

The Community Library  
Board of Trustees Meeting  
February 8, 2024

**Call to Order:**

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

**Communications:**

Mr. Sandy MacKay recently submitted a letter of resignation effective immediately indicating other commitments left him with little time to devote to the library board of trustees. Mr. Davis, made a motion, seconded by Mrs. Sand, and was unanimously approved to accept Mr. MacKay's resignation.

**Additional Agenda Items:**

Mr. Hotopp complimented Ms. Zimmer's initiative in handling the graffiti found in the library. Mr. Hotopp and each of the trustees agreed that the library must provide a safe environment for all patrons and staff.

**Minutes:**

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

**Director's Report:**

Ms. Zimmer announced that February is Love Your Library month. The Friends of the Library book sale, in support of this designation, is going well. The staff is focusing on collection maintenance.

**Treasurer's Report:**

Ms. Carpenter outlined the expenses and income for January. Ms. Russo made a motion, seconded by Mr. Barnes, and was unanimously approved to pay the bills:

**Committee Reports:**

Finance:

Ms. Carpenter outlined the proposed budget for 2025 emphasizing the increased costs in utilities and staff. After discussion, Mrs. Downs introduced the tax cap resolution:

Whereas, the adoption of this 2025 budget for The Community Library in Cobleskill, NY, may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of The Community Library voted and approved to exceed the tax levy limit for 2025 if necessary, by at least the sixty percent of the board of trustees as required by state law on February 8, 2024.

This was seconded by Ms. Walter and unanimously approved.

Ms. Carpenter explained the 2024 salary increase for the Director and Library I salaried positions. Ms. Leggieri made a motion to approve these increases. The motion was seconded by Mr. Barnes, and was unanimously approved.

Ms. Carpenter and Ms. Zimmer explained the reallocation of categories for the 2024 budget. After discussion, Mrs. Downs made a motion, seconded by Ms. Russo, and was unanimously approved to reallocate the monies in the 2024 budget.

Ms. Carpenter introduced a pre-approved vendor list for 2024 to avoid late fees. After reviewing the list, Mrs. Downs made a motion, seconded by Ms. Walter, and was unanimously approved to utilize this prepaid vendor list for 2024.

Ms. Zimmer explained that there are issues regarding the Joint Automation Council Agreement and she would update the trustees as the situation evolved.

**Building & Grounds:**

Mr. Davis announced that Vaysen Studio representatives would be at the library February 9 from 10:00 and 12:00 regarding the design for the annex. Decisions must be made before the electrical work begins.

Mr. Davis asked the trustees for ideas regarding the use/sale of slate and bricks that are being stored.

Mr. Davis is investigating the costs of a generator for the library. When sections of the community were briefly without power during a cold spell, it became evident that there was a need.

**Personnel:**

Ms. Walter indicated that the committee was reviewing and updating the personnel handbook.

**Policy:**

Mrs. Sand presented and reviewed the Social Media Policy indicating there were no changes. This was seconded by Mr. Davis, and was unanimously adopted.

Next, Mrs. Sand presented and reviewed the unchanged Abandoned Property Policy. This was seconded by Mr. Davis, and was unanimously adopted.

Mrs. Sand and Mr. Davis explained the updated Tobacco-Free Library Policy. Mrs. Sand made a motion, seconded by Mr. Barnes, and was unanimously approved to adopt this policy.

Mrs. Sand presented the revised Code of Ethics Policy. This Policy was seconded by Ms. Russo, and was unanimously adopted.

Mrs. Sand presented the revised Internet Access Policy. Ms. Adams seconded this revised policy, and it was unanimously adopted.

Mrs. Sand reviewed the Memorandum of Understanding Between The Friends of The Community Library and The Community Library. Mrs. Sand made a motion to forward it to the Friends for their approval. This was seconded by Mr. Davis, and was unanimously approved.

**Board Development:**

Mrs. Berard reviewed the changes regarding trustee elections and appointments in the By-Laws. After discussion, Ms. Russo volunteered to review the wording.

Mr. Hotopp indicated that he had viewed a very detailed Zoom presentation regarding the accessibility of libraries to all people.

**Long Range Plan:**

Ms. Russo presented an updated chart outlining the goals of our plan of service. Ms. Russo suggested adding an additional goal of providing social service counseling for those patrons in need. After discussion, Ms. Russo made a motion, seconded by Ms. Leggieri, and unanimously agreed to pursue information regarding this goal.

Ms. Leggieri announced that she had attended Library Advocacy Day in Albany and was pleased with the verbal support for libraries from those she spoke to about the importance of libraries.

**Unfinished Business:**

Mr. Davis spoke about the progress of the temporary fundraising committee. Trustees viewed the letters that will be sent to community members.

**Adjournment:**

Mr. Davis made a motion, seconded by Ms. Leggieri, and was unanimously approved to adjourn at 3:20 p.m.

**Submitted by Virginia Downs**