

Board Meeting Agenda

Members: Fred Barnes 2024, Harriet Berard 2025, Linda Carpenter 2026, Janice Clark 2024, James Collins 2025, Ginny Downs 2028, Ken Hotopp 2024, Rebecca Leggieri 2027, Janet Sand 2027, Nathan Davis 2026, Julia Walter 2028

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,

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

- c. Personnel – Julia*, James, Linda, Janice
Standard Workday Resolution

- d. Policy – Janet*, Linda

- e. Board Development –Harriet *, Becky, Ginny
Member Survey
Trustees to share any training information (5mins)
- f. Long Range Plan of Service Committee - Janice*, Julia, James
Submit committee updates to Janice by 6/30

Unfinished Business:

Front Entry and heating element – attorney update – Fred

New Business:

Adjournment:

Next Board Meeting 7/13/23 at 1pm
Personnel Committee
Finance Committee Budget
Building & Grounds Committee First Wednesday of the month at 11am
Long Range Plan of Service First Friday of the month at 10:30am
Development Meetings the Third Tuesday of the month at 11 am
Policy Meetings the Last Thursday of the month at 11am

The Community Library
Board of Trustees Meeting
May 11, 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, Janice Clark, Jim Collins, Virginia Downs, Ken Hotopp, Becky Leggieri, Janet Sand, Julia Walter, Kim Zimmer.

Guests:

Nathan Davis, a trustee candidate, was present.

Minutes:

Ms. Walter moved to accept the April minutes. This was seconded by Ms. Clark and was unanimously approved.

Director's Report:

Ms. Zimmer mentioned that the Battle of the Books were successful at each of the three levels.

The library staff had a table at the Maple Fest and sponsored an art show with 52 participants. Courtney Little is offering SAT prep for interested students.

For patrons who use Libby, they can now access materials from Upper Hudson, Mid-Hudson, and Southern Adirondack library collections.

Ms. Zimmer has been meeting with various contractors who plan to submit bids for renovations of the Annex.

Ms. Zimmer is researching the benefits of Princh which would provide patrons the ability to print directly from their personal devices.

Treasurer's Report:

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

Committee Reports:

Finance:

Ms. Carpenter has been in contact with Mr. McAllister regarding the sale of the Merck stock.

Building & Grounds:

There has been no report from our attorney regarding the front steps.

Ms. Zimmer indicated that the sensor for the elevator has not arrived.

The facade work is scheduled to begin May 14.

Mr. Becker is researching the possibility of a geothermal system since the new federal incentive of 40% rebate makes it more affordable.

Personnel:

Ms. Walter indicated that the committee is meeting with Ms. Zimmer regarding the definition of a standard work day. Ms. Zimmer is also considering a change in the hours the library is open.

Policy:

Mrs. Sand presented the updated sexual harassment policy which was unanimously approved by the board. Mrs. Sand explained that the committee was reviewing three training options and will make a recommendation at the next meeting.

Board Development:

Mrs. Berard reminded the committee that they will be meeting May 23.
Mrs. Berard, Historian, presented to the trustees a history of the Annex.

Long Range Plan:

Ms. Clark explained the committee is focusing on the two new objectives and requested that the committee chairs submit their semi-annual updates.

Adjournment:

Ms. Walter made a motion, seconded by Mrs. Leggieri, and was unanimously approved to adjourn at 2:15 p.m.

Submitted by Virginia Downs

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

Finance:

- Received notification from ADT that our service price will see a monthly increase of \$7.87. We are also due for a new contract in July. Discussing with Brendon the new updated panel with Annex fire suppression.
- Received notice that a note was required in the annual report regarding the increase in capital funds from 2021-2022. This was due to the CDBG funds for asbestos removal.
- Successful budget (491 to 135) and trustee vote.
- Submitted funding requests to Senator Oberacker and Assemblyman Tague for work on the Annex associated with design.
- Received checks from MVLS (350) and Christmas wish (600)
- Schoharie Co Civil Service has requested a certified payroll for June.
- BQ filed 990 extension.
- Working on cyber insurance application.
- BQ Employee Retention Credit – no update.

