

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: letters from Radez and Golding

Director's Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (* indicates chair)

- a. **Finance** – Linda, Harriet, Ginny*, Becky,
Trustco CD
NBT CDs
- b. **Building & Grounds** – Fred, Janet, Harriet, Nathan*
Vaysen Studio
Annex update
- c. **Personnel** – Julia*, Linda, Doreen
- d. **Policy** – Janet*, Becky, Nathan, Pat
No meeting
- e. **Board Development** –Harriet *, Becky, Ginny, Nathan
Budget vote and trustee election
Establish nominating committee
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:

Trustee and Budget Vote May 21
Next Board Meeting 6/13/24 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 – No April or May meeting

The Community Library
Board of Trustees Meeting
April 11, 2024

Call to Order:

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

Communications:

Ms. Walter volunteered to provide the trustees with a list of people who have been sent letters asking for their financial support of the Annex Renovation.

Minutes:

Ms. Walter moved to accept the amended minutes. This was seconded by Mrs. Sand and was unanimously approved.

Director's Report:

Ms. Zimmer reported that the library had received \$1200 from the Stewart Foundation to support sensory program items.

The boilers passed inspection.

MVLS Spring Symposium is scheduled for May 2 in St. Johnsville.

The Friends are now meeting monthly and are considering various options to support the Annex project.

Treasurer's Report:

Ms. Carpenter reviewed the expenses and income for March. Mrs. Downs made a motion to pay the bills and the motion was unanimously approved.

Committee Reports:

Finance:

Ms. Zimmer discussed the Joint Automation Agreement and mentioned she would include a letter addressing some concerns pertaining to the membership. Mrs. Sand made a motion, seconded by Ms. Russo and was unanimously approved to sign the agreement.

Ms. Carpenter explained that after discussion with Mrs. Lawyer, the library's accountant, an additional line for mileage should be added in the budget. Mrs. Berard made a motion, seconded by Ms. Walter and was unanimously approved to add the mileage line to the budget with \$1000 appropriated.

Ms. Zimmer explained the research she did regarding cyber insurance. Mrs. Downs made motion, seconded by Ms. Russo, and was unanimously approved to pay \$2405 for cyber insurance.

Building & Grounds:

A Vaysen representatives will be at the library April 16 to present some initial plans.

Personnel:

Ms. Walter moved to go into executive session to discuss an employee and salary. This was seconded by Mrs. Downs and unanimously approved. Ms. Walter made a motion, seconded by Mrs. Sand and was unanimously approved to return to the regular meeting.

Ms. Walter made a motion to increase the working hours to 16-25 hours per week to an existing employee. Ms. Russo seconded the motion, and it was unanimously approved.

The trustees initiated a conversation regarding future salaries and staff.

Board Development:

Mrs. Berard announced that Mr. Barnes, Ms. Adams, and Ms. Landis had turned in petitions for trustee positions.

Long Range Plan:

Ms. Russo introduced the new task:

“Build relationships with appropriate local, county, or state social service agencies and other organizations, such as handouts, agency staff willing to partner with the library, programming opportunities, or training for library staff.”

This motion was unanimously approved.

Policy:

Mrs. Sand introduced the committee’s Security Camera Policy. It was unanimously approved.

Mrs. Sand presented the committee’s Procedure for Providing Comment at Board Meetings. After discussion it was unanimously approved.

Mrs. Sand announced that the Friends Agreement had been signed by the library and by the Friends.

Adjournment:

Ms. Leggieri made a motion, seconded by Ms. Russo, and was unanimously approved to adjourn at 3:00 p.m.

Submitted by Virginia Downs

Kimberly Zimmer’s Director Report for the month of April, 2024

Finance:

- Processed cyber insurance paperwork. Answered questions from other directors regarding our insurance.
- Working budget vote materials.
- Updated SAM information.
- 2023 construction grant support amount 264,750 library match 88,250.
- 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

- Pat is working in both front gardens.
- Reached out to the building insurance broker for help finding someone to do the boiler inspection.
- blink cameras are setup.

Annex Renovation

- Several meetings with contractors
- Design team meetings.
- Fire suppression underway.

Personnel

- Trainings: Homelessness, DLD Construction, Ask the Archivist
- Vacation: away April 20-27
- Meetings: Vaysen Studio, Directors, MVLS Outreach Committee,

Policy

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

LRPOS

- No meeting.

Development

- Still need candidates.

MVLS Updates:

- MVLS holding regular meetings to keep directors informed of process with SCPL and JA.
- MVLS paying NYLA membership. I submitted the paperwork.
- Spring Symposium May 2, 3-5pm in St. Johnsville
- JA Agreement. submitted with letter. Eric has responded

Program:

- Helped out with Battle of the Books events.
- Better World Book bin removed for repairs.

