

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  
     DLD Construction assurance  
     Updates and DASNY
- c. Personnel – Julia\*, James, Linda, Janice
  
- d. Policy – Janet\*, Linda
  
- e. Board Development –Harriet \*, Becky, Ginny
  
- Trustees to share any training information (5mins)
- f. Long Range Plan of Service Committee - Janice\*, Julia, James

Unfinished Business:

Front Entry and heating element – attorney update – Fred

New Business:

Adjournment:

Next Board Meeting 9/14/23 at 1pm  
 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 Friday of the month at 10:30am

The Community Library  
Board of Trustees Meeting  
July 13, 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, Nathan Davis, Virginia Downs, Ken Hotopp, Becky Leggieri, Janet Sand, Julia Walter, Kim Zimmer

**Agenda Items:**

President Hotopp administered the oath of office to newly elected Nathan Davis and reelected Fred Barnes, Virginia Downs, Julia Walter.

**Minutes:**

Mr. Collins moved to accept the June 2023 minutes. This was seconded by Ms. Walter and unanimously approved.

**Director's Report:**

Ms. Zimmer announced that the Friends annual basket raffle would take place September 23.  
Ms. Walter suggested that the trustees create two baskets, one for children and one for adults.  
Ms. Zimmer is pleased with the increased circulation of all materials during the month of June.

**Treasurer's Report:**

Ms. Carpenter outlined the expenses and income for June. The trustees 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 indicated that the library had received partial payment of the Employee Retention Credit. After contacting the local banks Ms. Carpenter indicated that the interest rates of NBT were the most favorable. Ms. Carpenter made a motion, seconded by Ms. Clark, and was unanimously approved to divide \$25,000. into five CD's of \$5000 for a period of five months.

Ms. Carpenter is reviewing the library's insurance details in regard to the annex renovation, patron concerns with banned books, and staff coverage.

Building and Grounds:

Mr. Barnes indicated that there has been no resolution regarding the front entry.

Mike Quigley is continuing with the project of painting the windows

Gary O'Connor has obtained the shingles to replace the damaged roof areas.

The trustees discussed the possibility of hosting an open house showcasing the annex to coincide with the Friends basket raffle on September 23.

Mr. Barnes presented a Landscaper Design handout for the trustees to consider at a later date.

Personnel:

Ms. Walter explained that Ms. Zimmer and the committee are working on developing a personnel handbook.

Policy:

Mrs. Sand reminded the trustees to have their conflict of interest policy returned to Mrs. Downs.

Mrs. Sand suggested that the trustees complete their harassment training as soon as possible since it is a NYS requirement.

Board Development.

Mrs. Berard presented the committee's recommendation for the trustees' officers for 2023-2024: President-Ken Hotopp; Vice President-Becky Leggieri; Secretary-Virginia Downs; Financial Officer-Linda Carpenter; Historian-Harriet Berard. This motion was seconded by Mrs. Downs, and unanimously approved.

Mrs. Berard also provided each trustee with a list of committees, chairs, and trustee members.

Long Range Plan of Service:

Ms. Clark announced that she will be relocating and will be resigning after the August meeting.

Ms. Clark indicated that the committee had reviewed the recommendations from the other committees. Generally, the committees felt their goals were progressing. Sustainability was one area that needed more attention.

**Adjournment:**

Mr. Hotopp adjourned the meeting at 2:40 p.m.

**Submitted by Virginia Downs**

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

Finance:

- Meeting to discuss CDs and bank account.
- Received notice that advocacy grant for new library cards was approved.
- Received 90% of LLSA
- Received call from Comptroller that the taxcap paperwork was not submitted. Forwarded request to Treasurer to submit the paperwork.
- Submitted final report for advocacy grant that covered the post card mailing.
- 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

- Discussed landscape design project.
- Received new ADT contract for fire monitoring.
- Working with Brendon on NYS Construction Grant for removing the wall and air handler between the two buildings. Board will need to approve assurances.
- Fire suppression system inspected.
- Issues with elevator, the door was stuck open.
- Began to research a new sign for out front.
- Issues with HVAC and air flow in the building. AH 2 had a motor fault issue.
- Gary O'Connor reached out that he has picked up the shingles for the replacement work.
- Painting of front and southside windows is completed.
- Ginny has contacted DOT for a request to install the green library signs along route 7.

Annex Renovation.

- DASNY bill has been signed and zoom session setup.
- Façade work has begun. Metal taken off the building in the back, wood taking off basement windows, soffit repair initiated.
- Windows should return in August.