Building and Grounds

- Began to research a new sign for out front.
- TBS completed spring maintenance.
- Thanks to Ken for some pruning and Katherine Hawkins for the parking lot cleanup.
- Gary O'Connor shingle replacement work scheduled for spring.
- Painting of front and southside windows has begun.
- Ginny has contacted DOT for a request to install the green library signs along route 7.

Annex Renovation.

- Received a call from NYLA that the bill for working with DASNY was on the agenda for discussion. As of 5/31 it had moved to the Assembly Rules Committee to move to the floor for a vote in the Assembly. No movement in the Senate.
- Façade bid review and award discussion.

Personnel

- Met to discuss standard work day and staffing.
- Staff will have Narcan training at next staff meeting.
- Kim vacation June 16-17
- Trainings: NYS Retirement, Climate Stewards, MVLS Spring Symposium
- Meetings: MVLS Directors Council, Joint Automation by zoom, staff meeting,

Policy

- Working on room rental agreement.
- Reviewed the new NYS Sexual Harassment and Gender discrimination training. [Sexual Harassment Prevention Model Policy and Training \(ny.gov\)](#)

LRPOS

- Discussed new goal and the committee reports due to Janice by June 30.

Development

- Discussed member survey that was sent to all trustees. Please hand to Harriet at the meeting.

MVLS Updates:

- Trustee meeting May 18. Discussed cyber insurance and MFA.
- Attended Director's Council May 31 at Schenectady Public library and discussed how to spend MVLS Central Library Committee funds and the SCPL 100\$ limit.

Programs

- Gathering Place Book Discussion Group – Shared how to use Libby with 7 adults.
- Taco Bell is sending coupons to their Leading by Reading program for summer.

Collection

- Amy completed inventory of the collection and identified some problem areas.
- Amazon will no longer provide magazine subscriptions. Setup new account with Rivistas.
- Museum Passes now available Arkell, Albany Institute of History and Art, Old Stone Fort, Museum of Firefighting, Iroquois, MiSci, Adirondack Experience and Empire Pass.
- New library card registrations: 26 May, 15 April, 22 March, 20 February, 17 January.
- Attendance:
 - 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: 132 views May

Equipment:

- WiFi: 1010 (May), 852 (April), 848 (March), 746 (February), 801 (January)
- Public Computers: 135 (May), 131 (April), 183 (March), 117 (February), 122 (January)

History Room

- Regional Collections digitization of Daisy Brown scrapbooks Grant:
 - 25 books [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](#)

Friends

- Next Meeting June 10 at 10:30.
- Friends are working on a mini golf fundraiser for the fall.
- Basket Raffle and Book Sale September 23.

Outreach:

- Shared summer programming with the Village of Cobleskill for their flyer.
- Schoharie County Council on Alcoholism and Substance Abuse and David Desando delivered the Narcan distribution station. As of 6/2 one box has been removed.
- Cornell's Climate Steward volunteer program is a 12-week course with an expected project outcome. Expectations are working with community groups to complete a project that will

assist with addressing climate change. This effort ties into the national library effort to create climate resilient communities.

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

Professional Activities

- presented Adult Gaming, Middays in May Movie Matinees, Fan Favorites, Check Mates, Short Fiction Workshop, Craft Buffet, and Trivia Night programs
- represented the library at Cobleskill-Richmondville School District budget hearing
- curated three book displays
- met with Kim Zimmer and Courtney Little to plan and coordinate Summer Reading Program 2023
- developed marketing materials for Adult programs
- continued work on website re-design
- developed new monthly events calendar with Jackie Barbato
- coordinated social media posts
- coordinated guest presentation by Education Director of the Schoharie Crossing State Historical Site
- produced June edition of library newsletter

Programs/Events Total Attendance: (175A, 3T, 6K)

