

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
Lamont Agreements
Annex Progress Report
- c. Personnel – Julia*, James, Linda, Janice

- d. Policy – Janet*, Linda, Dee
Exhibit Policy

- e. Board Development – Dee*, Harriet, Ginny
Evaluating the State of the Board

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

Ad Hoc Committee Reports:

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

Unfinished Business:

Front Entry and heating element – attorney update

New Business:

Adjournment:

March Board Meeting 5/12 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
March 10, 2022

Call to Order:

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

Minutes:

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

Director's Report:

Mr. Donald LaPlant, Adult Librarian I, described his responsibilities and goals. He has organized a variety of new programs, and is focusing on outreach methods to inform the community of the library's programs and resources. He is also updating the collections.

Ms. Zimmer has completed the annual report. Mrs. Bernard made a motion, seconded by Mrs. Sand, and was unanimously approved to accept this report.

Ms. Zimmer informed the trustees that Julia Brandel, Children's Librarian I, has resigned. The library has free covid test kits for anyone who requests one.

The Battle of the Books will be held April 8 and April 30.

Treasurer's Report:

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

Committee Reports:

Finance:

Ms. Carpenter reviewed the contract appointing Lynn Lawyer as the library's treasurer. Ms. Carpenter made a motion, seconded by Mrs. Downs, and was unanimously approved to accept this contract.

Ms. Carpenter outlined the proposed budget for 2023. Due to increased costs, it may be necessary to exceed the tax cap. Ms. Carpenter made a motion:

"Whereas, the adoption of this 2023 budget for The Community Library in Cobleskill, NY, may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of The Community Library voted and approved to exceed the tax levy limit for 2023 if necessary, by at least sixty percent of the board of trustees as required by state law on March 10, 2022."

With a show of hands, the trustees approved this resolution: Results: Yes-9; No-0; Absent-2.

Ms. Carpenter made a motion, seconded by Ms. Clark, and was unanimously approved to accept this proposed budget for 2023.

Building & Grounds:

Ms. Zimmer is meeting with Brendon Becker (Lamont Engineers) on a revised annex plan and a budget for the annex.

The staff is continuing to sort through the annex. When this is completed, Mr. Morrell will clean out the remaining items.

Personnel:

Ms. Walter announced that Julia Brandel has resigned as Children’s Librarian I. The committee, after discussion with Ms. Zimmer and Ms. Carpenter (financial officer), have suggested that instead of a Children's Librarian, the position be replaced as Library Assistant. Ms. Walter made a motion, seconded by Mrs. Neary, and was unanimously approved to replace the Children's Librarian I position with a Library Assistant.

Policy:

Mrs. Sand announced that the library’s policies will be on the new web site.

Board Development:

Mrs. Neary will compile the board’s self-evaluations to present at the April meeting. Petitions for library trustees are available.

Anniversary:

Mrs. Berard and Ms. Walter are working on invitations and menu for the postponed tea.

Long Range Plan of Service:

Ms. Clark distributed evaluation forms for each committee seeking a response by the by the April meeting.

Unfinished Business:

Mr. Hotopp is continuing to pursue a resolution to the problems with the front entry and stairs.

New Business:

Ms. Zimmer presented the new monthly calendar that highlights events.

Adjournment:

The meeting was adjourned at 2:55 p.m.
Submitted by Virginia Downs

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

Annual Report

- Report submitted.

Finance:

- Attended conference call with bank to discuss loan for Annex funds and meeting with Leo McAllister.
- Submitted group order for computers.
- Prepared a flyer of the proposed 2023 budget, the elections and Library information that was placed in the tote bags handed out at the Tea.
- Received the following grants:
 - Stewarts – 1,000 for summer reading programs and prizes
 - SALT - \$500 for white board, conference camera and microphone, document camera
 - CREATE - \$3500 for summer reading programs – 2 performances and 1 workshop
 - Dean Graham Foundation – \$2450 five STEAM programs
 - Regional Collection Grant - \$5238.93 – Digitization of the Daisy Brown collection, storage materials, scanner, external storage, laptop, software

Building and Grounds

- Attended meetings
- Lamont provided an estimate on the stairs, landing and ramp.

- Conference call with Ken and the lawyers.
- Annex was broken into and attempted break into the Library. Locksmith fixed the lock. Handyman secured the windows and the doors.
- Called DPW about replacing the bricks that fell from winter plowing in the public parking lot.
- Removing books from Annex for storage.

Personnel

- Conducted interviews for Clerk and Library Assistant.
- Jackie has a second provisional appointment from Civil Service.
- Attended the following trainings: policy trustee training, SHPO and construction grants webinar, library design
- Attended the following meetings: MVLS Board meeting, JA meeting.

