

### 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: Sterling Insurance

Director's Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (\* indicates chair)

- a. **Finance** – Linda, Harriet, Ginny\*, Becky,  
Cyber Insurance  
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  
Security Camera, public comment and Friends agreement
- e. **Board Development** –Harriet \*, Becky, Ginny, Nathan  
Trustee Petitions  
Trustees to report out on any training information (5mins)
- f. **Long Range Plan of Service Committee** - Doreen \*, Julia, Fred, Pat

Unfinished Business:

New Business:

Adjournment:

Next Board Meeting 5/11/24 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 – No April meeting  
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  
March 14, 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 (via phone), Doreen Russo, Janet Sand, Julia Walter, Kim Zimmer.

**Guests:**

Mrs. Berard introduced Mr. Chris Cash as a guest. Mr. Cash is considering becoming a trustee and wished to attend a meeting prior to making a decision.

**Minutes:**

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

**Director's Report:**

MVLS has notified Ms. Zimmer that the DLD construction support has increased to \$228,860.

Ms. Zimmer is researching insurance policies regarding cyber security.

The Annex Renovation continues with present emphasis on cable and electric needs.

Ms. Heather Heckman, provisional clerk, passed the civil service exam. Mr. Davis made a motion, seconded by Ms. Walter and was unanimously appointed to the position of permanent library clerk.

Ms. Zimmer presented the annual report and after discussion, Ms. Adams made a motion, seconded by Mrs. Sand, and was unanimously approved to submit the annual report to the state.

Ms. Zimmer explained that Schenectady is in the process of withdrawing from Joint Automation. A transition team for MVLS will be working to resolve any issues that this may cause.

Ms. Zimmer showed the trustees the new library cards that are available to all patrons. She praised Don La Plant and Courtney Little for their work in designing the new logo and for the improved website.

**Treasurer's Report:**

Ms. Carpenter reviewed the NYLAF account and was pleased with the interest. After discussion, Ms. Russo made a motion, seconded by Ms. Walter, and was unanimously approved to transfer \$100,000 from KeyBank to NYLAF.

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

**Committee Reports:**

Building & Grounds:

Mr. Davis spoke about the committee's pleasure in working with Vaysen Studio. The representative, Suzanne, has presented a variety of suggestions and is working with the staff regarding electrical and furniture needs.

Security cameras will be installed and exit signs will be replaced in the near future.

Personnel:

Ms. Walter indicated the committee is continuing to update the personnel handbook.

Policy:

Mrs. Sand reviewed the revised Code of Conduct Policy. It was adopted by a unanimous vote.

Next, Mrs. Sand explained the revised Conflict of Interest Policy. This was adopted after a unanimous vote.

The Open Meetings Policy was reviewed by Mrs. Sand who indicated that there were no changes.

Mrs. Sand outlined the changes in the Records Retention and Disposal Policy. This was adopted by a unanimous vote.

Board Development:

The revised Bylaws were discussed at the February meeting. Mrs. Berard presented these revised Bylaws for a vote and they were adopted unanimously.

Mrs. Sand and Mr. Hotopp indicated they had viewed a webinar regarding parliamentary procedure and offered some suggestions regarding the trustees' meetings.

Long Range Plan:

Ms. Russo reported that the committee is in the process of adding the suggested task of providing social service counseling for patrons in need.

**Unfinished Business:**

Mr. Davis asked the trustees to provide him with the names of community members who have received letters regarding donations.

**New Business:**

Ms. Zimmer has received information that the county will pay library staff to open and close the building for early voting.

Ms. Walter made a motion, seconded by Mr. Barnes, and was unanimously approved that staff may open and close the building for early voting at a rate of \$20 per hour.

**Adjournment:**

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

**Submitted by Virginia Downs**

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

Finance:

- 990 Extension.
- Received \$1200 from Stewarts foundation for sensory program items.
- Completed final report for advocacy grant on library cards and received the last 52\$.
- Submitted the cyber insurance paperwork and received quotes.
- Meeting to discuss NYLAF and policies
- 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

- Volunteer interested in maintaining the gardens again this year.
- Purchased blink cameras and Policy working on a camera policy.
- Replaced the broken drain pipe from the gutter by the front door.
- Elevator repaired from broken sensor.
- Some issues with the toilets that seems to have gone away.
- Boilers were inspected by the State Safety Bureau.