Adult Gaming Club, May 4	16A, 1T
Midday Matinee, May 3	19A
Fan Favorites Book Club, May 5.....	5A
Check Mates Chess Club, May 6	6A, 2K
Short Fiction Workshop, May 9	7A
Midday Matinee, May 10	16A
All Ages Craft Buffet, May 11	7A, 1T, 6K
Adult Gaming Club, May 16	11A, 1T
Midday Matinee, May 17	19A
Erie Canal Program, May 18	5A
Short Fiction Workshop, May 23	10A
Midday Matinee, May 24	15A
Trivia Night, May 25	21A
Adult Gaming Club, May 16	5A
Midday Matinee, May 24	13A

Displays

Mothers, Adult Fiction Display. Yielded 11 circs.
 AAPI Personal & Political, Adult Nonfiction Display. Yielded 2 circs.
 National Pet Month, Adult Nonfiction Display. Yielded 2 circ.
 May Events Calendar: 40 print copies

<u>Platform</u>	<u>May 2023 Followers</u>	<u>April 2023 followers</u>
Facebook	1,146	1,137
Instagram	158	154
Mailchimp Newsletter	451	431

Courtney Little Library Assistant Report for the month of May 2023

Children's Programs

- · Storytime:
 - May 3: 10K, 11A
 - May 10: 12K, 12A
 - May 17: 14K, 9A, 1T
 - May 24: 17K, 12A, 1T
 - May 31: 14K, 11A
- · LEGO Club
 - May 3: 3K, 2A
 - May 17: 1K, 1A

Teen Programs:

- Anime Club, May 9: 2T
- Teen Advisory Board, May 11: 2T
- SAT Study groups, May 6 & 13: 0T

Other Programs:

- Paws for Reading
 - May 11: 0 participants
 - May 16: 0 participants
 - May 30: 2K, 1A
- All Ages Craft Buffet, May 11 : 6K, 1T, 7A