Policy

- Attended meeting and discussed the Exhibit policy.

LRPOS

- Attended meeting to discuss progress.

Development

- Attended meeting to discuss evaluation.
- Still working with TJ to print notecards, they are looking for envelopes.

100th Anniversary Tea

- April 2 at 2
- Sent out mail and email letters to top 100 users along with letters to supervisors and mayors.
- Assemblyman Tague and Senator Oberacker attended and presented an Assembly Citation and a Senate Legislative resolution.

MVLS Updates:

- Polaris our client for loaning library items will be updated in April.
- Eric Trehan visited to discuss Polaris reports and other ways MVLS might assist us.
- New MVLS staff Mary Carrier visited to learn about our technology needs. She met with Don and I.
- Patrons can now get a temporary card while in the card catalog. We had 4 patrons obtain cards this way.
- Library Giving Day 4/6
- All libraries in MVLS are now fine free.
- We are now receiving four rotating collections from Johnstown in addition to the collections from MVLS.

Programs

- Crafts around the World is provided by Schoharie and we purchase the supplies. We continue to have about 12 participants each month. April program is Molasses.
- Adulting 101 the programs have averaged about four participants.
- Battle of the Books – supported by The Friends donation

- Obtained prizes and gifts for participant bags, Ordering pizza
- Catherine assisted with managing volunteers and getting emails out.
- Golding event is 4/8 at 1:30 and the Radez event is 4/30 at 9.
- Setting up SRP programs – working with Schoharie to collaborate on CREATE grant programs and a few other performers. So far:
 - July 12th at 1:30 Tim VanEgmond – Sea Shanties
 - August 9th at 1:00 Traveling Lantern Co. – Camp Ocean
 - August 16th at 3:00 Pitz Quattrone - Didgeridoo

Collection

- Attendance:
 - March: 1109 adults, 80 teens, 209 kids, 141 references, 34 digital literacy, 4 curbside
 - 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
- 76 Ancestry searches.

Equipment

- The IP address for TBS isn't working, put in a work order.
- Worked with JA to install new public computers and update software on a Monday when closed. Old public computers will be converted into new card catalog computers.
- WiFi: 918(March), 787 (February), 708 (January) 741 (December), 746 (November), 870 (October), 796 (September), 813 (August), 770 (July), 718 (June), 705 (May)
- Public Computers: 136 (March), 96 (February), 79 (January) 81 (December), 57 (November), 74 (October) 146 (September), 142 (August), 146 (July), 98 (June), 62 (May)

History Room

- Catherine submitted the grant to digitize the Daisy Brown scrapbooks and notification was received that it is funded.
- Pam and Pat Holts continue to work in the History room.

Friends

- Meeting 3/19 at 10:30 shared the plans for the Annex.
- Produced the newsletter that was distributed before the Trivia night program.
- Friends are hosting a Bluebird birdhouse raffle for May 7th.

Outreach:

- Staff are interested in setting up a Library Marathon for a Better Life Team for June 4 event. We need a sponsor. We would have a table and promote library programs.
- Exploring having a table at the Schoharie County Fair August 9-14.
- CR High School will hold an art show in the Library during May. The Friends will host a reception on May 19th at 6pm.
- 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 March 2022

Professional Activities

- revised monthly Library News email newsletter template
- designed April sneak preview book list
- developed new monthly events calendar with clerk Jackie Barbato
- presented Short Fiction Workshop, book club, Adult Gaming, and Trivia Night programs
- met with Friends of the Library to discuss collaborative efforts with programs and promotion
- met with Mary Carrier, MVLS Tech advisor to discuss library tech needs
- secured donations from Harmony Acres as prizes for Trivia Night event
- attended Board of Trustees 100th year anniversary tea party

Programs/Events (Total Attendance: 75A, 2T, 7K)

<i>Knitters Group</i> , Tues., March 1, 8, 15, 22, 29	17A total
<i>Adult Gaming Club</i> , March 3	6A
<i>Fan Favorites Book Club</i> , March 4	3A
<i>Short Fiction Workshop</i> , March 8 & 22	12A total
<i>Raised Bed Gardening</i> , March 10	9A
<i>Beginning Crochet</i> , March 15	4A, 3K
<i>Garden Helpers</i> , March 17	8A, 4K
<i>Trivia Night</i> , March 31	16A, 2T

