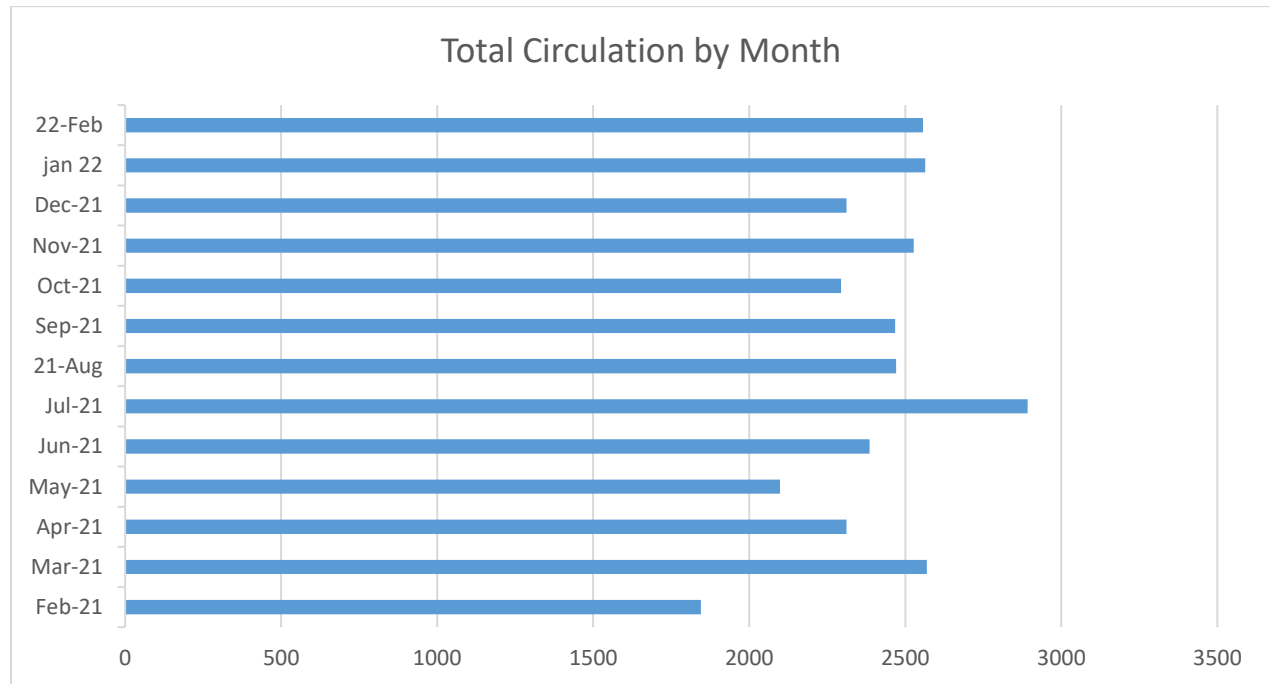
Grants

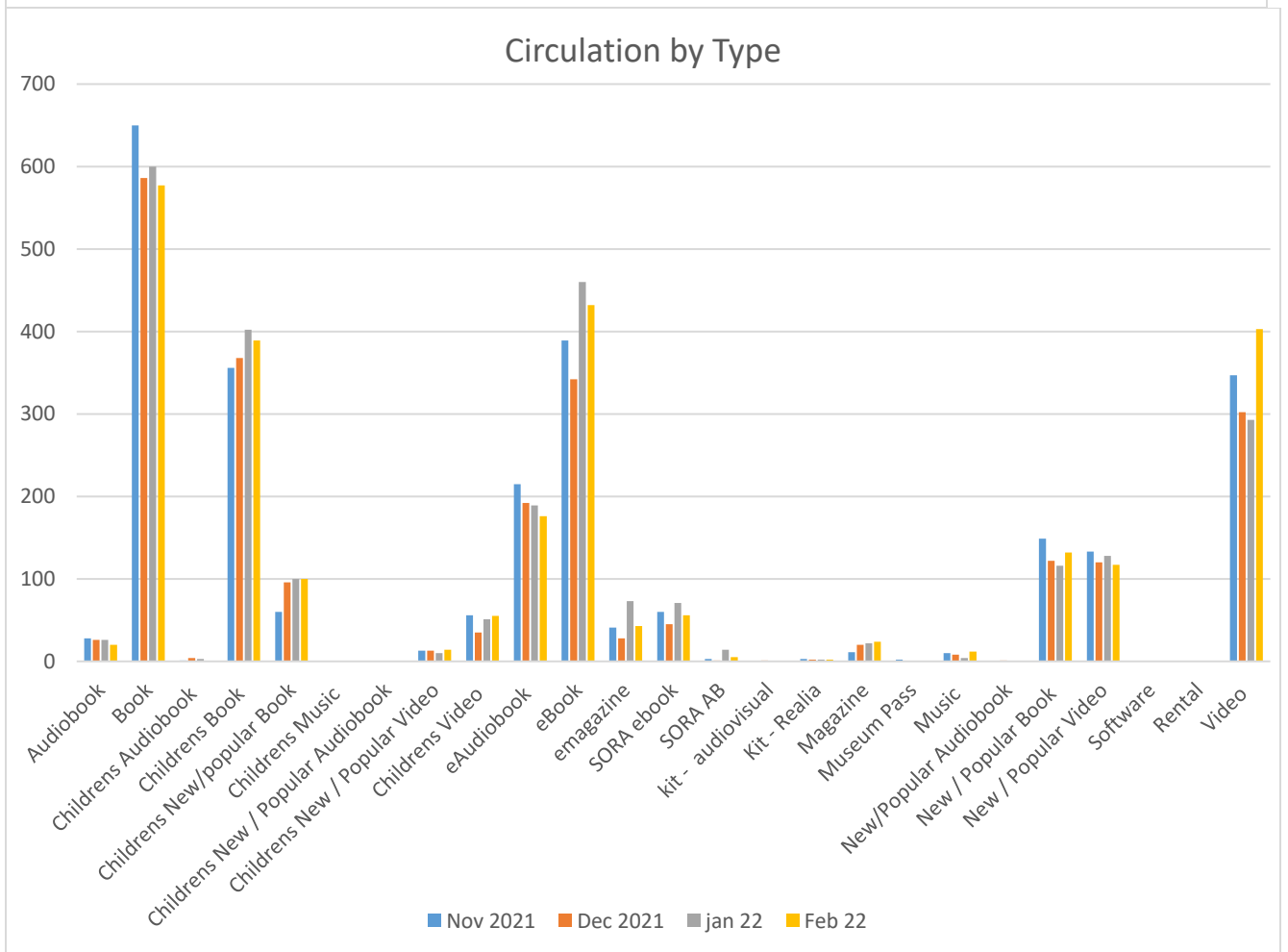
