

Board Meeting Agenda

Members: Fred Barnes 2024, Harriet Berard 2025, Vacant 2026, Doreen Russo 2024, Sandy MacKay 2024, Ginny Downs 2028, Ken Hotopp 2024, Rebecca Leggieri 2027, Janet Sand 2027, Nathan Davis 2026, Julia Walter 2028

Excused (six to meet quorum):

NYLAF Presentation

Determination of a quorum:

Call to Order and for additional Agenda items:

Guests and Public Comment: Don LaPlant adult services update

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,
Petty Cash Increase discussion
- b. **Building & Grounds** – Fred*, Janet*, Harriet, Nathan
Executive Session for Legal Matters
Contracts
Updates on Annex Renovation
- c. **Personnel** – Julia*, Linda, Doreen, Sandy
Meeting
- d. **Policy** – Janet*, Becky, Nathan, Sandy
Budget Development, Internal Claims Audit, Petty Cash, Purchasing, Code of
Conduct for Programs and Meetings, Code of Conduct and a new policy for
Programming
- e. **Board Development** –Harriet *, Becky, Ginny, Nathan

Trustees to share any training information (5mins)
- f. **Long Range Plan of Service Committee** - Doreen *, Julia, Fred, Sandy
Meeting

Unfinished Business:

Fundraising Committee

New Business:

Adjournment:

Next Board Meeting 12/14/23 at 1pm
 Closed November 11 and November 23, Close at 1 on November 22
 Finance & Budget Committee
 Building & Grounds Committee First Wednesday of the month at 11am
 Personnel Committee
 Policy Meetings the Last Thursday of the month at 11am
 Development Meetings the Third Tuesday of the month at 11 am
 Long Range Plan of Service First Thursday of the Month at 1pm

The Community Library
Board of Trustees Meeting
October 12, 2023

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, Virginia Downs , Ken Hotopp, Doreen Russo, Julia Walter, (Sandy Mackay), Kim Zimmer. Excused: Nathan Davis, Becky Leggieri, Janet Sand.

New Business:

Ms. Zimmer introduced Mr. Sandy Mackay to the trustees. Mrs. Berard made a motion, seconded by Ms. Walter, and was unanimously approved to appoint Mr. Mackay as a trustee for a one-year term. President Hotopp administered the Oath of Office to the newly appointed Mr. Mackay.

Guests:

Ms. Courtney Little, youth services librarian, outlined the summer reading program and the success of this program.

Ms. Little attended all four of the CRCS open houses and distributed schedules and programs offered this autumn. Ms. Little mentioned that the schools have begun organizing for next spring's Battle of the Books.

Minutes:

Ms. Walter moved to accept the September 2023 minutes. This was seconded by Ms. Russo and unanimously approved.

Director's Report:

Ms. Zimmer received a thank you from MVLS for the trustees' donation supporting the foundations' golf tournament. Mr. Mackay mentioned that there was a lack of information regarding this event. He suggested that golfers help in organizing future golf tournaments. There were problems with the electric grid causing issues for the library's heating and air systems and elevator. The problems have been resolved.

Mr. Brendon Becker has extended the deadline for bids for the fire suppression system.

Ms. Zimmer has been notified that the windows will be returned this week.

Ms. Zimmer thanked the trustees who attended the MVLS annual dinner.

The library will be open for trick or treat children on Halloween.

Ms. Zimmer has been in contact with the instructor of graphic design at SUNY Cobleskill regarding creation of a logo for the library.

Mr. Becker has included the library in seeking funds for downtown revitalization.

The library will be used as the site for early voting. The voting schedule doesn't coincide with the hours the library is open, the director, Kim Zimmer, indicated that Ms. Linda Zimmer has volunteered to open and close the library during this process. Mr. McKay made a motion, seconded by Mrs. Berard, and was unanimously agreed to provide Ms. Linda Zimmer with the keys and responsibility to open and close the library for the early voting personnel.