Collection

- Amy is preparing to start inventory in May.
- Attendance:
 - April: 1398 adults, 85 teens, 237 kids, 132 reference, 51 digital literacy.
 - 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: 1004 (April), 1051 (March), 853 (February), 861 (January)
- Public Computers: 110 (April), 109 (March), 122 (February), 107 (January)

History Room

- 38 of 66 books uploaded (nyheritage.org)

Friends

- Friends Spring Newsletter completed and distributed.
- Now meeting monthly and alternating between a Wednesday evening and Saturday morning. Next meeting May 11 at 11am and June 12 at 6pm

Outreach:

- Sent letter of support for the County Broadband grant.
- Distributed Eclipse glasses and ran out quickly. Also participated in the recycling of glasses.
- Planned Parenthood tabled during April. Heather pulled books for their display.

Don LaPlant Adult Services Librarian Report for the month of April 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, Café Chill, Birding Basics, Puzzle Race
- 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
- coordinated promotion of Legal Services program with DSS, CRCS, Workforce Solutions

- met twice with representatives from Vaysen Studios regarding interior design
- produced May edition of library newsletter
- participated in on-going cybersecurity training program
- attended five-system webinar regarding Adult Summer Reading Program

Displays

Inspired by Shakespeare, Adult Fiction Display. Yielded 9 circs.

Explore Space, Adult Nonfiction Display. Yielded 2 circs.

Platform	April 2024 followers	March 2024 followers
Facebook	1,270	1,257
Instagram	232	224
Mailchimp Newsletter	600	600

April Events Calendar: 39 print copies distributed; 14 copies downloaded from Newsletter

New Library Card Sign-Ups in April: 21

April Programs/Events Total Attendance: 288 total (134A, 1T, 7K, 146G)

<i>Adult Gaming Club</i> , April 2	11A
<i>Fan Favorites Book Club</i> , April 5	6A
<i>Game On!</i> , April 6	3A, 5K
<i>Short Fiction Workshop</i> , April 9	8A
<i>All Ages Craft Buffet</i> , April 11	4A, 3K
<i>Café Chill</i> , April 13	7A
<i>Adult Gaming Club</i> , April 16	9A
<i>Silver Screenings Film Series</i> , April 17	10A
<i>Fuzzy Belly Felting Friends</i> , April 18	8A
<i>Birding for Beginners</i> , April 20	5A
<i>Short Fiction Workshop</i> , April 23	4A
<i>Trivia Night</i> , April 25	21A
<i>Great Puzzle Race</i> , April 27	38A, 1T, 2K
Tiny Art Show voting, all month long	146 G

Courtney Little Library Assistant Report for the month of April 2024

Children’s Programs

- Storytime:
 - April 3: 12K, 8A
 - April 10: 13K, 8A
 - April 17: 10K, 9A
 - April 24: 11K, 7A
- LEGO Club, April 9: 2K, 2A
- Perler Party, April 20: 2K, 2A

Teen Programs:

- Anime Club, April 9: 8T
- Video Game Night, April 17: 3T

Other Programs:

- Paws for Reading
 - April 2: 4K, 3A
 - April 4: 1K, 1A
 - April 9: 2K, 2A

- April 16: 2K, 2A
- April 18: 2K
- April 23: 4K, 4A
- April 30: 4K, 3A
- STEAAM with SMIST, April 10: 3T, 1K
- All Ages Craft Buffet, April 11: 3K, 4A