Personnel

- Kim vacation: August 30-Sept 1 and Sept 29-30.
- Working on updating the personnel handbook.
- Trainings: Climate Stewards, harassment, sustainability 101
- Meetings: MVLS board meeting, JA, 8/28 Freedom to Read webinar

Policy

- Working on room rental agreement.
- Working on opioid/narcotic policy.

LRPOS

- Reviewed reports and added objectives and tasks to the document.

Development

- Did not meet.
- Reached out to potential trustee to replace upcoming vacancy.

MVLS Updates:

- Shared information on the Foundation Golf Tournament in Cobleskill with trustees and the friends. The Library has received support from the foundation for our advocacy efforts.
- Attended MVLS board meeting. MVLS working on a floating collection, recent survey to determine need for professional development, construction grant update

Programs

- Helped with decorating for SRP.
- Ordered Stewarts ice cream for the wrap-up party.
- Created visitor guest book for the MVLS passport program.
- Schoharie Co Arts received a Lake Placid Arts Audience Building grant. The grant will bring West African Drumming and Dance workshops with Zorkie Neslon to all four libraries next summer with a public performance at the end. Cobleskill is tentatively scheduled for July 9 at 1pm.

Collection

- New library card registrations: 47 July, 34 June, 26 May, 15 April, 22 March, 20 February, 17 January.
- Attendance:
  - 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: 41 views in July, 38 views for June, 132 views May

Equipment:

- WiFi: 774 (July), 830 (June), 1010 (May), 852 (April), 848 (March), 746 (February), 801 (January)
- Public Computers: 154 (July), 140 (June), 135 (May), 131 (April), 183 (March), 117 (February), 122 (January)

History Room

- Regional Collections digitization of Daisy Brown scrapbooks Grant:
  - Scanning is almost completed.
  - 25 books [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](https://www.nyheritage.org/)

Friends

- Staff creating basket on sustainability.
- Basket Raffle & Book Sale Sept 23. Basket drop off August 22 through the 26<sup>th</sup>.

Outreach:

- Continue to work on logo design.
- Cornell’s Climate Steward program working on an informational program on Climate Change.

**Don LaPlant Adult Services Librarian Report for the month of July 2023**

**Professional Activities**

- presented Adult Game Night, Fan Favorites, Short Fiction Workshop, and Trivia Night programs; hosted speaker for Catch Fish Like a Pro event
- curated three book displays with the assistance of Clerk Heather Heckman
- met with Kim Zimmer and Courtney Little to coordinate Summer Reading Program plans
- developed marketing and administrative materials for Summer Reading Program
- developed marketing materials for Adult programs
- coordinated ILL borrowing and lending
- developed new monthly events calendar with Jackie Barbato
- coordinated social media posts with Courtney Little
- produced July edition of library newsletter

**June Programs/Events Total Attendance: (68A, 4T, 16K)**

<i>Fan Favorites Book Club</i> , June 2	3A
<i>Check Mates Chess Club</i> , June 3	3A
<i>Adult Gaming Club</i> , June 6	10A, 1T
<i>All Ages Craft Buffet</i> , June 8	3A, T, 4K
<i>Short Fiction Workshop</i> , June 13	5A
<i>Adult Gaming Club</i> , June 20	11A, 2T
<i>Catch Fish Like a Pro</i> , June 22	11A, 1T, 12K
<i>Short Fiction Workshop</i> , June 27	6A
<i>Trivia Night</i> , June 29	16A

**Displays**

*Love Is Love*, Adult Fiction Display. Yielded 7 circs.

*Danger At Sea!*, Adult Nonfiction Display. Yielded 3 circs.

*Baseball: America's Pastime*, Adult Nonfiction Display. Yielded 6 circ.

*June Events Calendar*: 59 print copies

Platform	June 2023 followers	May 2023 followers
Facebook	1,151	1,146
Instagram	161	158
Mailchimp Newsletter	477	451

**Courtney Little Library Assistant Report for the month of July 2023**

Regular Programs

- Storytime:
  - July 5: 15K, 10A, 1T
  - July 12: 10K, 6A
  - July 19: 14K, 6A
  - July 26: 20K, 14A, 1T
- Paws for Reading
  - July 8: 2K, 2A
  - July 11: 1K, 1A
  - July 13: 1K, 1A
  - July 20: 1K, 1A
  - July 27: 3K, 2A
- LEGO Club, July 5: 8K, 1T, 4A
- Anime Club, July 11: 5T
- All Ages Craft Buffet, July 13: 11A, 3K

