

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  
8/3 meeting
- b. Building & Grounds – Fred & Janet\*, Harriet, Ginny  
8/2 meeting  
Annex Progress Report
- c. Personnel – Julia\*, James, Linda, Janice  
8/3 meeting  
Directors Evaluation due 9/8
- d. Policy – Janet\*, Linda, Leo  
Next meeting August 25
- e. Board Development –Harriet \*, Becky, Ginny  
Harassment Training, Conflict of Interest, Oaths of Office  
7/19 Meeting  
Trustees share any training information
- f. Long Range Plan of Service Committee - Janice\*, Julia, James  
Updates due to Janice

Unfinished Business:

Front Entry and heating element – attorney update - Kim

New Business:

Virtual Meetings Resolution

MVLS Awards

**Adjournment:**

Next Board Meeting 9/8 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  
July 14, 2022

**Call to Order:**

As a quorum was present, President Ken Hotopp called the 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, Julia Walter, (via Zoom-Becky Leggieri), Kim Zimmer.  
Excused: Leo McAllister.

**Agenda Items:**

Mrs. Sand made a motion, seconded by Ms. Walter, and was unanimously approved to appoint Fred Barnes as a trustee for a one year term as Mrs. Neary has submitted her resignation. President Hotopp administered the oath of office to newly elected Janet Sand, Becky Leggieri, and Fred Barnes (appointed).  
Mr. Hotopp outlined the committee assignments and committee chairs for the coming year.

**Minutes:**

Mrs. Sand moved to accept the June 2022 minutes. This was second by Ms. Carpenter and was unanimously approved.

**Director's Report:**

Ms. Zimmer explained that Mayor Becky Stanton-Terk has requested that the library submit a letter of support for a grant to renovate the Nick Iorio Park. Mr. Barnes made a motion, seconded by Ms. Clark and was unanimously approved to submit a letter of support. The library has received a \$500 donation from Fenimore Assets and a \$2000 donation from The Friends of the Library.  
Ms. Zimmer is discussing the paper work for the Employee Retention Credit reimbursement with Lyn Lawyer and the finance committee.  
Ms. Zimmer has high praise for her staff and their accomplishments.

**Treasurer's Report:**

Ms. Carpenter outlined the expenses and income for June. The trustees in attendance 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 is in contact with B&Q Accounting and Evening Star comparing their services and costs for bookkeeping services.

Long Range:

Ms. Clark requested that the chair of each committee respond to the questionnaire regarding the committee's fulfillment of their responsibilities as outlined in the Long-Range Plan.

Personnel:

Mr. Collins made a motion, seconded by Mr. Barnes, and was unanimously approved to accept the revised director's evaluation. Mr. Collins asked that the evaluations be completed by the August meeting.

Policy:

Mrs. Sand reviewed the revised Library Card Registration and Library Charges and Fees policies. The trustees voted unanimously to accept these policies.

Building and Grounds:

Mr. Barnes announced that the asbestos abatement will commence the last week of July. The Sullivan Corp. will be the contractor and Paradigm will be monitoring the air quality.

Mr. Barnes explained that in regard to the problem with the front ramp there are three options: to meet without council, to meet with council, or to meet with a mediator. It was decided that the preferred option is to meet with council.

Board Development:

Mrs. Berard reminded the trustees that they had to complete the mandated Sexual Harassment Training as well as a minimum of two hours of trustee training.

**Unfinished Business:**

Ms. Zimmer and Mr. Hotopp will be meeting with attorneys to discuss the problems and possible solutions regarding the front entry and the heating element.

**New Business:**

Ms. Walter suggested that the trustees create a basket for the Friends basket raffle. The trustees agreed to sponsor a basket.

**Adjournment:**

The meeting was adjourned at 3:10 p.m.

**Submitted by Virginia Downs**

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

Finance:

- Received \$500 donation to building fund.
- Melody Neary's obituary requested donations for the library.
- Submitted final report for SALT grant.
- reviewing P&L detail to request moving items posted to wrong budget lines. Discovered a mess with the Directors card. Lyn Lawyer is working this and has requested I don't provide BQ with detailed claims sheet.
- Working with Linda, Treasurer and BQ regarding Employee Retention Credit. BQ contract states a 10% withholding from obtainable credit.