Ms. Zimmer mentioned to the trustees that she has received several compliments regarding the friendliness and helpfulness of the library staff.

Treasurer's Report:

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

Committee Reports:

Finance:

Ms. Carpenter provided some suggestions for the use of the money from the sale of the Merck stock. After discussion, Mr. Mackay made a motion, seconded by Ms. Russo, and was unanimously agreed to use the funds to recover the chairs.

Ms. Carpenter explained the cost of a general liability insurance policy for \$1,000,000 is presently \$8,089.52. An increase to \$2,000,000 will cost \$8,217. Mr. Mackay made a motion, seconded by Ms. Carpenter, and was unanimously approved to pay the \$8217 for the \$2 million liability policy,

Ms. Carpenter and Ms. Zimmer have been discussing transferring some of the library money into NYLAF (New York Liquid Asset Funds) which would provide guaranteed investment with a higher rate of interest. Ms. Carpenter will invite a representative from NYLAF to the November trustee meeting to provide details.

Ms. Carpenter and Ms. Zimmer explained that B&Q Accounting submitted a substantial increase in costs that would be approximately \$12,180 annually. After discussion with Mrs. Lynn Lawyer, our current treasurer, Ms. Lawyer indicated she could provide the same services for approximately \$10,070 per year. After discussion, Ms. Carpenter made a motion, seconded by Mrs. Berard, and was unanimously approved to contract with Ms. Lawyer to provide these services as the library's bookkeeper, and Ms. Carpenter would continue in her role as the designated treasurer.

Building & Grounds.

Mr. Barnes indicated the windows and soffits are repaired.

Mr. Barnes and Ms. Zimmer discussed the need for Mr. Becker, Lamont Engineering, to provide the library with an outline of costs for future financial planning.

Personnel:

Ms. Walter announced that the director's annual review should be submitted to her by November 1.

Board Development:

Mrs. Berard thanked the trustees for their support of the Staff & Friends Appreciation Dinner.

Unfinished Business:

Ms. Zimmer indicated the need for a fundraising committee to provide for the completion of the annex.

Adjournment:

Ms. Carpenter made a motion, seconded by Mrs. Downs, and was unanimously approved to adjourn at 3:00 p.m.

Submitted by Virginia Downs

The Community Library
Board of Trustees Meeting
October 27, 2023

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m. President Hotopp had called for a special meeting to discuss financial efficiency and legal obligations. Present: Fred Barnes, Harriet Berard, Linda Carpenter, Nathan Davis, Virginia Downs, Ken Hotopp, Becky Leggieri, Sandy MacKay, Doreen Russo, Janet Sand, Julia Walter, Kim Zimmer.

Committee Reports:

Finance:

Ms. Carpenter reported that the library is the beneficiary of \$10,000 from the estate of Annaliese Smith.

Ms. Carpenter and Ms. Zimmer outlined the obligations, the duties, and the costs of bookkeeping and treasurer of The Community Library. After exploring various options, the trustees voted on the following changes:

Mr. MacKay made a motion, seconded by Ms. Walter, and was unanimously approved to regrettfully accept the resignation of Linda Carpenter from the board of trustees.

Ms. Walter made a motion, seconded by Mrs. Sand, and was unanimously approved to retain BQ Accounting for check process the payroll of employees until the end of 2023.

Ms. Russo made a motion, seconded by Ms. Walter, and was unanimously approved to accept Lynn Lawyer's resignation as treasurer and to appoint her as the library's bookkeeper.

Ms. Walter made a motion, seconded by Mr. Barnes, and was unanimously approved to appoint Ms. Carpenter as treasurer to The Community Library.

Building & Grounds:

Mrs. Downs made a motion, seconded by Mrs. Sand and was unanimously approved to go into executive session to discuss legal matters regarding the front steps and ramp.

Mrs. Downs made a motion, seconded by Ms. Leggieri, and was unanimously approved to return to regular session.

