

### Board Meeting Agenda

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

**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,  
Tax Cap, 2024 and 2025 budgets, Director and Librarian I salaries, tax levy  
Preapproved vendor payment list  
Joint Automation Council Agreement
- b. **Building & Grounds** – Fred, Janet, Harriet, Nathan\*  
Vaysen Studio  
Annex update
- c. **Personnel** – Julia\*, Linda, Doreen, Sandy
- d. **Policy** – Janet\*, Becky, Nathan, Pat  
Social Media, Abandoned Property, Tobacco-Free, Code of Ethics, Internet Access, Friends  
Memorandum of Understanding
- e. **Board Development** –Harriet \*, Becky, Ginny, Nathan  
By Law revisions to address trustee elections and appointments  
Trustees to report out on any training information (5mins)
- f. **Long Range Plan of Service Committee** - Doreen \*, Julia, Fred, Pat  
Overview of Progress

Unfinished Business:

Fundraising Committee

New Business:

Adjournment:

Next Board Meeting 3/14/24 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 – Next meeting 3/7 at 11

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  
January 11, 2024

**Call to Order:**

As a quorum was present, President Hotopp called the meeting to order at 1:00 p.m. Present: Fred Barnes, Harriet Berard, Linda Carpenter (treasurer), Nathan Davis, Virginia Downs, Ken Hotopp, Becky Leggieri, Doreen Russo, Julia Walter, Kim Zimmer. Excused: Sandy MacKay, Janet Sand.

**Guests:**

Ms. Zimmer introduced Ms. Pat Adams who wished to observe a meeting since she is considering becoming a trustee.

**Minutes:**

Mr. Barnes made a motion to accept the December minutes. This was seconded by Ms. Walter and was unanimously approved.

**Director's Report:**

Ms. Zimmer announced that the library will be the site for early voting three times during 2024. Due to limited space, programs will be canceled during these days. The Polar Bear Reading Challenge is a new program that the staff has initiated.

**Treasurer's Report:**

Ms. Carpenter outlined the expenses and income for December. The trustees reviewed the bills. Mrs. Downs made a motion, seconded by Mr. Barnes, and was unanimously approved to pay the bills.

**Committee Reports:**

Finance:

Ms. Carpenter explained that she and Ms. Zimmer are completing the paper work for New York Liquid Asset Fund. She asked the trustees to consider how many accounts we wished to establish with NYLAF.

Ms. Carpenter and Ms. Zimmer are completing the contract with Mostert, Manzanero & Scott, LLP for a financial review of the library.

Building & Grounds:

The new phone system has even installed.

The library has contracted with Hometown Hauling for waste management.

The committee and staff met with Vaysen Architects regarding the interior design of the annex. They were favorably impressed with the presentation and the proposed cost, but the money must be raised before proceeding.

The committee is considering the feasibility of hiring a part time custodian to do maintenance inside and outside.

Board Development:

Mrs. Berard moved to adopt the revised bylaws. This was seconded by Ms. Walter and was unanimously approved.

Mr. Barnes made a motion to research the election process of trustees. This was seconded by Ms. Russo and unanimously approved.

Long Range Plan:

Ms. Russo is compiling the six-month review forms and will present the information at the next meeting.

**Unfinished Business:**

The temporary fundraising committee is creating a letter to be sent to members of the community seeking interested individuals to organize a community wide fundraising effort.

**New Business:**

Ms. Pat Adams indicated that she would like to become a trustee. Mrs. Berard made a motion, seconded by Ms. Russo, and was unanimously approved to appoint Ms. Adams as a trustee.

**Adjournment:**

Mr. Davis made a motion to adjourn at 2:40 p.m. This was seconded by Ms. Walter and unanimously approved.

**Submitted by Virginia Downs**

**Kimberly Zimmer's Director Report for the month of January, 2024**

Finance:

- Received 1500 from MVLS Foundation for post card mailing in May.
- Financial review firm doing the review has access to quickbooks online.
- JA agreement
- NYS Statewide Financial System setup.
- Dropped new checks to Lyn for operating account.
- Created prepay vendor list.
- 2024 and 2025 budgets.
- Researching accepting credit card payments in the catalog.
- BQ Employee Retention Credit – still waiting on rest of the checks

Building and Grounds

- Hometown Hauling dropped off dumpsters.
- Need to check batteries for emergency exit signs.
- Meeting with Adirondack generator.
- Boiler alarms going off, turned off boiler and TBS has still not come to service.
- Elevator serviced.
- Gave the old phones to Harva
- Outdoor outlet fixed and pothole filled.

Annex Renovation

- Design team meeting on Friday.
- Framing and attic repair ongoing
- Fire suppression starting.
- Bob and I moved bricks and slate out. There are more bricks to move if we want them.