Building and Grounds

- Still waiting on repairs to AC unit 2. Currently provides sporadic AC to offices.
- Fire alarm panel had been sending text messages that it could not communicate. Called ADT/RedHawk for service and found out that panel had not been inspected in several years. Service spent all day here testing and inspecting the system. It appears we have an old system, the batteries were dead and replaced but there are no parts available for the panel should we have a problem. Suggestion that when sprinkler system goes into the annex the panel is replaced.
- Replaced filters in air purifiers.
- Elevator repair – button upstairs was pushed in.
- Ken cleaned up weeds around the building.
- Calls with attorney regarding litigation on the front entry accessibility project.
- Met with asbestos monitoring and abatement contractors. Providing Brendon with keys to the annex for himself and contractors. Library entrances will remain locked.
- Contacted cleaning staff to alert them to early voting in the library and the need to adjust their schedule.

Annex Renovation

- Delivered asbestos work notice to Schoharie Co. Early Childhood Development center and to Harmony Acres. Notices also posted on the front and side doors.
- Contacted the Village PD regarding work and overflow from parking lot.
- Gave Brendon keys to Annex.

#### Personnel

- Ordered name badges for new trustees.
- Courtney passed Library Assistant Civil Service exam. Completing civil service paperwork.
- Attended the following trainings: Content Dm with Catherine
- Attended the following meetings: Schoharie Co. Library Directors meeting. MVLS Board meeting.

#### Policy

- Received information on new NYS harassment hotline.
- Received information on resolution for continuing virtual meetings.

#### LRPOS

- Nothing this month

#### Development

- Contacted Eric Trehan about trustee training. He will attend the September board meeting at 12:30 for 30 minutes.

#### MVLS Updates:

- I had difficulty with the sound on the hybrid meeting so I left the meeting early and waited for the minutes.
- Award applications announced due Sept 2.
- I've been asked to represent the Director Council on the MVLS Board.
- The annual board meeting will be in October.
- MVLS is looking for ways to restart the Directors Council. We have not had a meeting in months.
- MVLS, SALS, UHLS and CDLC have ARPA funds for web design and marketing. You may have seen the new billboard on route 7 by the college.

#### Programs

- Ordered ice cream for Aug. 16 wrap up program.
- SRP programs – working with Schoharie to collaborate on CREATE grant programs  
Schoharie Library will be in the morning:
  - July 12<sup>th</sup> at 1:30 Tim VanEgmond – Storytelling and Sea Shanties 10A, 2 T, 11J
  - August 9<sup>th</sup> at 1:00 Traveling Lantern Co. – Camp Ocean
  - August 16<sup>th</sup> at 3:00 Pitz Quattrone – Didgeridoo
- SRP Programs funded by Stewarts
  - Wildlife with Bernie July 5 at 1pm 25A, 37J
  - George Steel – Pond Ecology – July 28 at 1pm 10A, 10J

#### Collection

- Amy and Don are working on adding games to our collection.
- New library card registrations in July 52, June 38.
- CreativeBug is available to TCL card holders.
- Attendance:
  - July: 1155 adults, 86 teens, 368 kids, 89 reference, 49 digital literacy, 1 curbside
  - June: 1106 adults, 49 teens, 299 kids, 82 reference, 52 digital literacy, 4 curbside

- May: 899 adults, 45 teens, 151 kids, 84 reference, 37 digital literacy, 2 curbside
- April: 1137 adults, 42 teens, 212 kids, 84 reference, 62 digital literacy, 3 curbside
- March: 1109 adults, 80 teens, 209 kids, 141 references, 34 digital literacy, 4 curbside
- February: 786 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
- Ancestry: 7 July, 33 June, 95 May, April 87 searches.

#### Equipment Usage

- WiFi: 894 (July), 890 (June), 811 (May), 952 (April), 918 (March), 787 (February), 708 (January), 741 (December), 746 (November), 870 (October), 796 (September), 813 (August), 770 (July), 718 (June)
- Public Computers: 201 (July), 189 (June), 118 (May), 139 (April), 136 (March), 96 (February), 79 (January), 81 (December), 57 (November), 74 (October), 146 (September), 142 (August), 146 (July), 98 (June),

#### History Room

- Regional Collections digitization of Daisy Brown scrapbooks Grant:
  - Online site. [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](http://TheCommunityLibraryCobleskillNewYorkHeritage.nyheritage.org)
  - Laptop has been received and Catherine is using to scan and upload images.
  - contentDM training is complete for both Catherine and I. Catherine has started scanning.
- Pam is creating a spreadsheet of the books that were removed from the Annex.