Mr. Davis made a motion, seconded by Mr. Barnes, and was unanimously approved Mr. Hotopp signing/notarizing the mutual release and settlement agreement with Bonacquisti Brothers Construction regarding the front steps and ramp.

Ms. Zimmer and Mr. Barnes have been in discussion with Mr. Brendon Becker regarding additional masonry work and replacement of basement windows. After reviewing the options, Mr. Barnes made a motion, seconded by Mr. Davis, and was unanimously approved to change the order to include the additional masonry and to rebuild the existing basement windows.

Adjournment:

Mr. Barnes made a motion, seconded by Mr. Davis, and was unanimously approved to adjourn at 2:20 p.m.

Submitted by Virginia Downs

Kimberly Zimmer's Director Report for the month of October, 2023

Finance:

- Committee reviewed policies.
- BQ increases and changes to roles and responsibilities.
- Scheduled meeting with treasurer to go over page 5 and a few other items

- Researching accepting credit card payments in the catalog.
- No update from Assemblyman Tague's office on funding request for the Annex.
- BQ Employee Retention Credit – still waiting on rest of the checks

Building and Grounds

- Met with Landscape design student.
- Discussed budget for annex renovation.
- Ginny's request to DOT for the green library signs along route 7 has been fulfilled.

Annex Renovation.

- Fire suppression bids.
- Windows have returned. There are 7 that the glass came in later.
- Façade work is being wrapped up..

Personnel

- Initiated staff evaluation paperwork.
- Working on updating the personnel handbook.
- Trainings: QR code
- Meetings: MVLS Annual Meeting, Schoharie Library Anniversary Party, landscape designer, staff

Policy

- Working on room rental agreement and opioid/Narcan policy.
- Committee reviewing Code of Conduct, program policy and policies reviewed by finance.

LRPOS

- Meeting to discuss the 6 month update.

Development

MVLS Updates:

- Received Library Super Star recognition from MVLS and Amy.

Programs

- Arranged for Genealogy program using Military Records, Nov. 9 at 6pm.

Collection

- Attendance:
 - October: 1476 adults, 118 teens, 346 kids, 145 reference, 53 digital literacy, 2 curbside, 103 EV
 - September: 1453 adults, 73 teens, 186 kids, 127 reference, 38 digital literacy
 - August: 1621 adults, 229 teens, 439 kids, 72 reference, 68 digital literacy, 2 curbside
 - July: 1291 adults, 123 teens, 453 kids, 109 reference, 51 digital literacy, 0 curbside
 - June: 1235 adults, 98 teens, 230 kids, 82 reference, 58 digital literacy, 1 curbside
 - May: 1223 adults, 86 teens, 210 kids, 81 reference, 60 digital literacy, 2 curbside
 - April: 1032 adults, 89 teens, 162 kids, 65 reference, 37 digital literacy, 3 curbside.
 - March: 1304 adults, 74 teens, 254 kids, 81 reference, 20 digital literacy, 4 curbside
 - February: 1012 adults, 55 teens, 176 kids, 81 reference, 31 digital literacy, 4 curbside.
 - January: 969 adults, 56 teens, 165 kids, 70 reference, 26 digital literacy.
- Ancestry: 129 October, 137 views in August, 41 views in July, 38 views for June, 132 views May

Equipment:

- New laptop for Courtney.

- TV cart through Dream and Do grant. Still need to order TV.
- WiFi: 995 (October), 891 (September), 970 (August), 774 (July). 830 (June), 1010 (May), 852 (April), 848 (March), 746 (February), 801 (January)
- Public Computers: 142 (October), 107 (September), 171 (August), 154 (July), 140 (June), 135 (May), 131 (April), 183 (March), 117 (February), 122 (January)

History Room

- Answering requests on 1800s laws, TJ, yearbooks.
- Met with Pete Lindemann to review items in storage.
 - Regional Collections digitization of Daisy Brown scrapbooks Grant: [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](http://TheCommunityLibrary.Cobleskill|NewYorkHeritage.nyheritage.org)

Friends

- Friends staffing table at CR staff development day on 11/17
- Fall newsletter sent out.
- December 9 meeting.