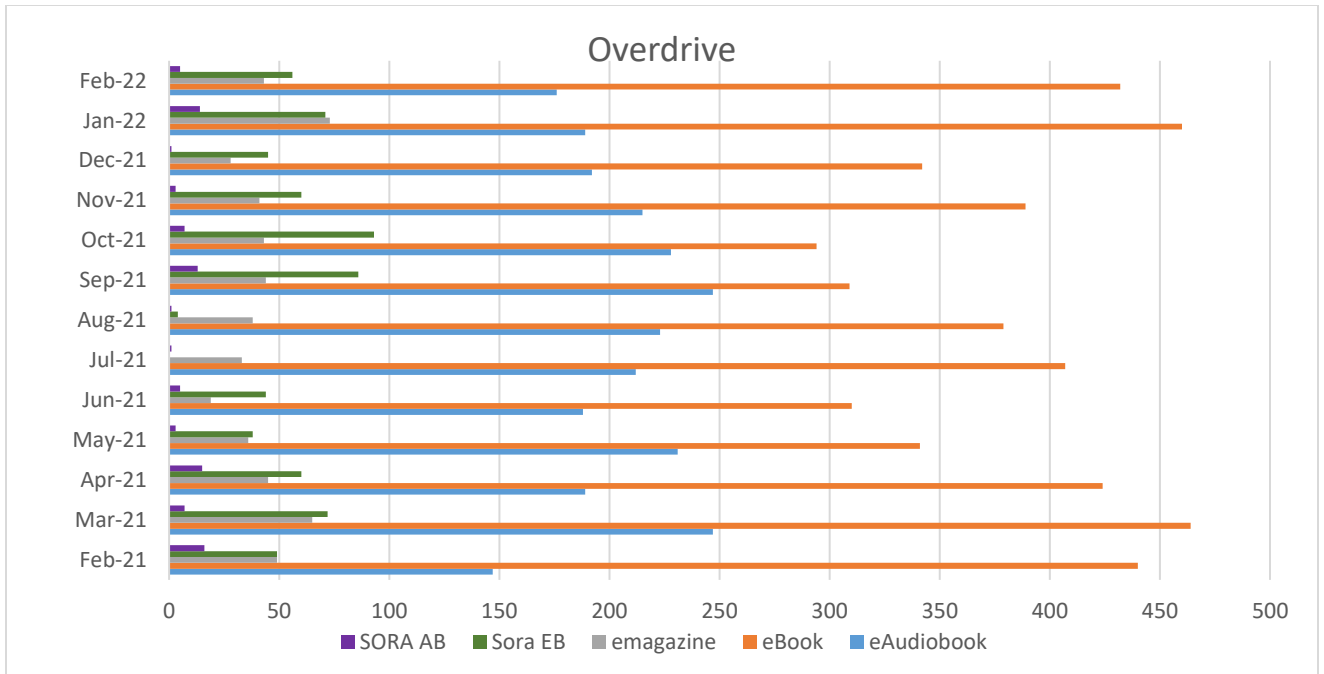
- Received \$2450 donation for a Teen STEAM workshop for 5 programs.