#### Friends

- Working with the Friends on a Homebound Service plan.
- Uploaded basket raffle documents to the website.
- Collecting books for the September book sale.
- Baskets are coming in and tickets go on sale August 30<sup>th</sup>.
- The next Basket Raffle and Book Sale is planned for Saturday, Sept 24 from 9-12:30

#### Outreach:

- Submitted application for walking in the parade. Purchased new library banner.
- Continue to provide COVID test kits.
- Early Voting for the Primary and special district will be held August 13 through August 21. BOE will drop off equipment on Thursday morning and setup on Saturday. There will also be early voting again in October. Several conversations with BOE staff and Commissioner regarding the library renovation, parking etc.

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

#### **Professional Activities**

- presented Short Fiction Workshop, book club, Adult Gaming, and Trivia Night programs
- marched with the Library staff and board members in Cobleskill's Fourth of July parade
- met with area business owners to secure donations to be used as Trivia Night prizes
- designed and produced Adult Summer Reading guides
- assembled Adult Summer Reading welcome bags
- submitted grant report to Poets & Writers for Creative Nonfiction Workshop
- continued coordination of children's/teen acquisitions
- participated in MVLS/CDLC training for new ILL courier procedures

- curated three book displays
- developed marketing materials for Adult programs
- developed new monthly events calendar with clerk Jackie Barbato
- designed July edition of library newsletter
- prepared board and card games to be added to our circulating collections
- met with Becky Leggeri to discuss Marketing & Communications Plan

**Programs/Events (Total Attendance: 51 A, 4T, 2K)**

Fan Favorites Book Club, July 1 .....	4A
Maritime Matinee: The Navigator, July 8.....	2A
Short Fiction Workshop, July 11 .....	6A, 1T
Mysteries of the Ocean Deep, July 14 .....	0A
Maritime Matinee: Lifeboat, July 15 .....	3A
Adult Gaming Club, July 19 .....	14A
Maritime Matinee: A Night to Remember, July 2 .....	2A
Short Fiction Workshop, July 26 .....	5A, 1T
Trivia Night, June 28 .....	21A, 1T
Maritime Matinee: 20,000 Leagues Under the Sea, July 29 .....	3A
Fly-Tying and Casting Workshop .....	6A, 1T, 2K

**Displays**

Oceans of Possibilities Adult Fiction Display. Yielded 11 circulations  
 Oceans of Possibilities Adult Nonfiction Display. Yielded 5 circulations  
 July Events Calendar: 46 distributed

**Social Media**

<u>Platform</u>	<u>July 2022 followers</u>	<u>June 2022 followers</u>
Facebook	1046	1031
Instagram	117	115
Twitter	4	4

**Mailchimp Newsletter Subscriptions**

<u>Subscribers at the end of</u>	<u>July 2022</u>	<u>June 2022</u>
	289	218

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

**Regular Programs**

- Storytime:
  - July 6: 19K, 10A
  - July 13: 11K, 7A
  - July 20: 22K, 11A
  - July 27: 14K, 8A
- Teen Programs:
  - Design-Code-Build July 14: 4T
  - Design-Code-Build July 21: 1T
  - YA Booktalk July 21: no participants
  - Teen Game Night: no participants
  - Design-Code-Build July 28: no participants