Outreach:

- The school is continuing to provide COVID test kits.
- Over 200 Trick or Treaters. Thanks to Doreen and the friends for the candy. We made up bags with bookmarks and kazooos.
- Early Voting schedule October 28 through November 5.
- Joshua Project Book Drive Tote in November

Don LaPlant Adult Services Librarian Report for the month of October 2023

Professional Activities

- programming: Adult Game Night, Fan Favorites, Check Mates, Short Fiction Workshop, All Ages Craft Buffet, Silver Screenings Film Series, Fuzzy Belly Felting Friends, and Trivia Night
- curated three book displays with the assistance of Clerk Heather Heckman
- planned and supervised shifting of Adult Biography Collection
- cleaned and reorganized craft supplies room with Courtney Little and Kim Zimmer
- coordinated communications with graphic designer Kayla Vaughn re: logo
- developed marketing materials for adult programs and library sign-up month
- coordinated ILL borrowing and lending
- weeded Adult Graphic Novel collection
- expanded craft supply collection
- continued training Clerk Heather Heckman on ILL procedures
- developed new monthly events calendar with Jackie Barbato
- coordinated social media posts with Courtney Little
- produced November edition of library newsletter
- attended MVLS Annual Meeting

August Programs/Events Total Attendance: (124 A, 3 T, 6 K)

<i>Adult Gaming Club, Oct. 3</i>	<i>14A, 1T</i>
<i>Fan Favorites Book Club, Oct. 6</i>	<i>5A</i>
<i>Check Mates Chess Club, Oct. 7</i>	<i>2A</i>

<i>Short Fiction Workshop</i> , Oct. 10	5A
<i>All Ages Craft Buffet</i> , Oct. 12	8A, 6K
<i>Adult Gaming Club</i> , Oct. 17	7A, 1T
<i>Silver Screenings Film Series</i> , Oct. 18	6A
<i>Needle Felting Workshop</i> , Oct. 19	11A, 1T
<i>Short Fiction Workshop</i> , Oct. 24	5A
<i>Trivia Night</i> , Oct. 26	16A

Displays

Contemporary Horror, Adult Fiction Display. Yielded 10 circs.
Celebrating Indigenous People, Adult Nonfiction Display. Yielded 8 circs.

Platform	Oct. 2023 followers	Sept 2023 followers
Facebook	1204	1,196
Instagram	185	182
Mailchimp Newsletter	531	516

October Events Calendar: 57 print copies distributed

New Library Card Sign-Ups in October: 35

Courtney Little Library Assistant Report for the month of October 2023

Children’s Programs

- Storytime:
 - Oct. 4: 8K, 7A
 - Oct. 11: 9K, 9A, 1T
 - Oct. 25: 11K, 11A
- STEAAM with SMIST, Oct. 5: 1K, 3T
- LEGO Club, Oct. 10: 5K, 4A
- Pumpkin Painting, Oct. 14: 19K, 3T, 13A

Teen Programs:

- Anime Club, Oct. 10: 6T
- Teen Advisory Board, Oct. 19: 2T
- Teen Halloween, Oct. 24: 7T

Other Programs:

- Paws for Reading
 - Oct. 10: 1K, 1A
 - Oct. 12: 2K, 1A
 - Oct. 17: 5K, 4A
 - Oct. 24: 5K, 4A
 - Oct. 26: 1K, 1A
 - Oct. 31: 1K, 2A
- Check Mates, Oct. 6: 1A
- All Ages Craft Buffet, Oct. 12: 8A, 6K
- Halloween Trick or Treating: Handed out candy and other treats to over 100 kids and teens