Special Programs:

- STEAAM with SMIST: 2K, 1T
- Whispering Willow Wild Care Bird Show: 20K, 3T, 15A
- Traveling Lantern Theatre Co: 6K, 6A
- Bottle Cap Jewelry: 5T
- Mammal Mania with George Steele: 15K, 1T, 9A

Summer Reading Challenge Participation as of August 1, 2023

Signups:

- Kids: 107
- Teens: 26

Returners (have reached at least one star on their tracker):

- Kids: 47
- Teens: 8

Finishers:

- Kids: 6
- Teens: 5

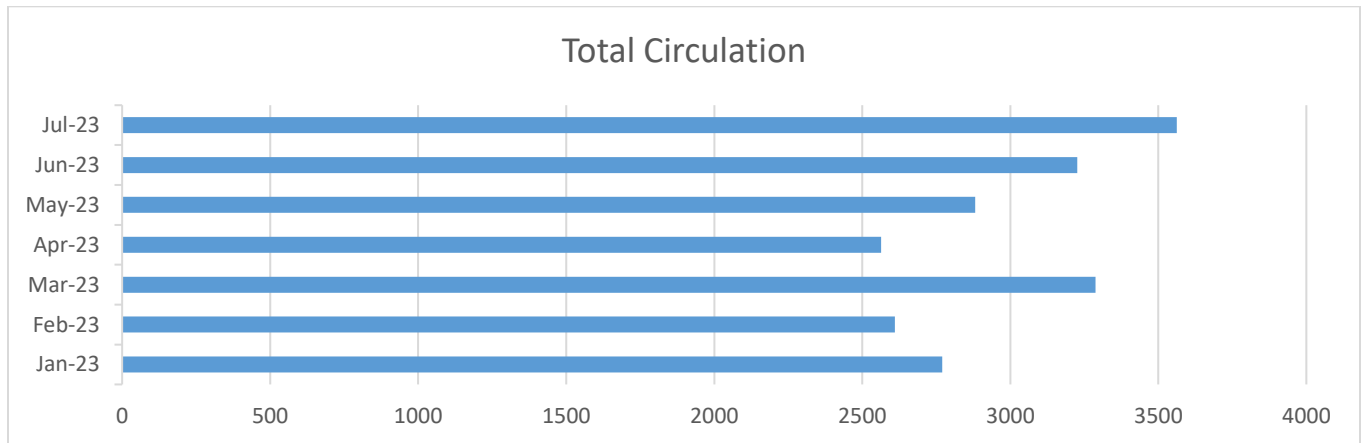
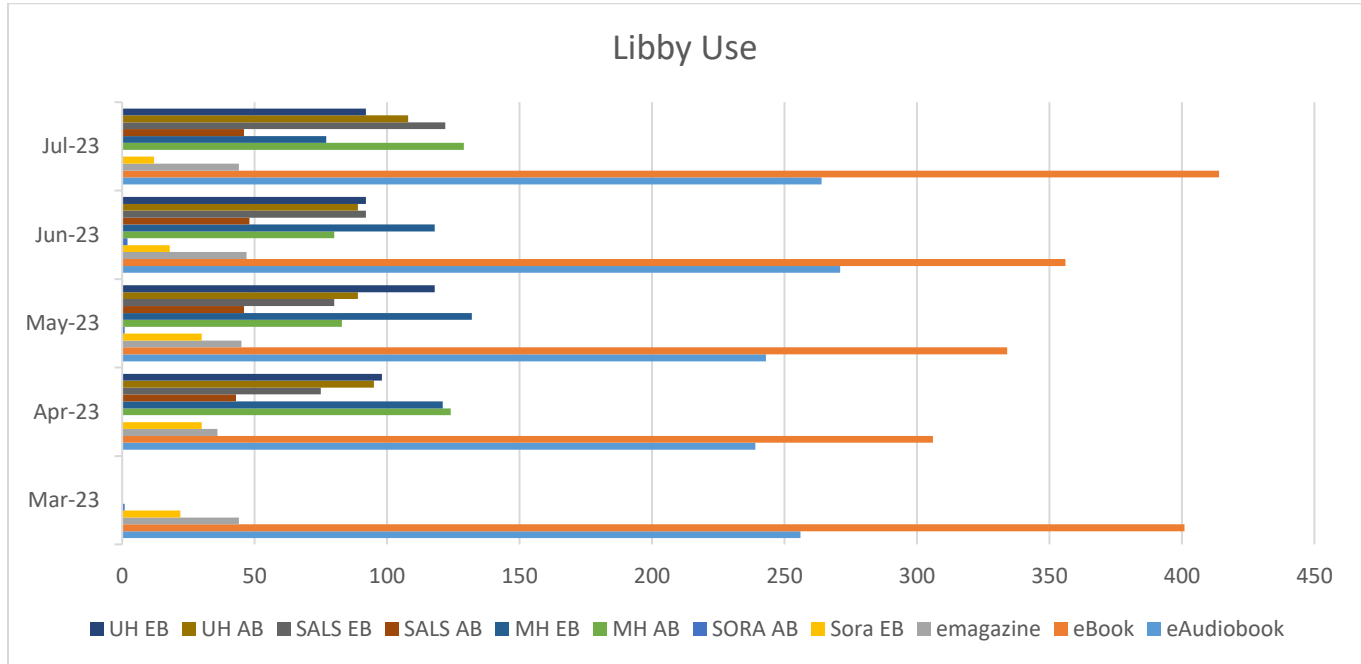
Side Quests (participants who have finished at least 1):