Displays

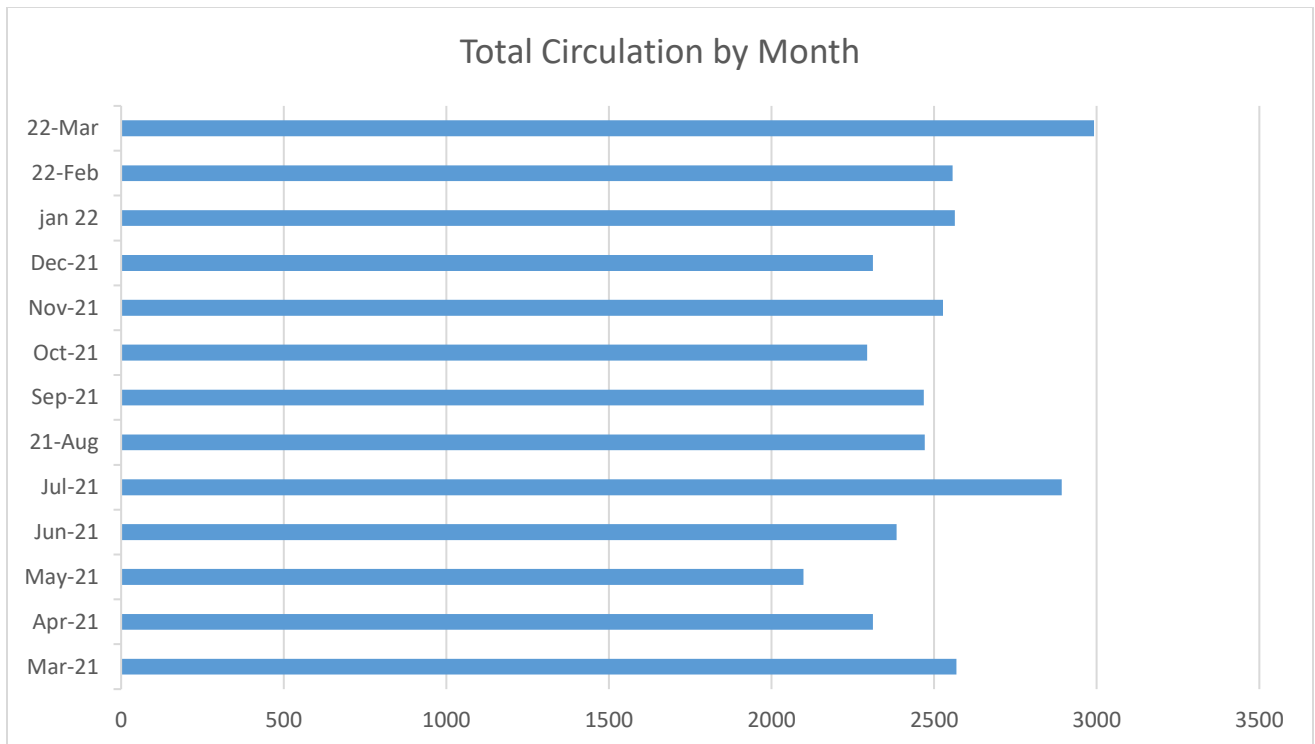
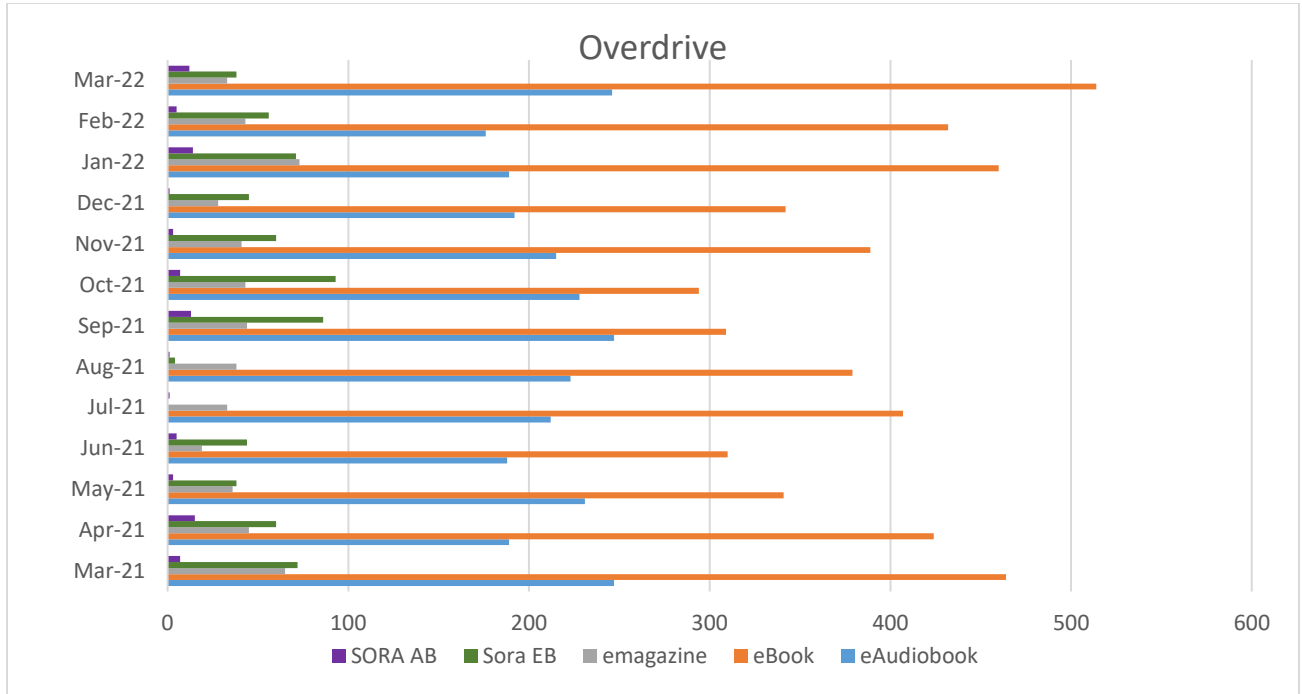
National Women’s History Month Display: historical fiction about women, yielded 16 circulations
Irish Authors Display: for St. Patrick’s day and beyond, yielded 5 circulations
March Events Calendar: 17 distributed
Green Thumbs: non-fiction focused on gardening to accompany March gardening programs

