

### 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, Vacant, 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,  
NYLAF
- b. **Building & Grounds** – Fred, Janet, Harriet, Nathan\*  
Vaysen Studio  
Annex update
- c. **Personnel** – Julia\*, Linda, Doreen, Sandy  
Meeting to review handbook
- d. **Policy** – Janet\*, Becky, Nathan, Pat  
Code of Conduct, Conflict of Interest, Records Retention, Open Meetings
- e. **Board Development** –Harriet \*, Becky, Ginny, Nathan  
Trustee Petitions  
By Law revisions  
Trustees to report out on any training information (5mins)
- f. **Long Range Plan of Service Committee** - Doreen \*, Julia, Fred, Pat  
New Task

Unfinished Business:

Fundraising Committee

New Business:

Early Voting

Adjournment:

Next Board Meeting 4/11/24 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

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  
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**

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

Finance:

- Three renovation donations received.
- MVLS notification that DLD construction support has increased to 228,860
- NYLAF account set up.
- New insurance requirement from vendors.
- Received 1500 from MVLS Foundation for post card mailing in May.
- Financial review firm doing the review has access to quickbooks online.
- Researching accepting credit card payments in the catalog.
- BQ Employee Retention Credit – still waiting on rest of the checks

Building and Grounds

- Stanley serviced the doors.
- Need to check batteries for emergency exit signs.
- Elevator serviced and a sensor needs replacement.

Annex Renovation

- Several walk throughs with Brendon to go over details.
- Design team meeting.
- Framing and brick work ongoing
- Fire suppression starting.
- Contractor moving bricks to pile by container

Personnel

- Civil service paperwork for Heather Heckman.
- Met with the Committee to discuss the personnel handbook.
- Trainings: Ryan Dowd Homeless Training
- Meetings: Vaysen Studio, Directors

Policy

- Meeting to go over Code of Conduct, Open Meetings, Conflict of Interest and Records Retention
- Working on room rental agreement and opioid/Narcan policy.

LRPOS

- Meeting to discuss new task.

Development

- Petitions are ready for trustee elections. Due April 19.
- Discussed possible changes to bylaws regarding election and appointment of trustees.

MVLS Updates:

- Annual Report for review and approval.
- JA Agreement for board review.
- Schenectady County Library prepares to withdraw from JA.

Collection

- Attendance:
  - February: 1389 adults, 92 teens, 262 kids, 134 reference, 46 digital literacy, curbside 2.
  - January: 1385 adults, 67 teens, 177 kids, 102 reference, 37 digital literacy, curbside 1.
- Ancestry searches: 244 (February), 377 (January)

Equipment:

- Issues with MailChimp and domain verification.

- WiFi: 853 (February), 861 (January)
- Public Computers: 122 (February), 107 (January)

History Room

- We are half way there with uploads continue [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](https://www.nyheritage.org)

Friends

- Meeting scheduled for March 16 at 10:30

Outreach:

- New library cards ordered.
- Rack card created/printed to distribute at SUNY daycare.
- Attended Schoharie Co. Committee on Homelessness. Also spoke with Lois Goblet on the topic.
- Conversations with DSS, and Village PD.
- New website is live.
- New logo is complete.

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

**Professional Activities**

- programming: Fan Favorites, Check Mates, Adult Game Night, Short Fiction Workshop, All Ages Craft Buffet, Silver Screenings Film Series, Fuzzy Belly Felting Friends, Gov. Bouck and the Erie Canal, Evening of Short Fiction, Trivia Night, and Secrets of the Library Catalog
- weeded adult fiction collection; coordinated shifting and reorganization
- coordinated adult Polar Bear Reading challenge categories and recommendations
- curated two book displays with the assistance of Clerk Heather Heckman
- finalized 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 March edition of library newsletter
- completed cybersecurity training program
- updated files and promotional material with new logo
- attended two meetings with Vaysen interior designer re: annex design