Collection

- Moved shelving in YA and ordered more titles.

Statistics





Current Financial Documents for approval

Linda Carpenter will share through email

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

3/10/2022

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	BQ Accounting	payroll	20-4418	\$ 210.25
7540000	Kristi Goodrich	Crochet class	125	\$ 25.00
	Staples			\$ 516.76
8110001	Sharpie, paper and toner	516.76		
8110002	Demco	book repair, book tape, book cleaner	7078591	\$ 208.89
8130002	Midtel	00078693-0	10235258	\$ 148.49
8180001	Ingram	20V8277 - book purchases	60036266, 60037327, 60037950, 60038171, 60038185, 60038760, 60039739, 67423298, 60040683, 60041149, 60041358, 60041679, 67424290, 60042848, 67425333, 60043880, 60044608, 60045269, 60046014, 60046622, 67427844, 60047279, 60048055, 60048268, 60048540, 60050300, 60050349, 60050810, 60051187, 60051455, 60051670, 60052078, 60052549, 67433370, 60053808, 60053991, 60054097, 60054109	\$ 3,013.63
8182001	Midwest tape	2000012078 - DVD purchases	501645487, 501674404, 501708291, 501739002	\$ 365.05
8182002	MVLS	lost books		\$ 8.99
8210011	Cleaning by Maria	Cleaning	February	400
8210018	Casella	54-324137	1461779	\$ 100.20
8220001	NYSEG	1002-8403-052	February Bill	\$ 799.76
8220002	National Grid	07664-27114	February Bill	\$ 948.97
8220002	National Grid	07664-27123	outdoor light	\$ 1.69
8570001	Schoharie Free Library Assoc.	My Shopper advertisement	100	\$ 32.00
9910001	MVLS	JA Fee March	4013	\$ 604.71
			Total:	\$ 7,384.39

Director's Account

	Summary of Claims		3/10/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8140001	USPS	ILL return	check 261	\$ 3.63
8140001	USPS	ILL return	check 262	\$ 10.16
8182001	Amazon	DVD		\$ 39.99
8110001	Amazon	shopping bags for curbside		\$ 61.98
8110000	Amazon	paint pots, varnish, ceramic tiles,	crafts around the world	\$ 41.69
Total Reimbursement to Director's Account				\$ 157.45

Upcoming Financials Claims that need approval

	Summary of Claims		3/10/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	3/31/2022	\$ 921.38
8210011	ARC Lexington	710217107	February cleaning	
8210012	New Looks Landscaping	snow removal		\$ 500.00
Total				\$ 921.38

Renovation Financials Claims

Paid in advance