**Summer Reading as of July 30**

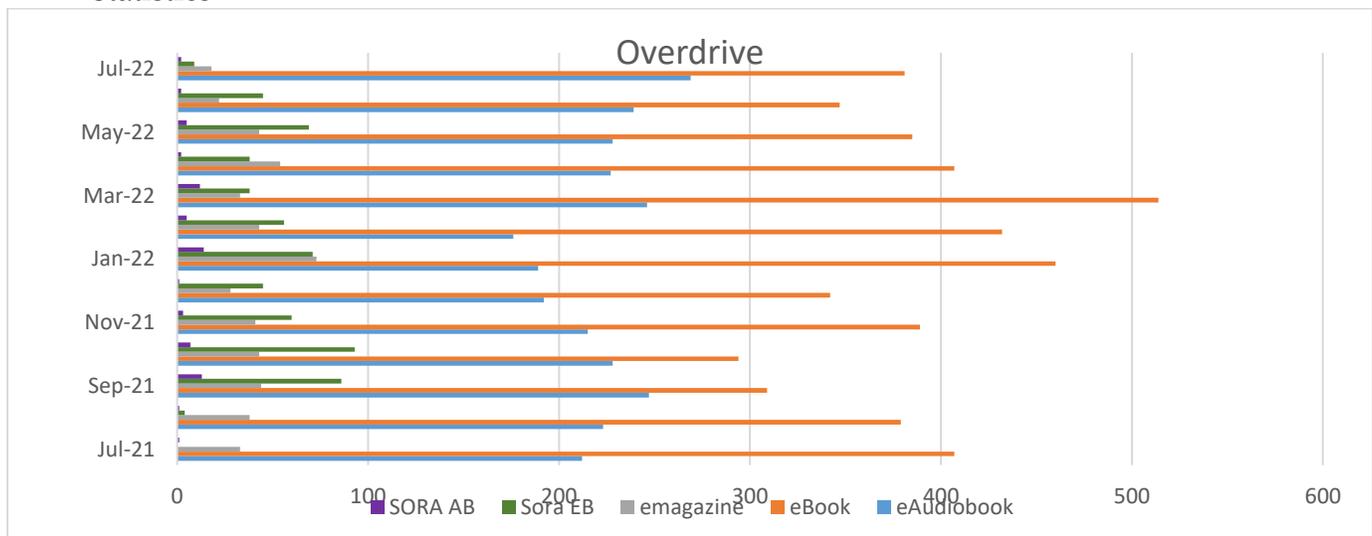
- Reading Challenge Signups:

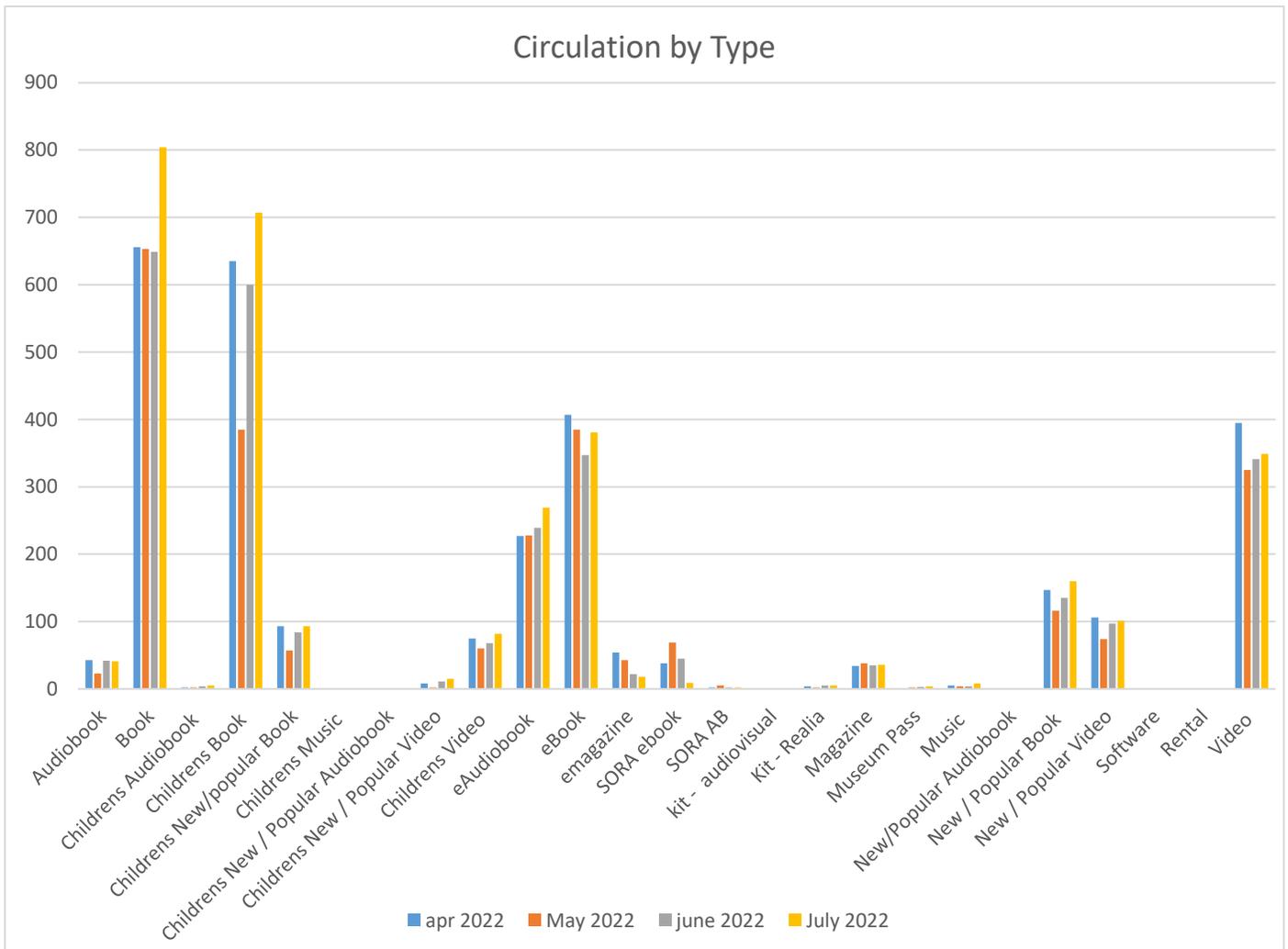
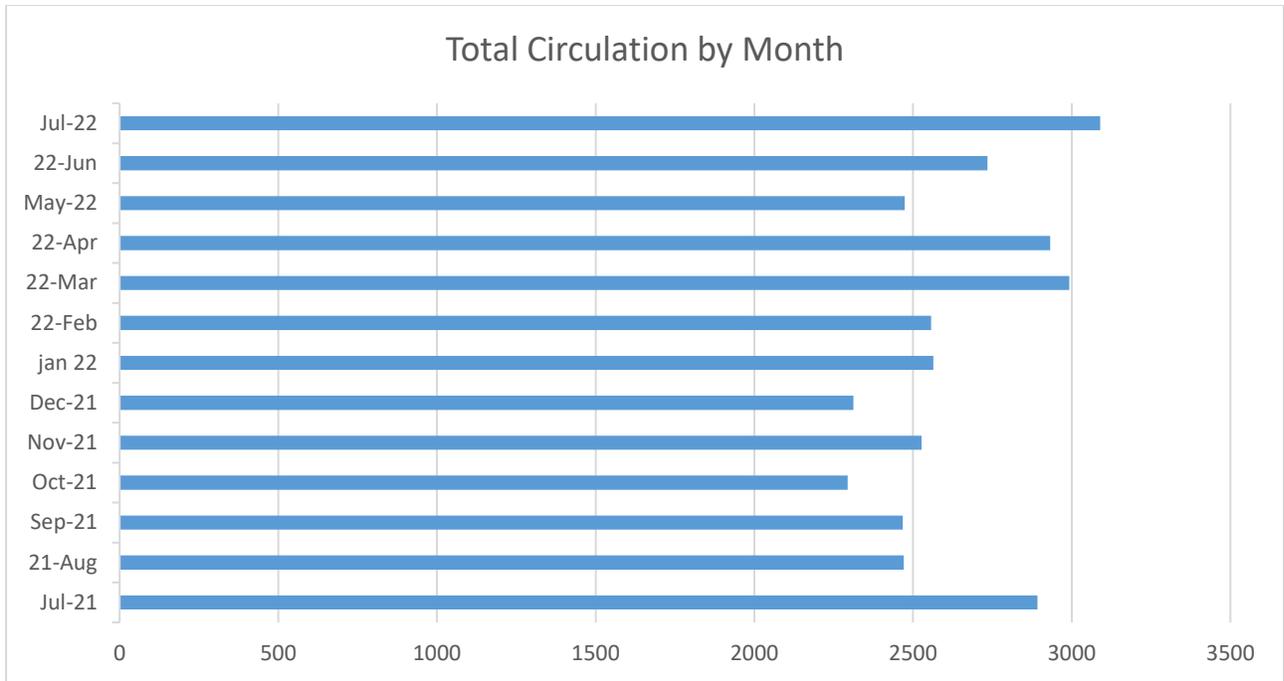
- Kids: 93
- Teens: 17
- Halfway-finished Challenges:
  - Kids: 8
  - Teens: 2
- Completed Challenges:
  - Kids: 8
  - Teens: 5
- Programs:
  - Ocean Crafts for Kids:
    - July 6: 2K
    - July 13: 5K, 1T, 4A
    - July 20: 8K, 5A
    - July 27:
  - Paws for Reading
    - July 8: 2K, 1A
    - July 15: 5K, 3T, 3A
    - July 22: 2K, 3T, 2A
    - July 29: 1K, 1A
  - Wildlife with Bernie July 5: 37K, 20A
  - Seafaring Songs and Tales July 12: 11K, 2T, 10A
  - Family Movie: Finding Dory July 16: 2K, 4A
  - Pond Exploration July 28: 10K, 10A
- **Displays**
- J Fiction: Adventure Stories
- J Non-fiction: Discover Oceans
- J Fiction and Picture Books: Pirate stories, put together by Jackie
- J Non-fiction and Picture Books: Explore sharks for Shark Week
- Teen Fiction: Great Books from 2020

