

Board Meeting Agenda

Members: Fred Barnes 2024, Harriet Berard 2025, Linda Carpenter 2026, Doreen Russo 2024, Vacant 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, Nathan
Executive Session to discuss litigation
DLD application status
Updates on Annex Renovation and DASNY meeting

- c. Personnel – Julia*, Linda, Doreen

- d. Policy – Janet*, Becky, Nathan
Freedom to View

- e. Board Development –Harriet *, Becky, Ginny, Nathan
vacancy
Trustees to share any training information (5mins)

- f. Long Range Plan of Service Committee - Vacant*, Julia, Fred, Doreen

Unfinished Business:

New Business:

Adjournment:

Next Board Meeting 10/12/23 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
August 10, 2023

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, Jim Collins, Nathan Davis, Virginia Downs, Ken Hotopp, Becky Leggieri, Janet Sand, Julia Walter, Kim Zimmer. Excused: Fred Barnes.

Guests:

Ms. Zimmer introduced Ms. Doreen Russo who has agreed to join the board as a trustee since Ms. Clark is relocating and has submitted her resignation.

Minutes:

Ms. Clark moved to accept the July 2023 minutes. This was seconded by Ms. Carpenter and unanimously approved.

Director's Report:

Ms. Zimmer is very pleased with the increased use of the library by adults, teens, and children. The summer reading programs are very successful.

The library will be the designated site for early voting September 28-November 5.

Ms. Zimmer reminded the trustees that the webinar, Defending the Right to Read, is August 28 at 6:00 p.m. Trustees may view this at home or with the staff at the library.

Ms. Zimmer reminded the trustees that the board will be creating two baskets which Ms. Walter is organizing for the Friends basket raffle.

The MVLS Foundation Golf Tournament will take place at Cobleskill Golf Club this year. Mrs. Berard reminded the trustees that it is important to support this event.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for July. 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 updated the board that she set up five CDs of \$5000 each and opened a checking account at NBT as approved at the July meeting.

The finance committee will review the options of investing the money from the sale of the Merck stock.

Building and Grounds:

Mrs. Sand indicated the committee is reviewing the landscape options.

Ms. Zimmer explained that the agreement with DASNY had been signed. An initial Zoom meeting occurred and a representative will meet with the committee for further plans.

Ms. Zimmer and Mr. Brendon Becker are working on a further construction grant for removing the wall between the two sections and a new air handler for both areas. Mrs. Sand presented the details which outlined assurances of completing this project within specific guidelines. After a brief discussion Mrs. Sand made a motion, seconded by Ms. Clark, and unanimously approved President t Hotopp to sign this agreement.

Personnel:

Ms. Walter said the committee is continuing to develop an employee handbook.

Policy:

Mrs. Sand reported the committee is developing policies for patron/staff health emergencies.

Long Range Plan of Service:

Ms. Clark indicated the committee is continuing to develop their goal of increased sustainability.

Unfinished Business:

Mr. Hotopp indicated that he is concerned about the accessibility of the parking lot after viewing an ADA website.

New Business:

Mr. Hotopp thanked Ms. Clark for her many contributions to the board and wished her happiness in her new home.

Adjournment:

Mr. Hotopp adjourned the meeting at 2:35 p.m.

Submitted by Virginia Downs

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

Finance:

- Contacted bookkeeper regarding the 990.
- 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

- Submitted NYS Construction Grant to MVLS for moving the air handler ducts between the two buildings. Defend project at MVLS on 9/11.
- No update on the shingles.
- Ginny has contacted DOT for a request to install the green library signs along route 7.

Annex Renovation.

- Met with Jim Poole for article.
- Façade work has begun. Soffit repair initiated, boards needed to be milled, brick/mortar repair underway, scraping and painting of the soffits and window frames.

Personnel

- Working on updating the personnel handbook.
- Trainings: DEI, Climate Action Climate, Freedom to Read
- Meetings: DASNY, Director's Council, Village Revitalization

Policy

- Working on program policy
- Working on room rental agreement.
- Working on opioid/Narcan policy.

LRPOS

- Nothing this month.

Development

- .Sent invites to library volunteers. RSVP by Sept 19.

MVLS Updates:

- The Foundation Golf Tournament – Sept 25 volunteering.
- Submitted trustee donation for Foundation Golf Tournament –golfers
- Submitted surveys to determine need for professional development.

Programs

- Confirmed fall SCHOOL programs
- Picked up Stewarts ice cream for the wrap-up party.