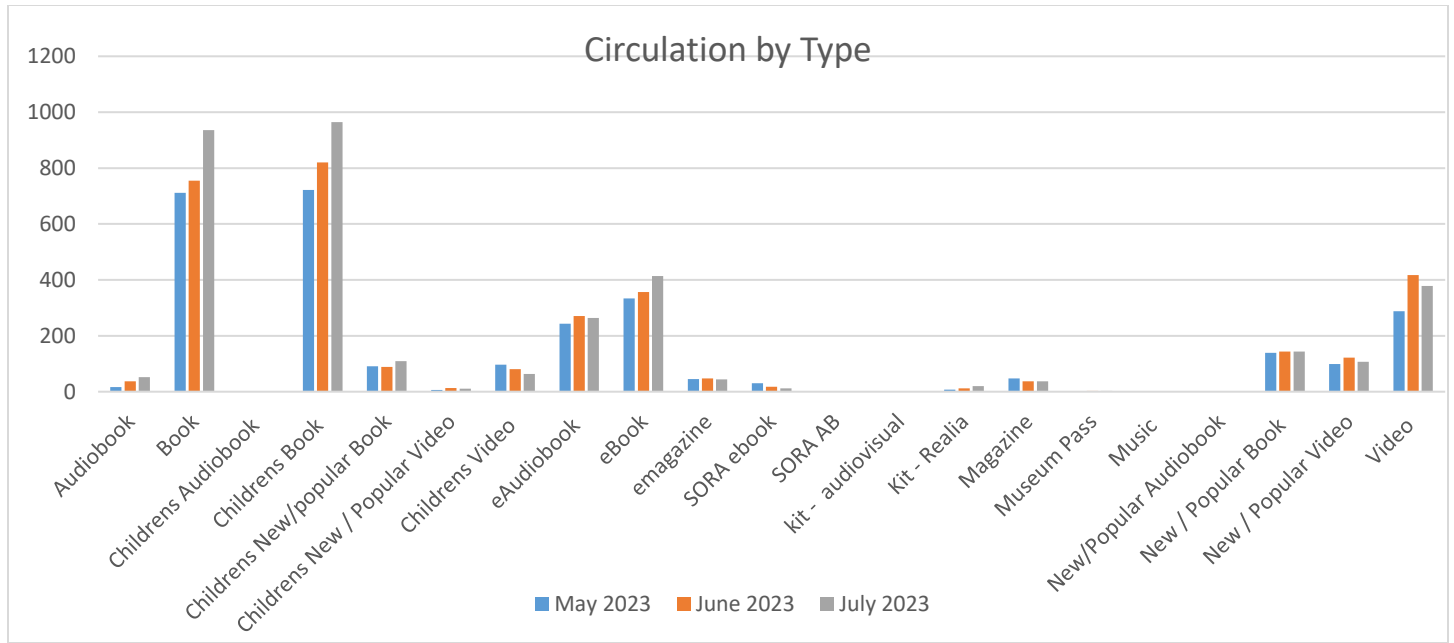
- Kids: 19
- Teens: 7

Displays

- Juv Fiction: Historical Fiction
- Juv Picture Books: Get Outside and Explore
- Young Adult Fiction: Fairytale Retellings

Statistics:





**Finances:** Will be sent out prior to meeting.

**Current Financial Claims for approval**

Budget Line	Summary of Claims	Note/Acct#	8/10/2023 Invoice#/Subtotal/Due	Amount
7540000	Schoharie Mohawk Initiative for Science and technology	two programs cubes and sculptures	105	\$ 50.00
7540000	Sally Ziegler	Felting Program -CREATE		\$ 450.00
8110000	Race Printing	trackers, materials for youth bureau and outreach		\$ 88.25
8110000	Kim Zimmer	button maker, tablecloth, acrylic sheets, pokeman		\$ 110.26
8110002	Demco	31940163 - processing supplies	7336888	\$ 152.31
	walmart			\$238.38
	8110000	srp tshirts, circuit iron on, popcorn, batteries, water, snacks	138.8	
	8110001	air freshener, paper	50.3	
	8110000	srp tshirt, cammand hooks	17.64	
	8110000	soda and tape	31.64	
8130001	Midtel	78693-0	10350335	\$149.81
8130001	Midtel	00128367-2	10350164	\$80.95



8180001	Ingram	20V8277 - book purchases	62946201,62944798, 62944149, 62943893, 62943603, 62942801, 62948086, 6294881, 60251434, 62949057, 62950540	\$1,459.23
	Ingram	program set of board books	60249825	\$75.45
	Ingram	book prizes for SRP	60249825, 77020796	\$85.54
8180002	Times Journal	Newspaper Subscription	T000579	\$50.00
8182001	Midwest tape	2000012078 - DVD purchases	504021483, 504040335, 504072445, 504114073	\$201.63
8182002	Canajoharie Library	replacement cost		\$18.00
8182002	Clifton Park-Halfmoon Library	replacement cost		\$15.95
8182002	Fort Hunter Free Library	replacement cost		\$16.95
8182002	Fort Plain Free Library	replacement cost		\$6.95
8182002	Saratoga Springs Public Library	replacement cost		\$19.99
8182002	Schenectady County Public Library	replacement cost		\$38.90
8182002	Schoharie Free Library	replacement cost		\$6.49
8210002	Cobleskill Agway	shingles	1091	\$105.00
8210010	Joseph M. Quigley	prep and paint windows		\$7,200.00
8210011	Cleaning by Maria	Cleaning	July Bill	\$500.00
8210012	New Looks Landscaping	June and July Mow	782, 811	\$1,000.00
8210013	Technical Building Services	AC Issues	24916	\$257.50
8210014	Otis Elevator	66878697	100401251369	\$542.22
8210015	Professional Fire Protection	sprinkler inspection and back flow inspection	30798	\$525.00
8220001	NYSEG	1002-8403-052	July Bill	\$45.43
8220002	National Grid	07664-27114	July Bill	\$897.53
8220002	National Grid	07664-27123	outdoor light	\$10.85
9910001	MVLS	JA Fee August		\$577.66
	Directors Account	reimbursement		\$986.49
			Total:	\$ 15,962.72

**Director's Account**

	Summary of Claims		8/10/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			

8110000	walmart	correction from June - actually charged to Kim's credit card	button maker	\$ (75.99)
8110001	amazon	toilet paper		\$68.23
8110000	amazon	roll of black plastic table cover	breakout room Christmas Wish grant	\$22.99
8110000	amazon	spinder webs, paint, light bulbs, lite brite	breakout room Christmas Wish grant	\$73.83
8110000	amazon	book for kids program		\$21.53
8110002	amazon	dymo lables		\$ 35.40
8110000	Etsy Groves PaintnPaper Art	paper stars	srp supplies	\$ 13.39
	Etsy Groves PaintnPaper Art	shipping credit		\$ (4.97)
8140003	USPS	ILL Return	check #298	\$ 4.43
8140003	USPS	ILL Return	check #299	\$ 3.72
8110000	Weir Crafts	felting materials	Create Grant	\$ 196.05
8110000	weir Crafts	shipping credit		\$ (15.00)
8110000	The Woolery	felting materials	Create Grant	\$ 173.98
8110000	The Woolery	felting materials	Create Grant	\$ 178.15
8110001	Staples	pens, markers, paper, tape, posit		\$ 40.42
814003	USPS	ILL Return	check#300	\$ 4.43
8110001	amazon	wireless presenter remote and lazer pointer		\$ 32.99
8110000	The Woolery	felting materials	Create Grant	\$ 194.22
8110000	amazon	straw construction	Dean Graham grant	\$ 18.69
Total Reimbursement to Director's Account				\$ 986.49