Annex Renovation

- Scrapped cast for 150\$.
- Several walk throughs with Brendon to go over details.
- Met with JA and Adirondack cabling
- Design team meetings.

- Framing and brick done
- Fire suppression starting Monday.

Personnel

- Met with the Committee to discuss the personnel handbook.
- Trainings: Homelessness, DLD Construction, Ask the Archivist
- Vacation: away April 20-27
- Meetings: Vaysen Studio, Directors, MVLS Outreach Committee,

Policy

- Meeting to go over Cameras, Public Comments at Trustee Meeting
- Working on room rental agreement and opioid/Narcan policy.

LRPOS

- No meeting.

Development

- Petitions are ready for trustee elections. Due April 22.

MVLS Updates:

- Library Giving Day
- Spring Symposium May 2, 3-5pm in St. Johnsville
- JA Agreement for board review still considering.
- Schenectady County Library withdraw moving forward.

Program:

- Provided Libby program to 3 members of school and one library patron. Staff have been helping patrons enter new library card into Libby. Don made a great handout to assist with this process.

Collection

- Attendance:
  - March: 1370 adults, 69 teens, 221 kids, 162 reference, 58 digital literacy, 105 early voting.
  - 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:

- WiFi: 1051 (March), 853 (February), 861 (January)
- Public Computers: 109 (March), 122 (February), 107 (January)

History Room

- 38 of 66 books uploaded ([nyheritage.org](http://nyheritage.org))

Friends

- Drafted Friends Spring Newsletter.
- Now meeting monthly and alternating between a Wednesday evening and Saturday morning.

Outreach:

- Eclipse glasses
- Spice and Soup Recipe handout as part of CPI Soup Stroll.
- Early voting, adjusted the HVAC schedule.
- New library cards being distributed.
- New bookmarks printed and being distributed.
- New member brochure printed and distributing.

**Don LaPlant Adult Services Librarian Report for the month of March 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, Tiny Art Show, Polar Bear Reading Challenge, Soup & Spice Kits, Café Chill
- coordinated adult Polar Bear Reading challenge categories and recommendations
- curated two book displays with the assistance of Clerk Heather Heckman
- maintained and updated 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
- met with representative of Hiscock Legal Services regarding immigrant programming
- met twice with representatives from Vaysen Studios regarding interior design
- produced April edition of library newsletter
- participated in on-going cybersecurity training program
- updated files and promotional material with new logo

**Displays**

*Fiction featuring Women in STEM Fields*, Adult Fiction Display. Yielded 7 circs.  
*Humorous Nonfiction*, Adult Nonfiction Display. Yielded 4 circs.

Platform	Mar. 2024 followers	Feb. 2024 followers
Facebook	1,257	1,241
Instagram	224	216
Mailchimp Newsletter	600	587

*March Events Calendar*: 40 print copies distributed; 20 copies downloaded from Newsletter

*New Library Card Sign-Ups in March*: 25

**March Programs/Events Total Attendance: 219 (175A, 14T, 30K)**

<i>Fan Favorites Book Club</i> , March 1.....	7A
<i>Check Mates Chess Club</i> , March 2.....	2A
<i>Adult Gaming Club</i> , March 5.....	11A, 1T
<i>Short Fiction Workshop</i> , March 12.....	7A
<i>All Ages Craft Buffet</i> , March 14.....	8A, 1K
<i>Café Chill</i> , March 16.....	18A, 3T, 2K
<i>Adult Gaming Club</i> , March 19.....	8A, 1T
<i>Silver Screenings Film Series</i> , March 20.....	18A
<i>Fuzzy Belly Felting Friends</i> , March 21.....	8A
<i>Short Fiction Workshop</i> , March 26.....	7A
Soup Spice Take & Make kits.....	44A
Polar Bear Reading Challenge, all month long.....	7A, 1T, 6K
Tiny Art Show submissions, all month long.....	30A, 11T, 21K

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

**Children’s Programs**

- Storytime:
  - March 6: 18K, 14A, 2T
  - March 13: 18K, 12A, 1T

- March 20: 14K, 9A
- LEGO Club, March 12: 3K, 3A
- March-Mallow Madness, March 9: 6K, 3A