Collection

- New library card registrations: 36 August, 47 July, 34 June, 26 May, 15 April, 22 March, 20 February, 17 January.
- Attendance:
 - 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: 137 views in August, 41 views in July, 38 views for June, 132 views May

Equipment:

- WiFi: 970 (August), 774 (July). 830 (June), 1010 (May), 852 (April), 848 (March), 746 (February), 801 (January)
- Public Computers: 171 (August), 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

- Friends Meeting, Spetember 9 at 10:30
- Created three baskets.
- Basket Raffle & Book Sale Sept 23.

Outreach:

- Responded to Village Revitalization Survey. Public meeting well attended at the Library. Staff assisted with creating poster.
- Early Voting schedule confirmed.
- Provided materials to the Schoharie CO. Youth Bureau to distribute during the fair.
- Met with a new artist to discuss logo design.

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

Professional Activities

- presented Adult Game Night, Check Mates, Summer Movie Matinees, All Ages Craft Buffet, Fan Favorites, Short Fiction Workshop, Needle Felting Workshop, and Trivia Night programs
- hosted raffle prize presentation for Summer Reading Program Wrap Up program
- coordinated grant-funded Stronger Together Fiber Arts classes
- developed craft materials collection for felting and fiber crafts
- curated three book displays with the assistance of Clerk Heather Heckman
- met with Kim Zimmer, Courtney Little, and graphic designer Kayla Vaughn to discuss branding
- developed marketing and administrative materials for Summer Reading Program
- developed marketing materials for adult programs
- coordinated ILL borrowing and lending
- continued training Clerk Heather Heckman on ILL procedures
- developed new monthly events calendar with Jackie Barbato
- coordinated social media posts with Courtney Little
- produced September edition of library newsletter
- attended Defending the Freedom to Read webinar hosted by NYLA

August Programs/Events Total Attendance: (176A, 12T, 19K)

<i>Adult Gaming Club, August 1</i>	9A, 1T
<i>Summer Movie Matinee, August 2</i>	8A
<i>Stronger Together Fiber Arts class, August 3</i>	20A, 2T
<i>Fan Favorites Book Club, August 4</i>	4A
<i>Check Mates Chess Club, August 5</i>	2A
<i>Short Fiction Workshop, August 8</i>	6A
<i>Summer Movie Matinee, August 9</i>	4A
<i>All Ages Craft Buffet, August 10</i>	5A, 1K
<i>Stronger Together Fiber Arts class, August 10</i>	17A, 3T
<i>Adult Gaming Club, August 15</i>	13A, 1T
<i>Summer Movie Matinee, August 16</i>	6A
<i>Stronger Together Fiber Arts class, August 17</i>	19A, 2T
<i>Summer Reading Wrap Up Party, August 19</i>	14A, 2T, 16K
<i>Short Fiction Workshop, August 22</i>	6A
<i>Needle Felting Workshop, August 24</i>	11A, 1T, 1K
<i>Trivia Night, August 31</i>	21A
<i>Drabble Writing Competition, August 31</i>	11A, 1K

Adult Summer Reading Program

- 92 adults registered for summer reading challenge (69 adults registered in 2022)
- 45% returned trackers for prizes
- 415 raffle & book tickets collected from adult participants in reading challenge and summer programs

Displays

Fiction in Translation, Adult Fiction Display. Yielded 13 circs.

Natural Sciences, Adult Nonfiction Display. Yielded 3 circs.

Hard at Work Memoirs, Adult Nonfiction Display. Yielded 2 circ.

August Events Calendar: 52 print copies distributed

<u>Platform</u>	<u>August 2023 followers</u>	<u>July 2023 followers</u>
Facebook	1,187	1,168
Instagram	168	161
Mailchimp Newsletter	497*	497

*Many duplicate and inactive subscribers were removed from our mailing list to avoid exceeding the 500-patron subscriber limit in Mailchimp's free plan. Even though our subscriber count remains unchanged, we had 18 new patrons subscribe in August.