Personnel

- Civil service and nys paperwork for new payrates.
- Met with the Committee to discuss the personnel handbook.
- Trainings: creating welcoming spaces, sustainability – finance section, all staff KnowB4
- Meetings: staff meeting, Recite Me software, MVLS JA Council, MVLS Board, Vaysen Studio, Directors

Policy

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

LRPOS

- Meeting to discuss progress.

Development

- Discussed possible changes to bylaws regarding election and appointment of trustees.

MVLS Updates:

- Annual Report portal is open.
- JA Fees for 2025 set with 3.5% increase.
- JA Agreement for board review.
- Schenectady County Library IT plan

Collection

- Duplicate magazines due to the amazon subscription service ending, extensions into 2026.
- Attendance:
  - January: 1385 adults, 67 teens, 177 kids, 102 reference, 37 digital literacy, curbside 1.
- Ancestry searches: 377 (January)

Equipment:

- WiFi: 861 (January)
- Public Computers: 107 (January)

History Room

- Uploads continue [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](https://www.nyheritage.org)

Friends

- Love Your Library Month book sale

Outreach:

- Conversations with DSS, Village PD and County Sheriff’s office.
- Continue to work with Don on new website.
- Continue to work with Don and Courtney on a new logo.
- Attended meeting on community mural project.
- Advertised new hours in both Times Journal and the Mt Eagle.

**Don LaPlant Adult Services Librarian Report for the month of January 2024**

**Professional Activities**

- programming: Author Talk with Dana Cudmore, Fan Favorites, Check Mates, Adult Game Night, Short Fiction Workshop, All Ages Craft Buffet, Silver Screenings Film Series, Fuzzy Belly Felting Friends, Trivia Night, and Script Fixing
- analyzed circulation, program, and attendance data; developed infographics for sharing stats
- coordinated adult Polar Bear Reading challenge
- curated two book displays with the assistance of Clerk Heather Heckman
- continued redesign of library webpage
- developed marketing materials for adult programs
- coordinated ILL borrowing and lending
- developed new monthly events calendar with Jackie Barbato
- coordinated social media postings with Courtney Little
- produced February edition of library newsletter
- completed two cybersecurity training programs

**August Programs/Events Total Attendance: (126A, 6T, 6K)**

<i>Adult Gaming Club</i> , Jan. 2 .....	8A, 2T
<i>Author Talk with Dana Cudmore</i> , Jan. 4 .....	14A, 2T
<i>Fan Favorites Book Club</i> , Jan. 5 .....	4A
<i>Check Mates Chess Club</i> , Jan. 6 .....	5A, 1T, 5K
<i>Short Fiction Workshop</i> , Jan. 9 .....	6A
<i>All Ages Craft Buffet</i> , Jan. 11 .....	6A, 1T, 1K

- Adult Gaming Club*, Jan. 16—cancelled
- Silver Screenings Film Series*, Jan. 17 .....6A
- Fuzzy Belly Felting Friends*, Jan. 18 .....12A
- Short Fiction Workshop*, Jan. 23 .....6A
- Trivia Night*, Jan. 25 .....25A
- Script Fixing, Jan. 31 .....7A
- Polar Bear Reading Challenge, all month long .....27A

**Displays**

*Reimagined Classics*, Adult Fiction Display. Yielded 7 circs.

*Aging Better*, Adult Nonfiction Display. Yielded 7 circs.

Platform	Jan. 2024 followers	Dec. 2023 followers
Facebook	1,230	1,217
Instagram	205	198
Mailchimp Newsletter	556	552

*January Events Calendar*: 33 print copies distributed; 28 copies downloaded from Newsletter

*New Library Card Sign-Ups in January*: 27

**Courtney Little Library Assistant Report for the month of January 2024**

Children’s Programs

- Storytime:
  - January 3: 5K, 5A
  - January 10: 8K, 7A, 1T
  - January 17: 9K, 9A, 1T
  - January 24: 11K, 9A
  - January 31: 13K, 9A, 1T
- LEGO Club, January 9: 1K, 3T, 1A
- Build and Play, January 27: 7K, 8A

Teen Programs:

- Anime Club, January 9: 6T
- Video Game Night, January 17: 2T
- Teen Paint and Sip, January 30: 8T

Other Programs:

- Paws for Reading, January 25: 1A
- Check Mates, January 6: 5A, 5K
- All Ages Craft Buffet, January 11: 6A, 1T, 1K

Displays:

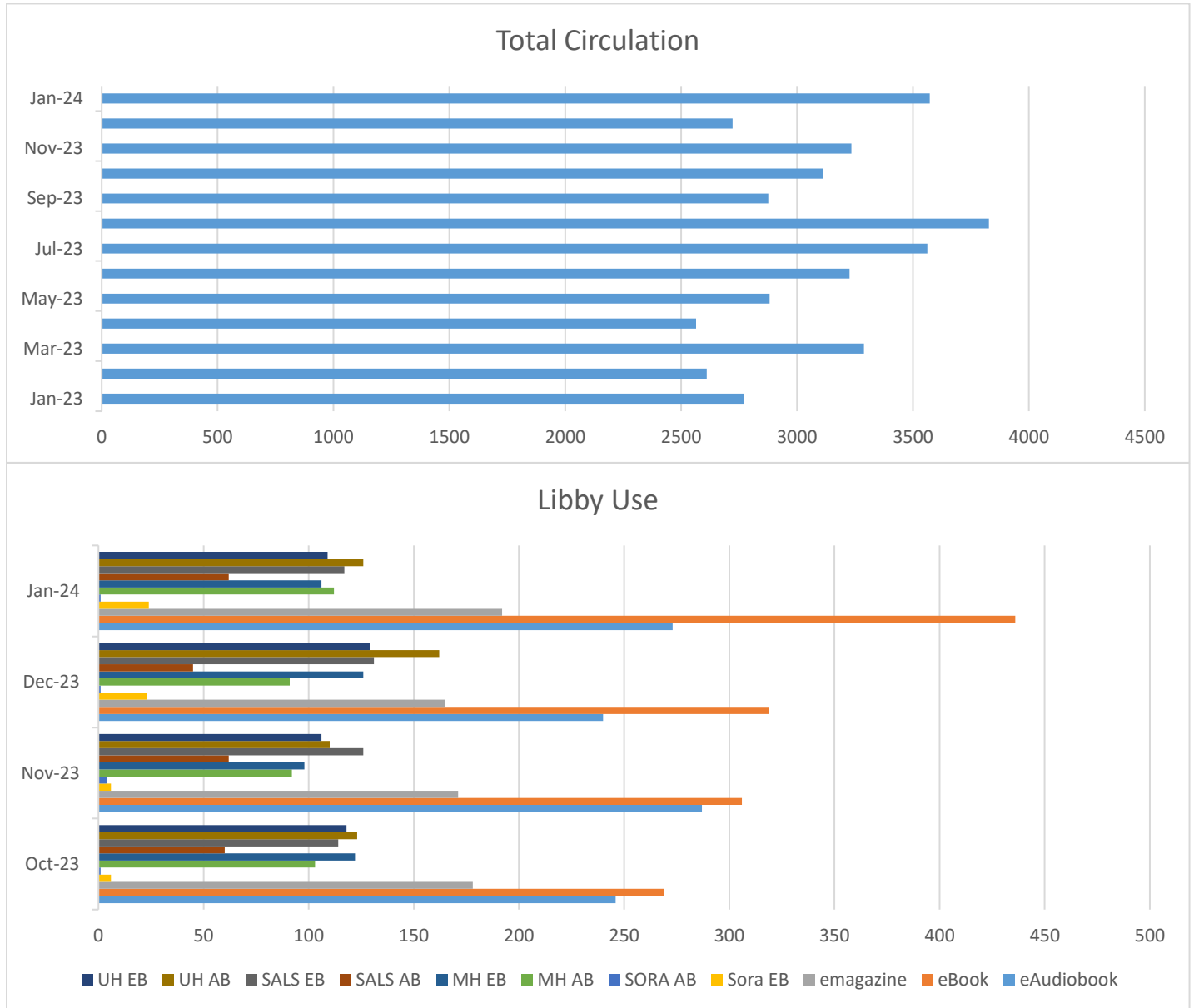
- J Fiction: Great Beginner Chapter Book Series
- J Picture Books: Pets
- Teen Fiction: Retellings and continued classic stories