**Teen Programs:**

- Anime Club, March 12: 7T
- Video Game Night, March 20: 1T

**Other Programs:**

- Paws for Reading
  - March 7: 5K, 3A
  - March 28: 2K, 2A
- All Ages Craft Buffet, March 14: 8A, 1K
- Polar Bear Reading Challenge
  - March Bookmarks:
    - Kids: 6
    - Teens: 1
  - Tickets returned as of March 30:
    - Kids: 30
    - Teens: 2

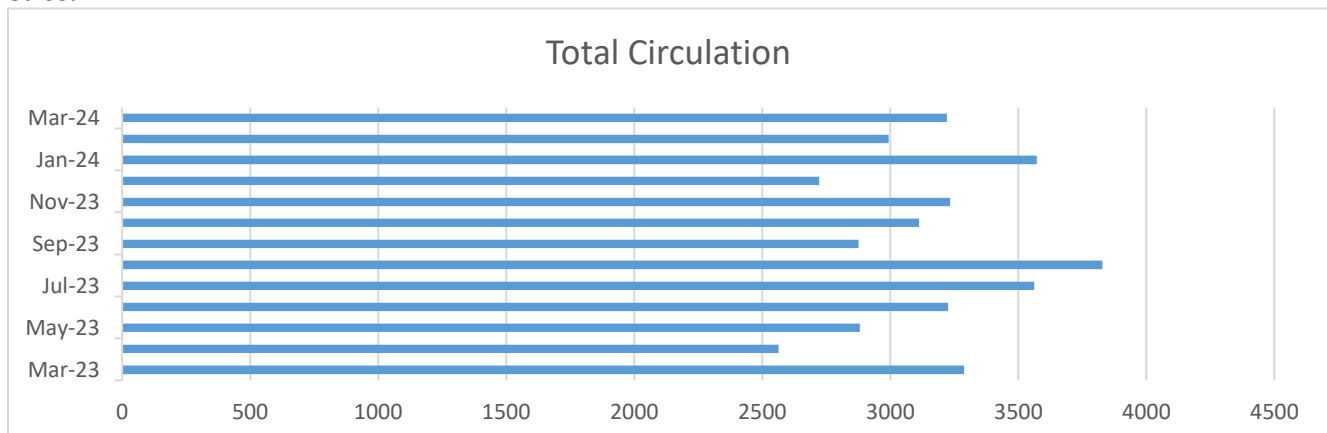
**Displays:**

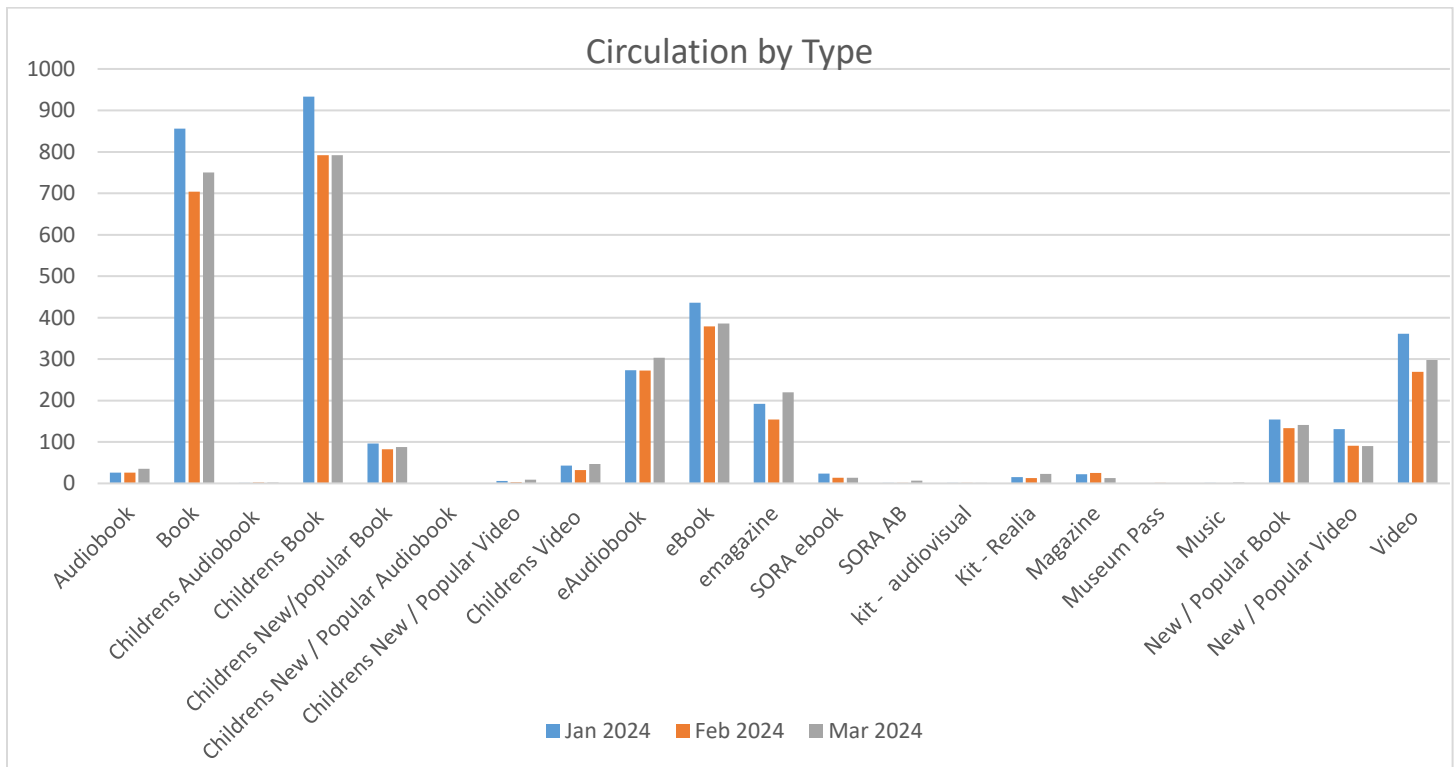
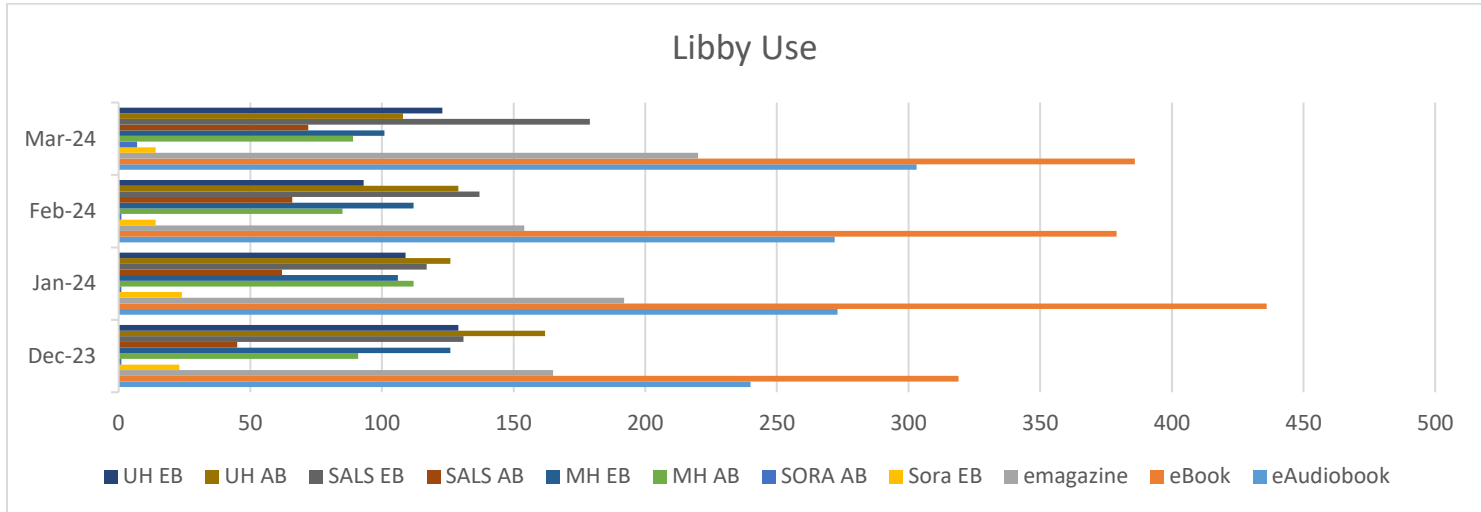
- J Fiction: books about music
- J Picture Books: Spring/Easter
- Teen Fiction: March Mysteries