Courtney Little Library Assistant Report for the month of August 2023**Regular Programs**

- Storytime:
 - August 2: 18K, 11A, 1T
 - August 9: 12K, 9A, 1T
 - August 16: 21K, 12A, 1T
 - August 23: 20K, 13A
 - August 30: 17K, 12A
- Paws for Reading
 - August 1: 1K, 1A
 - August 3: 1K, 1A
 - August 8: 1K, 1A
 - August 15: 1K, 1A
 - August 17: 2K, 1A
 - August 22: 1K, 1A
 - August 29: 1K, 1A
- LEGO Club, August 2: 2K, 2A
- Anime Club, August 8: 3T
- All Ages Craft Buffet, August 10: 5A, 1K
- Teen Advisory Board, August 17: 0 participants

Special Programs:

- Will Parker Music, August 1: 3K, 5A
- Teen Book Talk, August 1: 0 participants
- STEAAM with SMIST, August 3: 3K, 4T
- Bubble Party, August 8: 8K, 1T, 7A
- Stranger Things Escape Room, August 11: 6T
- Summer Reading Wrap Up Party: 16K, 2T, 14A

Summer Reading Challenge Participation**Signups:**

- Kids: 108

- Teens: 27

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

- Kids: 66 (61%)
- Teens: 15 (55%)

Finishers:

- Kids: 40 (37%)
- Teens: 11 (40%)

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

- Kids: 33 (31%)
- Teens: 13 (48%)