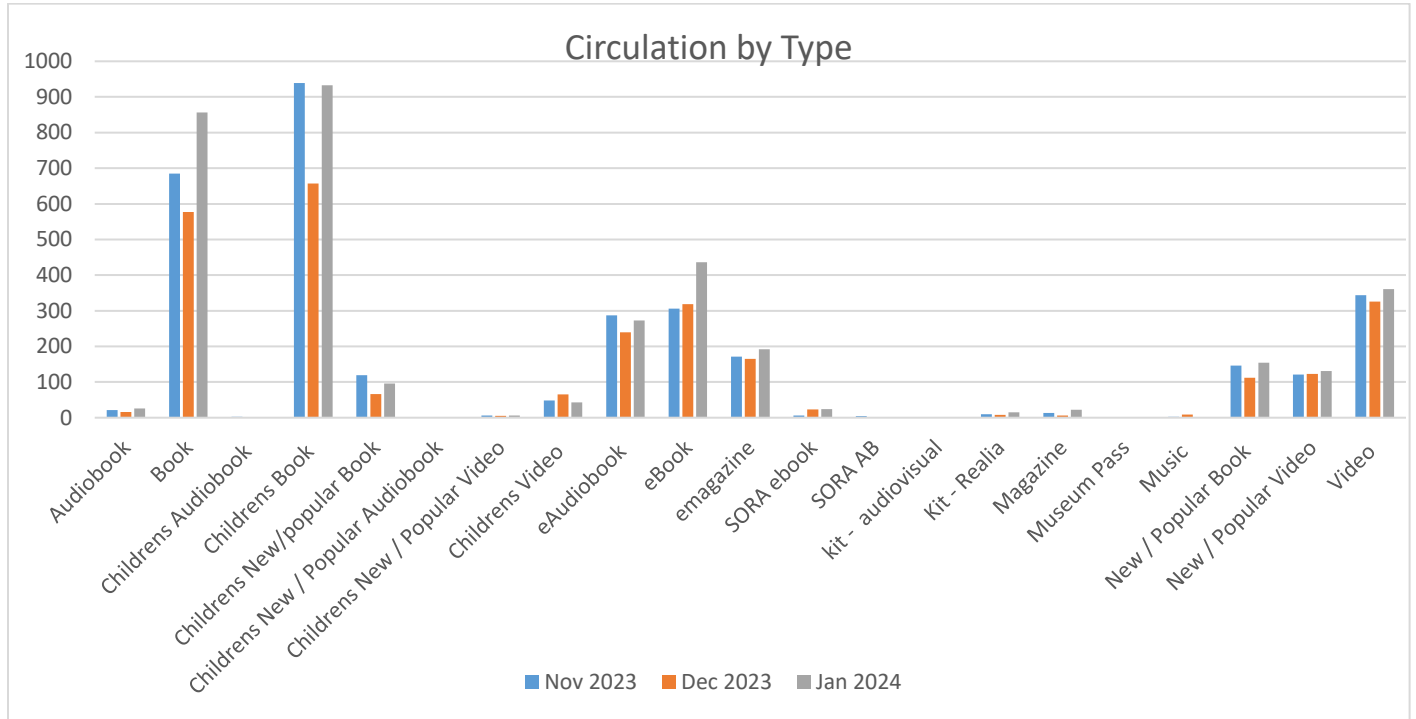
Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for January and February programs
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared teen newsletter with teen programs and collections updates
- Applied for grants from Stewart’s Holiday Match and WGY Christmas Wish

- Started weeding Children’s Fiction with guidance from Don LaPlant
- Attended virtual teen services workshop presented by MVLS and Debbie Sternklar from Voorheesville Public Library
- Launched January Polar Bear Reading Challenge with Don LaPlant, Amy Mele, Heather Heckman, and Jackie Barbato

Statistics:





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

**Current Financial Claims for approval**

	Summary of Claims		2/8/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP	Don's Health Ins.	March	\$ 427.98
7520001	Lyn Lawyer	January Bill	2524	\$ 735.00
8110000	CSLP	Battle of the books and SRP	woo294961	\$ 449.99
8110002	MVLS	book covers	5019	\$ 186.35
	walmart			\$169.71
	8110000	canvas	3.4	
	8110001	Drano and chlorox	10.83	
	8110000	tshirts, soda, cream	155.48	
8130001	Midtel	78693-0	10388544	\$335.08
8130001	Midtel	00128367-2	10386376	\$80.95
8180001	Ingram	20V8277 - book purchases	63015688, 63016642, 63018368, 63019053, 67678582, 63020890, 63022622	\$640.31
8210001	Ace Hardware	2 bags of ice melt	597493	\$66.38
8210011	Cleaning by Maria	Cleaning	January Bill	\$500.00
8210012	New Looks Landscaping	Mowing/Snow	969	\$510.00
8210014	Otis elevator	Jan 24 inspection	100401000093	\$561.18

8220001	NYSEG	1002-8403-052	January Bill	\$683.39
8220002	National Grid	07664-27114	January Bill	\$1,106.86
8220002	National Grid	07664-27123	January light	\$11.33
9300003	MVLS	Software updates	5029	\$55.30
9910001	MVLS	JA Fee January	5004	\$634.36
	Directors Account	reimbursement		<b>\$ 114.94</b>
			Total:	<b>\$ 7,269.11</b>

**Director's Account**

	Summary of Claims		2/8/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110001	Little Italy	Gift Card	check #314	\$ 10.00
8110001	Grapevine Farms	Gift Card	Check# 315	\$ 10.00
8140001	Mineral Springs	Gift Card	Check #313	\$ 10.00
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
8110001	Amazon	paper trimmer	credit	\$ (15.19)
8110000	amazon	acrylic sign holders		\$ 27.98
8110000	amazon	ear buds & dot markers		\$ 40.58
8140003	USPS	ill	check #316	\$ 4.62
8140003	USPS	ill	check #312	\$ 4.43
Total Reimbursement to Director's Account				<b>\$ 114.94</b>