**February Programs/Events Total Attendance: (97A, 9T, 7K)**

<i>Fan Favorites Book Club</i> , Feb. 2 .....	6A
<i>Check Mates Chess Club</i> , Feb. 3 .....	2A
<i>Adult Gaming Club</i> , Feb. 6 .....	10A, 2T
<i>All Ages Craft Buffet</i> , Feb. 8 .....	8A, 4T, 5K
<i>Short Fiction Workshop</i> , Feb.1 3 .....	10A
<i>Fuzzy Belly Felting Friends</i> , Feb. 15 .....	3A
<i>White Horse Regent: Gov. Bouck &amp; The Erie Canal</i> , Feb. 17 .....	2A
<i>Adult Gaming Club</i> , Feb. 20 .....	13A, 1T
<i>Silver Screenings Film Series</i> , Feb. 21 .....	14A
<i>An Evening of Local Short Fiction</i> , Feb. 22 .....	19A, 2T, 2K
<i>Short Fiction Workshop</i> , Feb. 27 .....	10A
<i>Secrets of the Library Catalog</i> , Feb. 28 .....	6A

*Trivia Night*, Feb. 29 .....18A  
 Polar Bear Reading Challenge, all month long .....23A

**Displays**

*Year of the Dragon/ Chinese New Year*, Adult Fiction Display. Yielded 6 circs.  
*Black History Month*, Adult Nonfiction Display. Yielded 4 circs.

Platform	Feb. 2024 followers	Jan. 2024 followers
Facebook	1,241	1,230
Instagram	216	205
Mailchimp Newsletter	587	556

*February Events Calendar*: 61 print copies distributed; 10 copies downloaded from Newsletter  
*New Library Card Sign-Ups in January*: 23

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

Children’s Programs

- Storytime:
  - February 7: 16K, 12A
  - February 14: 21K, 16A, 1T
  - February 21: 17K, 12A
  - February 28: 14K, 12A, 1T
- LEGO Club, February 13: 2K, 1T, 2A
- Erie Canal Storytime: 2K, 2A
- Slime Time! February 22: 13K, 1T, 10A

Teen Programs:

- Anime Club, February 13: 8T
- Video Game Night, February 21: 6T
- Teen Movie Night (Mean Girls): 10T

Other Programs:

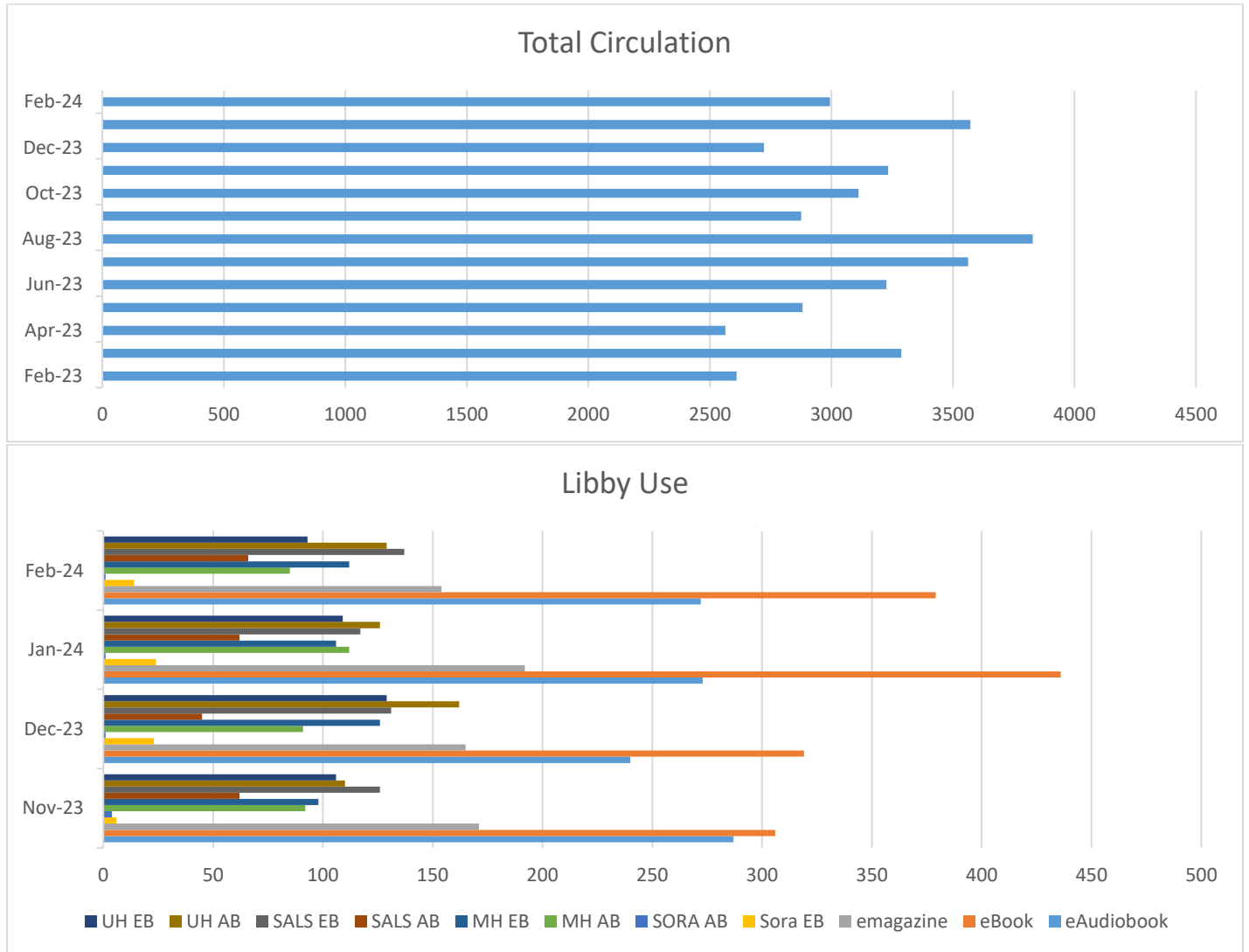
- Paws for Reading, February 8: 8K, 5A
- Check Mates, February 3: 1A
- All Ages Craft Buffet, February 8: 8A, 4T, 5K
- Polar Bear Reading Challenge
  - February Bookmarks:
    - Kids: 20
    - Teens: 3
  - Tickets Returned as of March 5 (each ticket represents one hour of reading):
    - Kids: 42
    - Teens: 7