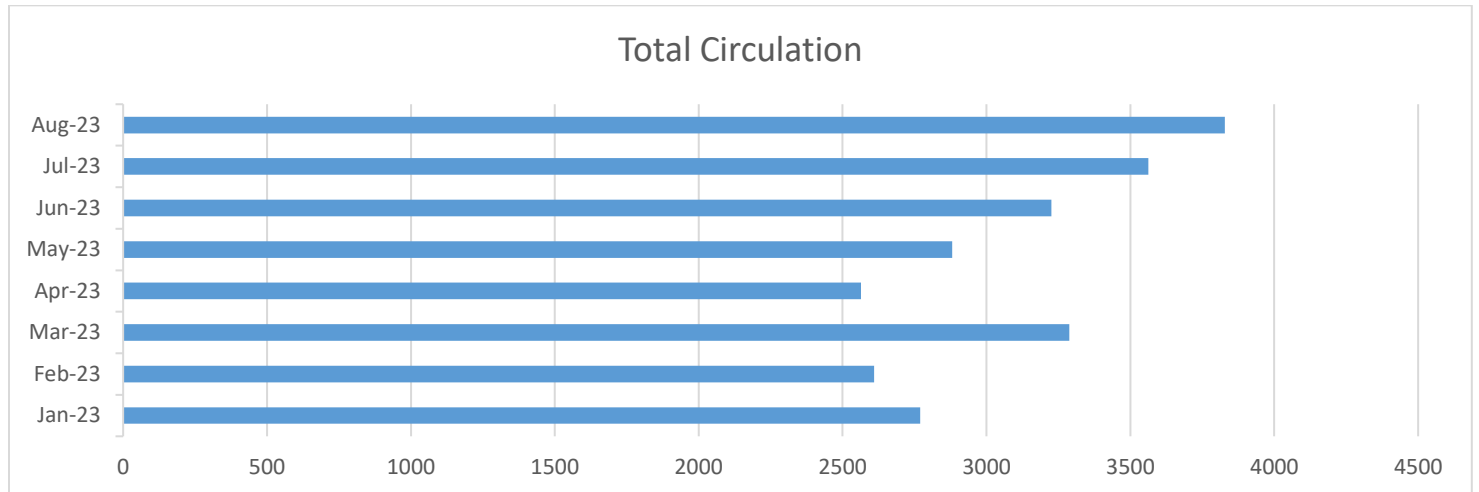
Displays

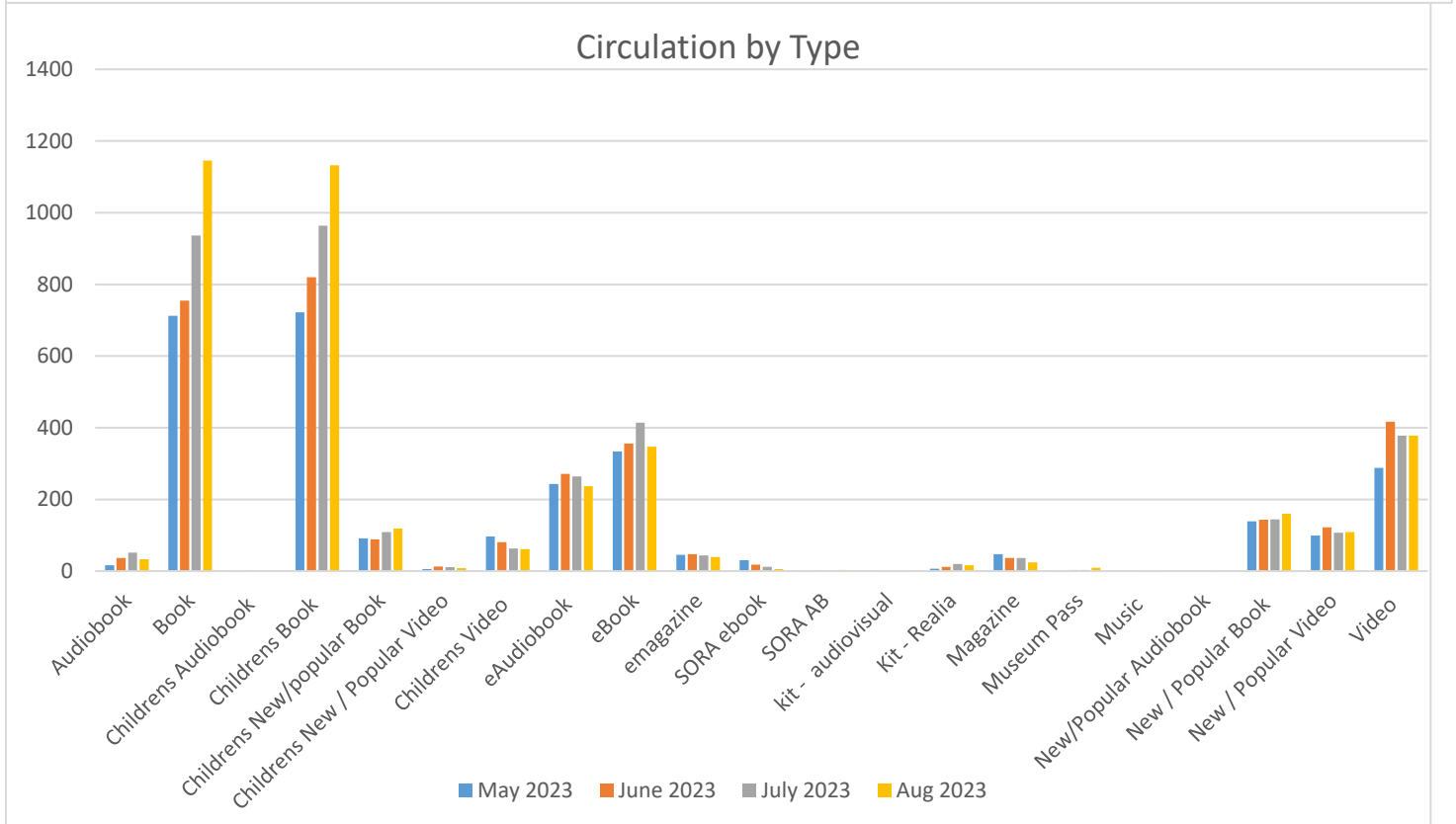
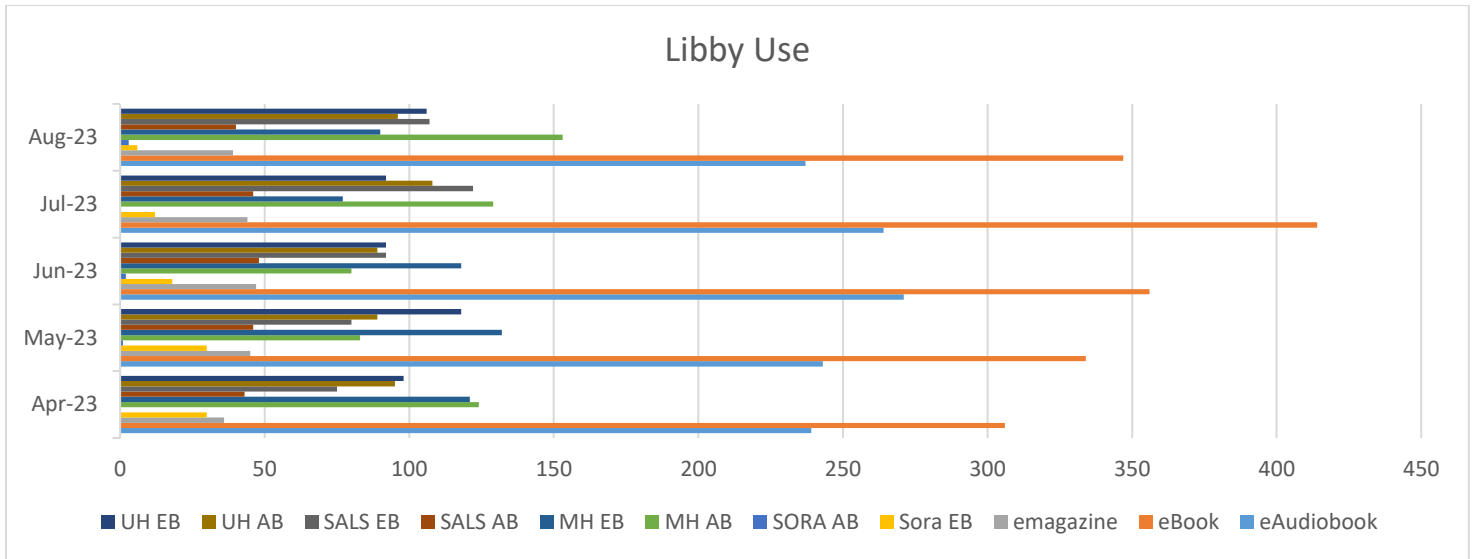
- Kids' Fiction: Detective Stories
- Picture Books: Wordless Picture Books; Back to School
- Young Adult Fiction: Summer Scares