**Other Professional Activities**

- None this month.

**Statistics**





**Current Financial Documents for approval**

Linda Carpenter will share through email

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

8/11/2022

<b>Budget Line</b>	<b>Claimant</b>	<b>Note/Acct#</b>	<b>Invoice#/Subtotal/Due</b>	<b>Amount</b>
7250003	DOL	Unemployment Insurance	underpayment	\$ 132.27
7520001	BQ Tax & Accounting	June and July	206057, 205841	\$ 290.00
8110001	Staples	toner		\$ 382.56
8110001	MVLS	receipt paper		\$ 63.00
	Walmart			\$ 89.19
8110000	snacks,water, paint, crayons	82.07		
8110001	batteries	7.12		
8130002	Midtel	00078693-0	10271936	\$ 151.05
8130002	Midtel	00128367-2	10273693	\$ 80.95
8180001	Ingram	20V8277 - book purchases	60105677, 60106018, 60106317, 67492833, 60107209, 60107610, 60108689, 60108754, 60108914, 60109256, 60109898, 60110297, 67496537, 60110373, 67497539, 60111448, 60111686, 60112321, 60113397, 60113406, 67500173	\$ 1,652.36
8182001	Midwest tape	2000012078 - DVD purchases	502387364, 502418115	\$ 89.81
8182002	MVLS	lost book		\$ 5.99
8210011	Cleaning by Maria	Cleaning	July	\$ 400.00
8210012	New Looks Landscaping	mowing	July	\$ 500.00
8210014	Otis	66878697	100400861563	\$ 525.00
8210015	ADT	949313431	146330709,146273907, 146274533	\$ 1,669.54
8210016	Professional Fire Protection		29240	\$ 525.00
8210018	Casella	54-324137	1476506	\$ 108.38
8220001	NYSEG	1002-8403-052	July Bill	\$ 26.77
8220002	National Grid	07664-27114	July Bill	\$ 951.32
8220002	National Grid	07664-27123	outdoor light	\$ 11.68

9830001	MVLS	laptop and 2 public computers	4141, 4135	\$ 2,280.31
9830003	MVLS	Kensington locks	4093	\$ 67.94
9910001	MVLS	JA Fee July	4149	\$ 604.71
	Directors Account	reimbursement		\$ 665.38
			<b>Total:</b>	<b>\$11,273.21</b>

**Director's Account**

	Summary of Claims		8/11/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110001	Noble Ace Hardware	hose and front door keys		\$ 31.82
	amazon			\$ 303.95
8110001	air purifier filters	293.97		
8182001	DVD	9.98		
8180002	Amazon	magazine		\$ 35.97
9830003	amazon	document camera	regional collections grant	\$ 194.09
	amazon			\$ 43.57
9830003	3D printing pen	29.99	STEAM grant	
8110000	sun print paper	13.58		
8110001	Joann	2 carts for kids room toys		\$ 55.98
Total				<b>\$ 665.38</b>

**Upcoming Financials Claims that need approval**

	Summary of Claims		8/11/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	6/30/2022	\$ 921.38
Total				\$ 921.38