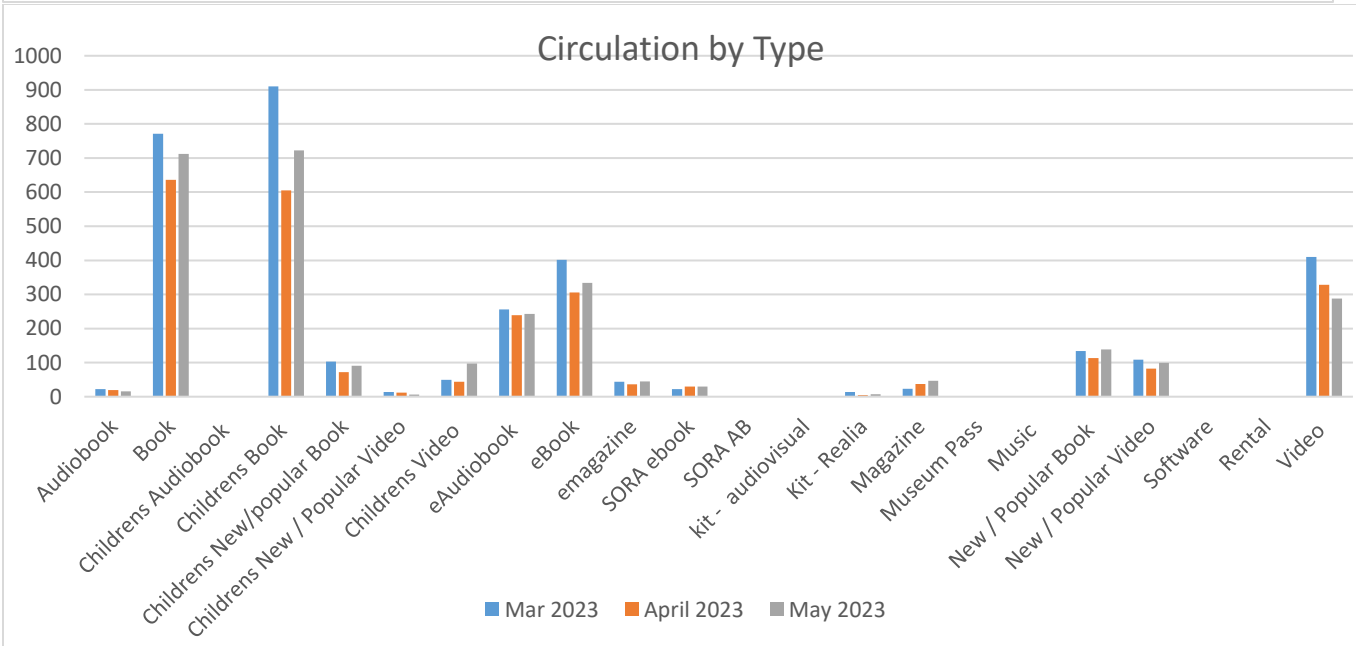
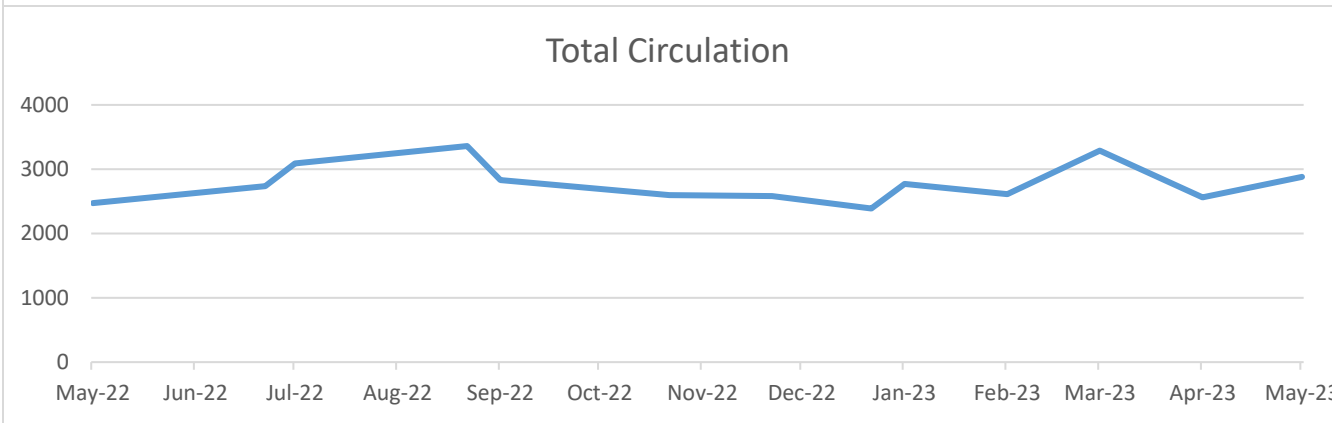
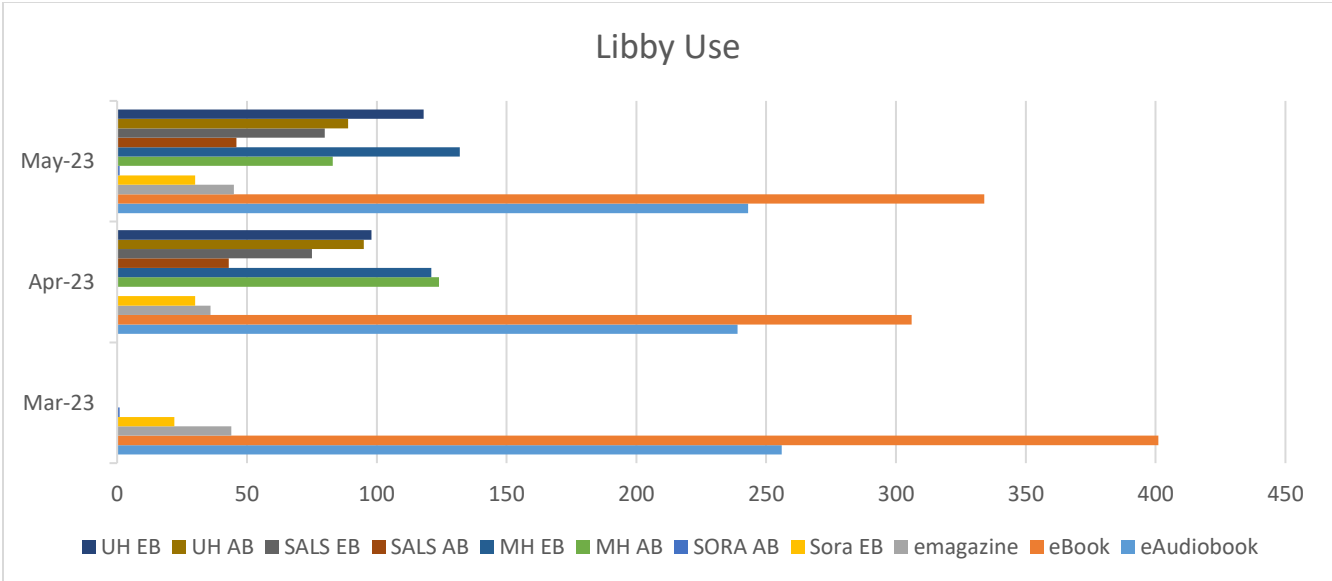
Displays