**Other Professional Activities:**

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for March and April programs
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared teen newsletter with teen programs and collections updates
- Received notice of full funding (\$1200) of Stewart’s grant for baby sensory play and summer reading
- Assisted with planning and promotion for Tiny Art Show
- Attended two virtual meetings to plan Read It Forward program with staff from other MVLS and UHLS libraries

**Statistics:**





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

**Current Financial Claims for approval**

Budget Line	Summary of Claims	Note/Acct#	4/11/2024 Invoice#/Subtotal/Due	Amount
7520001	Lyn Lawyer	March Bill	2570	\$ 735.00
7540001	Kayla Vaughn	logo		\$ 200.00
	walmart			\$26.06
	8110000	candy, project board, marshmallows	8.21	

	8110001	airfreshner		8.77	
	8110000	paint		9.08	
8130001	Midtel	78693-0		10403891	\$329.22
8130001	Midtel	00128367-2		10400366	\$80.95
8180001	Ingram	20V8277 - book purchases	63036438, 63038382, 67694626, 63041217, 63043619, 63044109, 63046082		\$1,555.58
8110000	Ingram	Battle of the book prizes		60327906	\$198.38
8180001	Grey House Publishing	Profiles of NYS 24/25		982793	\$111.75
8180002	The Daily Gazette	subscription renewal	52 weeks		\$520.00
8182001	Midwest Tapes	DVDs	505144028, 505176493, 505208166, 505241515		\$156.68
8182002	Schenectady County Public Library	damaged book			\$5.00
8190000	Adirondack Museum	Museum Pass			\$75.00
8190000	Destroyer Escort Historical Museum	Museum Pass			\$85.00
8210011	Cleaning by Maria	Cleaning	March	Bill	\$400.00
8210012	New Looks Landscaping	Mowing/Snow			\$510.00
8210018	Home Town Hauling and Recycling	trash and recycling			\$93.00
8210020	Kelley Farm and Garden	gutter drainage pipe		274771	\$10.99
8220003	Village of Cobleskill	sewer and water	b-0043203		\$95.80
8570001	Race Printing	bookmarks			\$121.00
8570001	mountain eagle	new hours advertisement	11-c		\$50.00
9910001	MVLS	JA Fee April		5082	\$634.36
9910002	MVLS	BookPage		5098	\$154.80
	Directors Account	reimbursement			\$ 562.96
			Total:		\$ 6,711.53

**Financial Claims Paid In Advance**

	Summary of Claims		4/11/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP	Don's Health Ins.	May	\$ 427.98
8220001	NYSEG	1002-8403-052	March Bill	\$587.75
8220002	National Grid	07664-27114	March Bill	\$832.98
8220002	National Grid	07664-27123	March light	\$10.96
Total				\$ 1,859.67

**Director's Account**

	Summary of Claims		4/11/2024	



<b>Budget Line</b>	<b>Claimant</b>	<b>Note/Acct#</b>	<b>Invoice#/Subtotal/Due</b>	<b>Amount</b>
	Director's Account			
8110001	Amazon	paper Mache eggs, key ring chain		\$ 33.48
9300003	Amazon	blink cameras		\$ 227.99
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
8180001	Amazon	prizes cable protector and mini pop fidgets	battle of the books	\$ 41.97
8110001	Price Chopper	pound cake, entemans and creamer	café chill	\$ 17.26
8110000	Joann	3x3 canvas and glue sticks		\$ 16.29
8140003	USPS	book returned to us that is not in our system	check #323	\$ 4.62
8140003	USPS	ill	check #324	\$ 8.83
8110000	BrickHouse Bakery	gift card Battle of the books	check #327	\$ 80.00
8110000	Games a Plunder	gift card Battle of the Books	Check # 325	\$ 80.00
8110000	Tagua Nut Cafe	gift card polar bear	check #326	\$ 10.00
8110000	Cobleskill Diner	gift card polar bear	check # 329	\$ 10.00
8110000	Carriage House	gift card polar bear	check # 328	\$ 10.00
Total Reimbursement to Director's Account				<b>\$ 562.96</b>