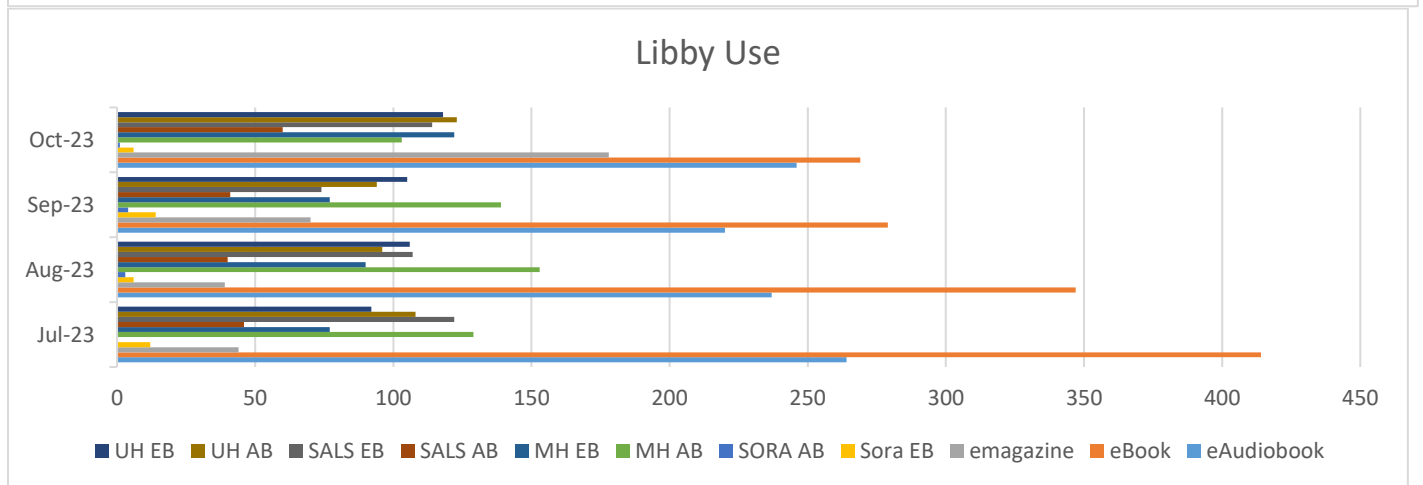
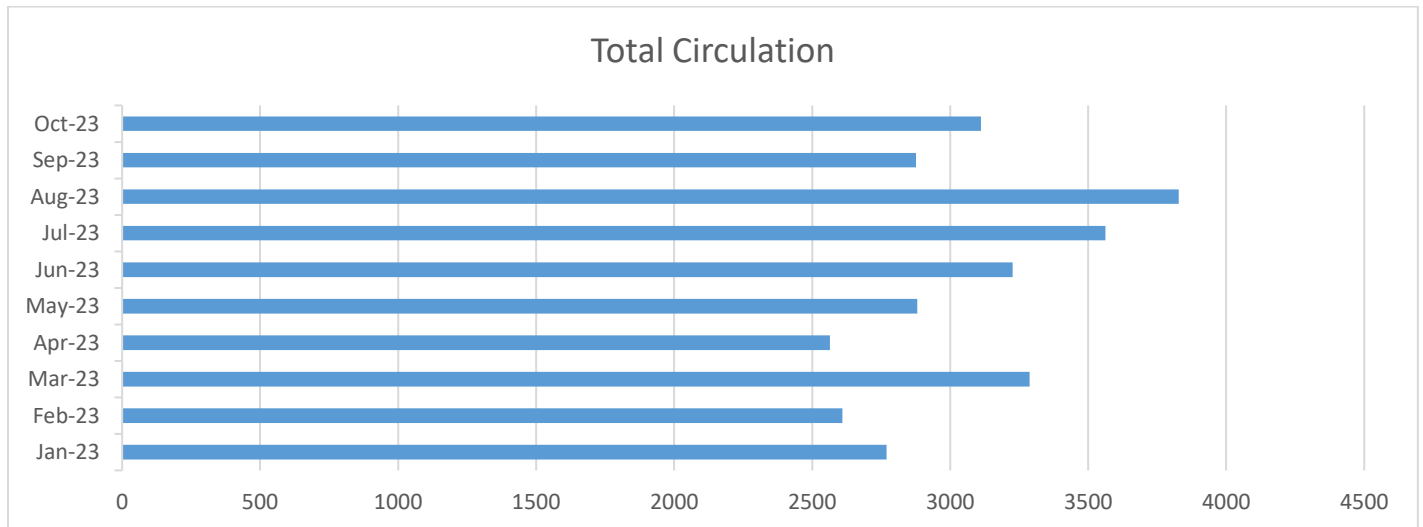
Displays:

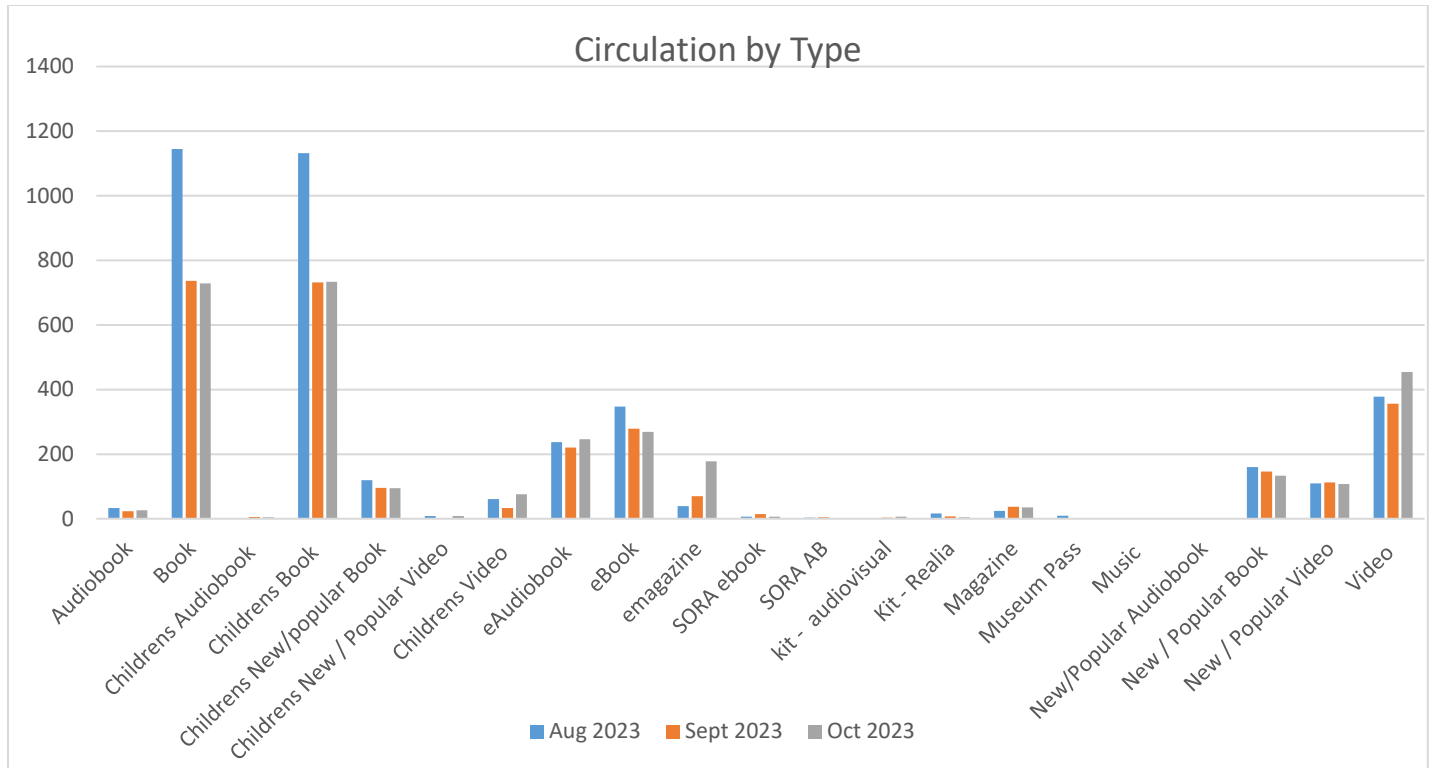
- J Fiction: Spooky Stories
- J Picture Books: Halloween
- Teen Fiction: Creepy Creatures