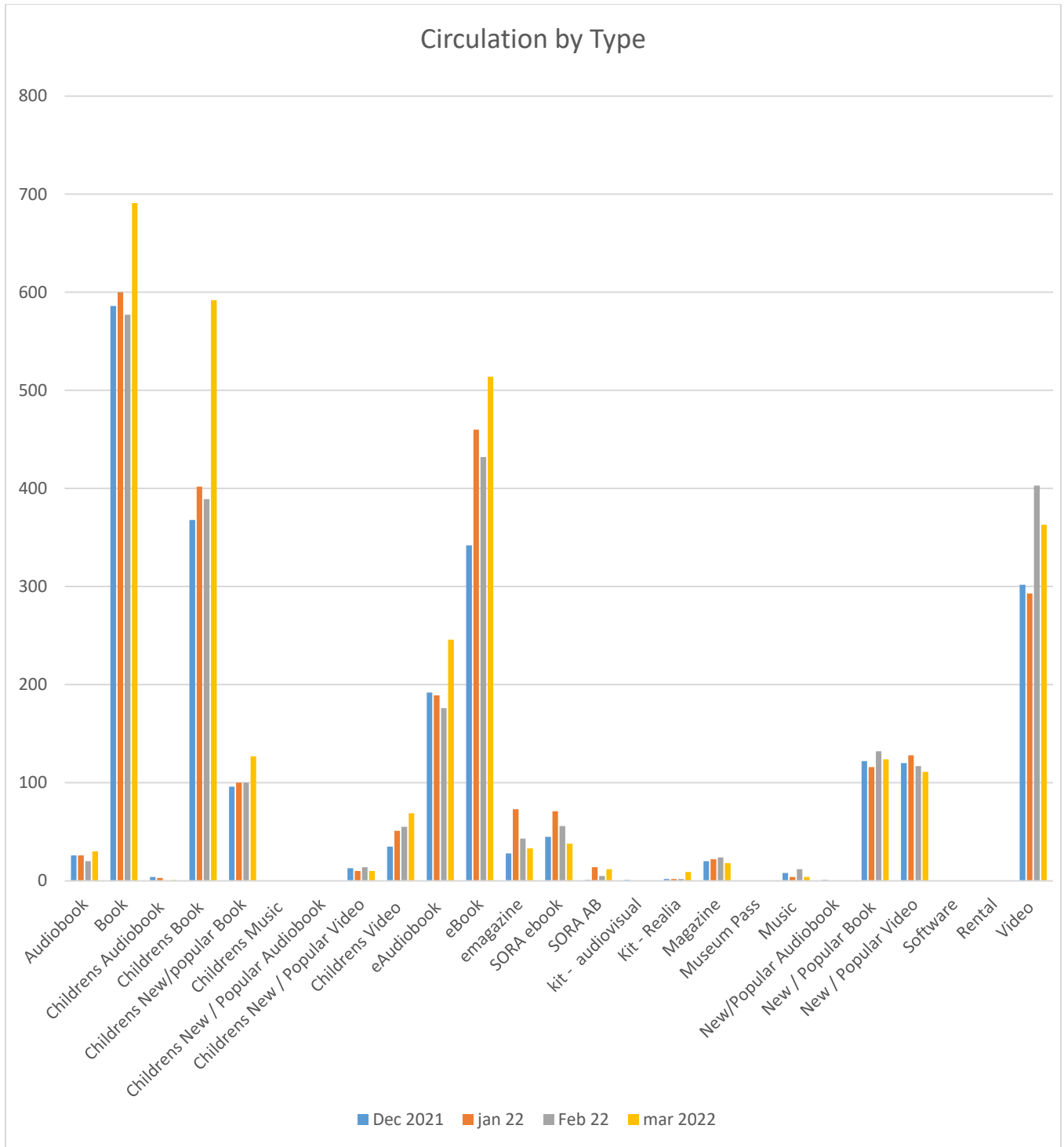
<u>Platform</u>	<u>March 2022 followers</u>	<u>Feb. 2022 followers</u>
Facebook	997	896
Instagram	95	79
Twitter	4	4