- J Fiction: Here Be Dragons
- J Picture Books: Mother's Day; Get Up and Dance
- Teen Fiction: YALSA Teens' Top 10 winners 2022

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for May and June programs
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Submitted STEM program and supplies grant to Dean M. Graham Foundation
- Prepared teen newsletter with teen programs and collections updates
- Summer Reading Preparations:
 - Met with Kim and Don for big picture planning
 - Arranged school visits to all four schools for June
 - Began planning and design work for reading challenge

Statistics:



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

	Summary of Claims		6/8/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	BQ		23-9264	\$ 145.00
8110001	Staples	paper, toner, markers, binders		\$ 26.79
	walmart			\$89.32
	8110000	programming snacks	89.32	
8130001	Midtel	78693-0	10337475	\$149.73
8130001	Midtel	00128367-2	10337744	\$80.95
8180001	Ingram	20V8277 - book purchases	62930092, 62927860, 62925520, 60232865, 62923711,60231073, 67600646, 62922325, 76196909, 62932443	\$1,243.19
8180002	Daily Gazette	94490	52 weeks	\$520.00
8181001	ProQuest LLC	Ancestry Renewal		\$1,360.59
8182001	Midwest tape	2000012078 - DVD purchases	503824293, 503791397, 503747100, 503720172, 503724921, 503861251	\$347.82
8182002	Middleburgh Library	replacement cost		\$16.95
8210010	Patricia Hults	Garden plant reimbursement		\$131.13
8210011	Cleaning by Maria	Cleaning	May Bill	\$500.00
8220001	NYSEG	1002-8403-052	June Bill	\$228.23
8220002	National Grid	07664-27114	June Bill	\$618.83
8220002	National Grid	07664-27123	outdoor light	\$10.36
	Directors Account	reimbursement		\$742.66
			Total:	\$ 6,211.55

Director's Account

	Summary of Claims		6/8/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	amazon	popcorn boxes, velcro		(\$31.54)
8110000	amazon	popcorn boxes, velcro		\$30.54
8110000	Walmart	button maker	stewarts srp	\$75.99
8110001	amazon	hdmi cables		\$ 11.76
8110001	amazon	dymo mailing label		\$ 20.00
8110000	amazon	lanyards	christmas wish srp	\$ 201.00

8110000	amazon	bottlecaps, covers & punch		\$ 23.23
8110001	amazon	medify air filters		\$ 309.97
8110000	Pricechopper	gift card, tea, candy		\$ 36.93
8140003	USPS	ILL		\$ 4.79
9830002	amazon	USB hub for Don's laptop		\$ 59.99
Total Reimbursement to Director's Account				\$742.66

Upcoming Financials Claims that need approval

	Summary of Claims		6/8/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	6/30/2023	1014.12
8210012	New Looks Landscaping	May Mow		\$500.00
8210018	Casella	trash/recycle		\$110.49
8210040	Mount Vernon Fire Ins.	Nonprofit D&O Insurance		\$281.50
9910001	MVLS	JA Fee June		\$577.66
Total				\$2,483.77