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for October and November programs
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared teen newsletter with teen programs and collections updates
- Worked with Golding librarian Laura Gagnon to update Battle of the Books forms
- Attended sessions 3 and 4 of online Supercharged Storytimes training course
- Delivered approved flyers for teen programs to Golding MS and High School
- Prepared “Teens Recommend” bookmarks and Google form to share book recommendations from middle and high school readers

Statistics:





Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

Budget Line	Summary of Claims	Note/Acct#	11/9/2023 Invoice#/Subtotal/Due	Amount
7150007	CDPHP	Don's Health Ins.	December	\$ 331.60
7520001	BQ	October Bill	23-10303	\$ 145.00
8110000	Race Printing	Battle of the Books Prints for Golding		\$ 84.00
8110001	Kimberly Zimmer	3 keys at Ace		\$ 9.69
8110001	WaDaYaNeed	2 name badges	185400	\$ 28.00
8110001	MVLS	receipt tape	1546	\$ 72.00
	walmart			\$70.95
	8110000	candy and snacks	44.53	
	8110001	dusters and filters	26.42	
8130001	Midtel	78693-0	10369606	\$152.29
8130001	Midtel	00128367-2	10360720	\$80.95
8180001	Ingram	20V8277 - book purchases	62981165, 60274577, 62983778, 60275444, 62985171, 62986534, 62988062, 62992303, 62993123, 62994306, 62994852, 62995138	\$1,606.24

8182002	Hudson Falls Free Library	replacement cost		\$3.99
8182002	Schenectady County Public Library	replacement cost		\$16.99
8182001	Midwest tape	2000012078 - DVD purchases	504432318, 504471032, 5044504503822, 504534698, 504567802	\$317.85
8210011	Cleaning by Maria	Cleaning	October Bill	\$500.00
8210013	TBS	no heat	25998	\$792.50
8210013	Otis	elevator maintenance	100401346188	\$561.18
8210018	Casella Waste Services	54-324137	1523030	\$111.52
8220001	NYSEG	1002-8403-052	October Bill	\$300.45
8220002	National Grid	07664-27114	October Bill	\$657.73
8220002	National Grid	07664-27123	outdoor light	\$10.60
8220003	Village of Cobleskill	sewer and water	b-0040318	\$95.86
9300003	MVLS	software	4563	\$60.67
9830001	MVLS	Laptop	4568	\$1,404.14
9300003	MVLS	Malwarebytes software	4538	\$9.68
9910001	MVLS	JA Fee October	4549	\$577.66
	Directors Account	reimbursement		\$ 814.86
			Total:	\$ 8,816.40

Director's Account

	Summary of Claims		11/9/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	Cold Spring Farm	25 pumpkins	check # 306	\$25.00
8110001	amazon	paper towels		\$36.45
8110000	amazon	cookie cutters		\$ 38.38
8110000	Michaels	paper		\$ 55.86
8110001	Staples	toner and paper		\$ 545.64
	amazon	mobile tv cart	dream and do grant	\$ 84.75
8140003	USPS	ILL Return	Check #307	\$ 4.43
8140003	USPS	ILL Return	Check # 308	\$ 1.83
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimbursement to Director's Account				\$ 814.86