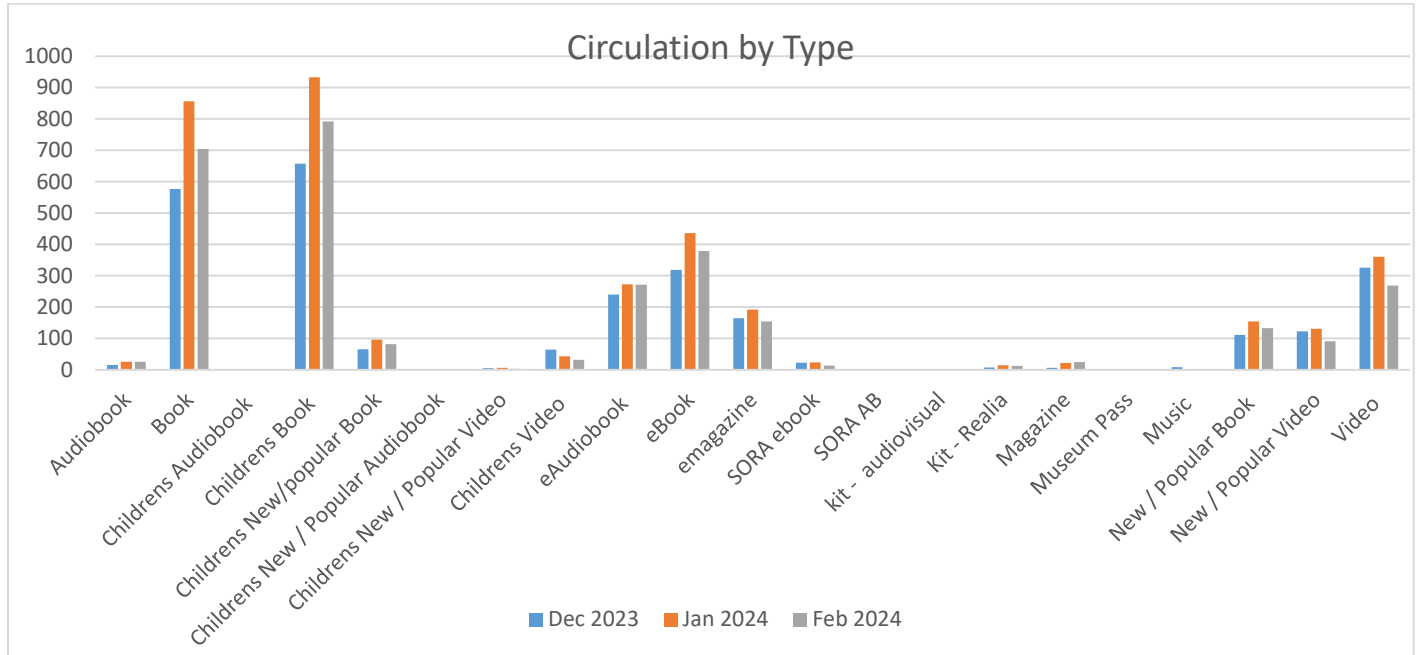
Displays:

- J Fiction: Have you *red* these books? (red covers)
  - J Picture Books: Love/Valentine’s Day
  - Teen Fiction: Heart of the Matter (books with “heart” in the title or hearts on the cover)Other
- Professional Activities:
- Curated displays for picture books, juvenile fiction, and young adult fiction
  - Created social media and marketing materials for February and March programs
  - Planned and facilitated programs for preschoolers, elementary schoolers, and teens

- Prepared teen newsletter with teen programs and collections updates
- Attended info seminar for CREATE grant, February 20
- Completed weeding for Children’s Fiction collection

**Statistics:**





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

**Current Financial Claims for approval**

Budget Line	Summary of Claims	Note/Acct#	3/14/2024 Invoice#/Subtotal/Due	Amount
7520001	Lyn Lawyer	February Bill	2562	\$ 735.00
	walmart			\$129.79
	8110000	food, bags, coffee stirrers	94.7	
	8110001	airfreshner, filters, wipes	35.09	
8130001	Midtel	78693-0	10397517	\$328.85
8130001	Midtel	00128367-2	10393368	\$80.95
8180001	Ingram	20V8277 - book purchases	63024379, 67683314, 63025487, 63027909, 63030210, 63031645, 63033088, 80530654	\$496.42
8182001	Midwest Tapes	DVDs	505041010, 505098401	\$173.16
8182002	Schenectady County Public Library	damaged book		\$8.99
8210010	Allegion Access Technologies	contract for door service	907071159	\$608.00
8210011	Cleaning by Maria	Cleaning	February Bill	\$400.00
8210012	New Looks Landscaping	Mowing/Snow	986	\$510.00
8210013	TBS Stark Tech	boiler alarm	27156	\$530.00
8210016	Professional Fire Protection	first half sprinkler inspection	31558	\$360.00
8210018	Casella	trash and recycling	1530636	\$116.34



8210018	Home Town Hauling and Recycling	trash and recycling	162637, 166838	\$180.00
8530002	Cobleskill Partnership Inc	membership		\$25.00
8540002	Lucas Holdings	library cards, 525 from 2023 Advocacy funds	69838	\$622.02
8570001	Race Printing	Program advertisement		\$57.00
8570001	Times Journal	new hours advertisement	T 205272	\$84.00
9910001	MVLS	JA Fee February and March	50,395,062	\$1,268.72
	Directors Account	reimbursement		<b>\$ 673.92</b>
			Total:	<b>\$ 7,388.16</b>

**Financial Claims Paid In Advance**

	Summary of Claims		3/14/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP	Don's Health Ins.	April	\$ 427.98
7230001	NYS Retirement			\$ -
7250005	NYS Dept labor			\$ -
8220001	NYSEG	1002-8403-052	February Bill	\$821.29
8220002	National Grid	07664-27114	February Bill	\$914.99
8220002	National Grid	07664-27123	February light	\$10.96
8210030	Hartford	Insurance		\$0.00
8210040	Hartford	D&O Insurance		\$0.00
8220003	Village of Cobleskill			\$0.00
Total				\$ 2,175.22

**Director's Account**

	Summary of Claims		3/14/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8570001	CR Playbill Shrek	advertisement	check #318	\$ 35.00
8110002	staples	toner		\$ 371.78
8110001	Amazon	coffee carafe, coffee cups		\$ 61.47
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
8180001	Amazon	books	battle of the books	\$ 40.74
8110001	amazon	glow in the dark powder, containers, mini canvases		\$ 67.28
8110000	amazon	dot markers		\$ 9.99
8140003	USPS	ill	check #317	\$ 3.92

8140003	USPS	ill	check #319	\$ 3.92
8140003	USPS	ill	check # 320	\$ 6.02
8140003	USPS	ill	check # 320	\$ 6.02
8140003	USPS	ill	check # 321	\$ 6.02
8110000	BrickHouse Bakery	gift card polar bear		\$ 10.00
8110000	Kelley Farm and Garden	gift card polar bear		\$ 10.00
8110000	The Cowboy Taqueria	gift card polar bear		\$ 10.00
8140003	USPS	ill	check # 322	\$ 9.24
Total Reimbursement to Director's Account				<b>\$ 673.92</b>