Mailchimp Newsletter Subscriptions

<u>Subscribers at the end of</u>	<u>March 2022</u>	<u>Feb.2022</u>
	163	71

Statistics





Current Financial Documents for approval
 Linda Carpenter will share through email

Current Financial Claims for approval
Summary of Claims

4/14/2022

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7540000	Kristi Goodrich	Crochet class	126	\$ 25.00
7540000	Matthew Burns	Poetry match		\$ 100.00
7540001	Isabelle Tsamis	logo		\$ 87.50
8110000	Kimberly Zimmer	SRP supplies from harbor freight		\$ 19.37
8110000	Collaborative Summer Library Program	SRP and BOB (\$82.63) supplies	20898	\$ 526.02
8110001	Staples	toner		\$ 382.77
	Walmart			\$ 190.38
8110000	flash drives, scissors, foam board	85.86		
8110000	soda, coffee, tshirts	62.54	29.96 for battle of the books	
8110000	plates, napkins, water	41.98	Battle of the books	
8110002	Demco	book repair, easels	7099518	\$ 101.78
8130002	Midtel	00078693-0	10245353	\$ 148.01
8130002	Midtel	00128367-2	10251373	\$ 80.95
8180001	Grey House Publishing	7999230	012822	\$ 139.50
8180001	Ingram	20V8277 - book purchases	60054676, 60054996, 60055162, 67436311, 60056267, 60056665, 60056793, 67438323, 60057620, 60058062, 60058505, 60059060, 60059068, 60059231, 60059739, 60060555, 67441120, 60061038, 60062334, 60062337, 60062524, 60062949, 60063528, 60063687, 60064778, 60066089, 60067257, 60068590, 67450137, 60069120, 60069660, 60069687	\$ 2,078.54
8182001	Midwest tape	2000012078 - DVD purchases	501771782, 501809371, 501840407, 501878634, 501902692	\$ 440.54
8182002	Schoharie Free Library Assoc.	lost books		\$ 7.49
8210001	Stinson Lock Service	lock repair	6748	\$ 140.00
8210011	Cleaning by Maria	Cleaning	March	400

8210012	New Looks Landscaping	snow removal	march	\$ 500.00
8210016	Hydro Test	21750	inguisher inspection	36
8210018	Casella	54-324137	1464381	\$ 105.72
8220001	NYSEG	1002-8403-052	March Bill	\$ 837.97
8220002	National Grid	07664-27114	February Bill	\$ 389.76
8220002	National Grid	07664-27123	outdoor light	\$ 11.37
8220003	Village of Cobleskill	sewer and water	b 00031573	\$ 91.30
9910001	MVLS	JA Fee April	4034	\$ 604.71
			Total:	\$ 7,444.68

Director's Account

	Summary of Claims		4/14/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8180002	amazon	magazine renewal	charge twice jan and feb	\$ 375.68
8140001	USPS	stamps	check 263	\$ 58.00
8110002	Amazon	Dymo Labels		\$ 39.98
Total Reimbursement to Director's Account				\$ 473.66

Upcoming Financials Claims that need approval

	Summary of Claims		4/14/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	4/30/2022	\$ 921.38
8190000	Adirondack Experience	Museum Pass		\$ 75.00
8190000	USS Slater	Museum Pass		\$ 75.00
Total				\$ 1,071.38