Other Professional Activities

- Completed pilot modules for Libraries Count study on early math in story time programs
- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for August and September programs
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared teen newsletter with teen programs and collections updates
- Updated Create Cart activity binder with Jackie Barbato

Statistics:





Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

Summary of Claims		9/14/2023
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Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP	Don's Health Ins.	October	\$ 331.60
7520001	BQ	July and August Bill	23-9702	\$ 290.00
	walmart			\$287.61
	8110000	gorilla tape and fuzzy pipe cleaners	12.34	
	8110001	HDMI Cable	6.58	
	8110000	srp book prizes	58.34	
	8110000	Create grant supplies, Dean Foundation Storage totes, SRP prizes	210.35	
8130001	Midtel	78693-0	10357254	\$149.81
8130001	Midtel	00128367-2	10359089	\$80.95
8180001	Jeff O'Connor	2 Skohere books		\$56.00
8180001	Tom Ernst	11 clearance books		\$66.00
8180001	Ingram	20V8277 - book purchases	67628966, 62953801, 62953830, 62954884, 67630537, 62955593, 62955928, 62957471, 62959794, 62962357, 62963612, 62964803	\$1,457.31
8110000	Ingram	book prize	77260858,	\$3.99
8182001	Midwest tape	2000012078 - DVD purchases	504177455, 504210155, 504247560, 504275191	\$226.40
8210011	Cleaning by Maria	Cleaning	August Bill	\$400.00
8210012	New Looks Landscaping	August Mow	782, 811	\$500.00
8210013	Technical Building Services	AC Issues	25259, 25328	\$667.50
8210014	Otis Elevator	66878697 - fleet maintenance and logistics surcharge	F10000097533	\$100.00
8210015	ADT	949313431	151571817	\$1.00
8210018	Casella Waste Services	54-324137	1514097, 1517378	\$218.92
8220001	NYSEG	1002-8403-052	August Bill	\$48.48
8220002	National Grid	07664-27114	August Bill	\$768.52
8220002	National Grid	07664-27123	outdoor light	\$10.80
8320001	NYLA	Annual Conference Reg		\$435.00
9910001	MVLS	JA Fee August		\$577.66

	Directors Account	reimbursement		\$910.50
			Total:	\$ 7,588.05

Director's Account

	Summary of Claims		9/14/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	ALA Store	Bookmarks		\$ 33.82
8110000	Dollar Tree	sponges (\$7.50) and food storage containers		\$13.50
8110000	Dollar Tree	foil lasagna pan		\$6.25
8110000	amazon	Keva blocks	Dean Graham grant	\$132.95
8110000	amazon	button maker supplies	Friends	\$29.99
8110000	amazon	soft stacking blocks, Magna tiles	Dean Graham grant	\$ 139.92
8110001	amazon	command strips		\$ 15.30
8110000	The Woolery	felting materials		\$ 155.91
8110001	Staples	paper and toner		\$ 194.88
8110001	Staples	toner		\$ 104.88
8110000	amazon	flexible building blocks and Straw construction	Dean Graham grant	\$ 51.72
8140003	USPS	ILL Return	Check #301	\$ 8.86
	Mail Chimp	email newsletter account		\$ 22.52
Total Reimbursement to Director's Account				\$ 910.50