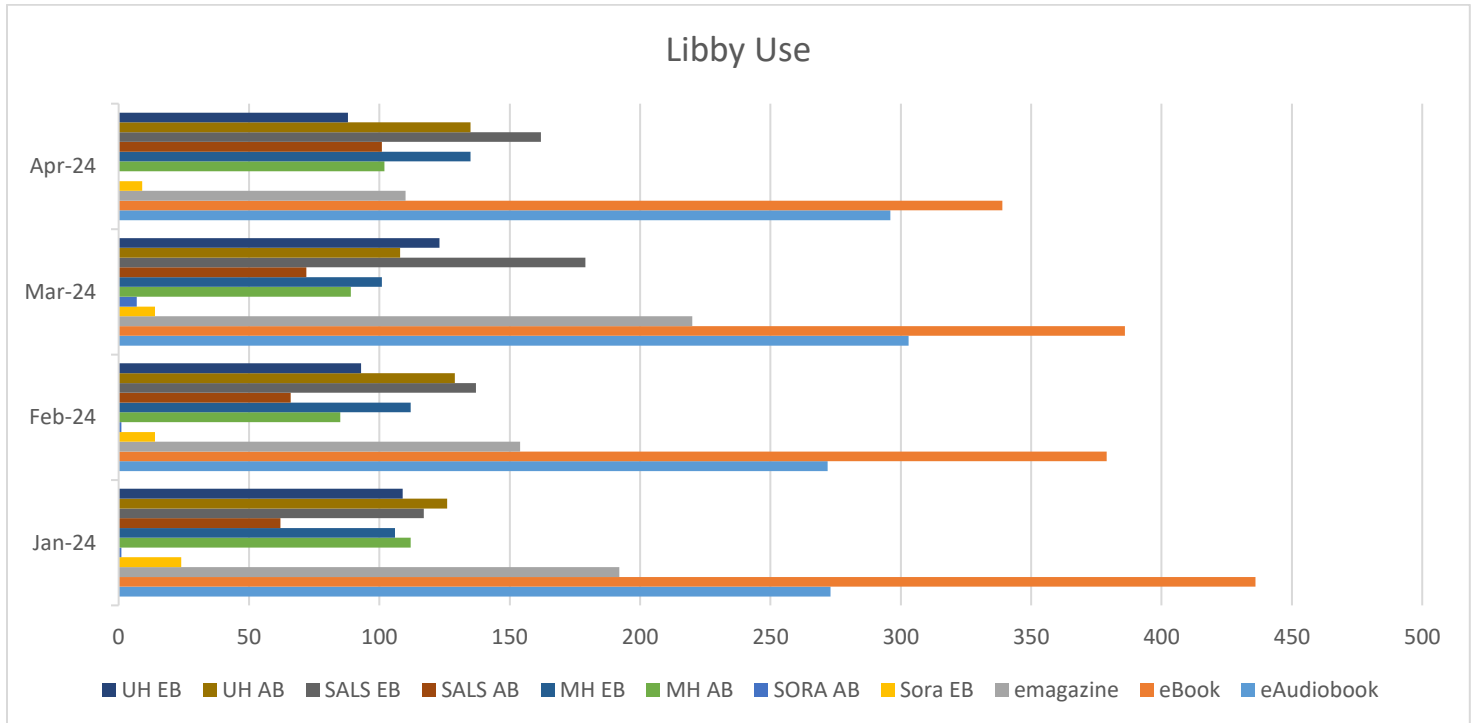
Displays:

- J Fiction: Novels in Verse
- J Picture Books: Earth Day
- Teen Fiction: Cottagecore/cozy Fantasy

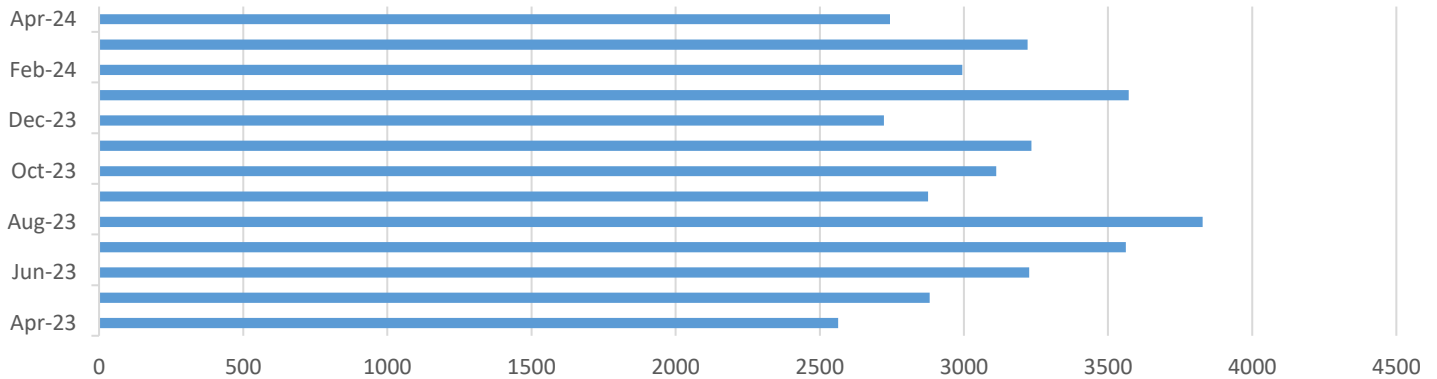
Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for April and May programs
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared teen newsletter with teen programs and collections updates
- Worked with Don LaPlant to assemble Tiny Art Show display
- Attended teen services meet up and workshops hosted by MVLS, UHLS, and SALS on April 30
- Battle of the Books:
 - Gathered questions from volunteers for Golding battle
 - Coordinated volunteers for Radez and Golding battles
 - Purchased prizes for top 4 Radez teams and top 3 Golding teams with Friends funding
 - Arranged participant goody bags with help from Beth and Annabella Mele
 - Assisted with Radez battle (13 teams) April 13
 - Assisted with Golding battle (3 teams) April 19

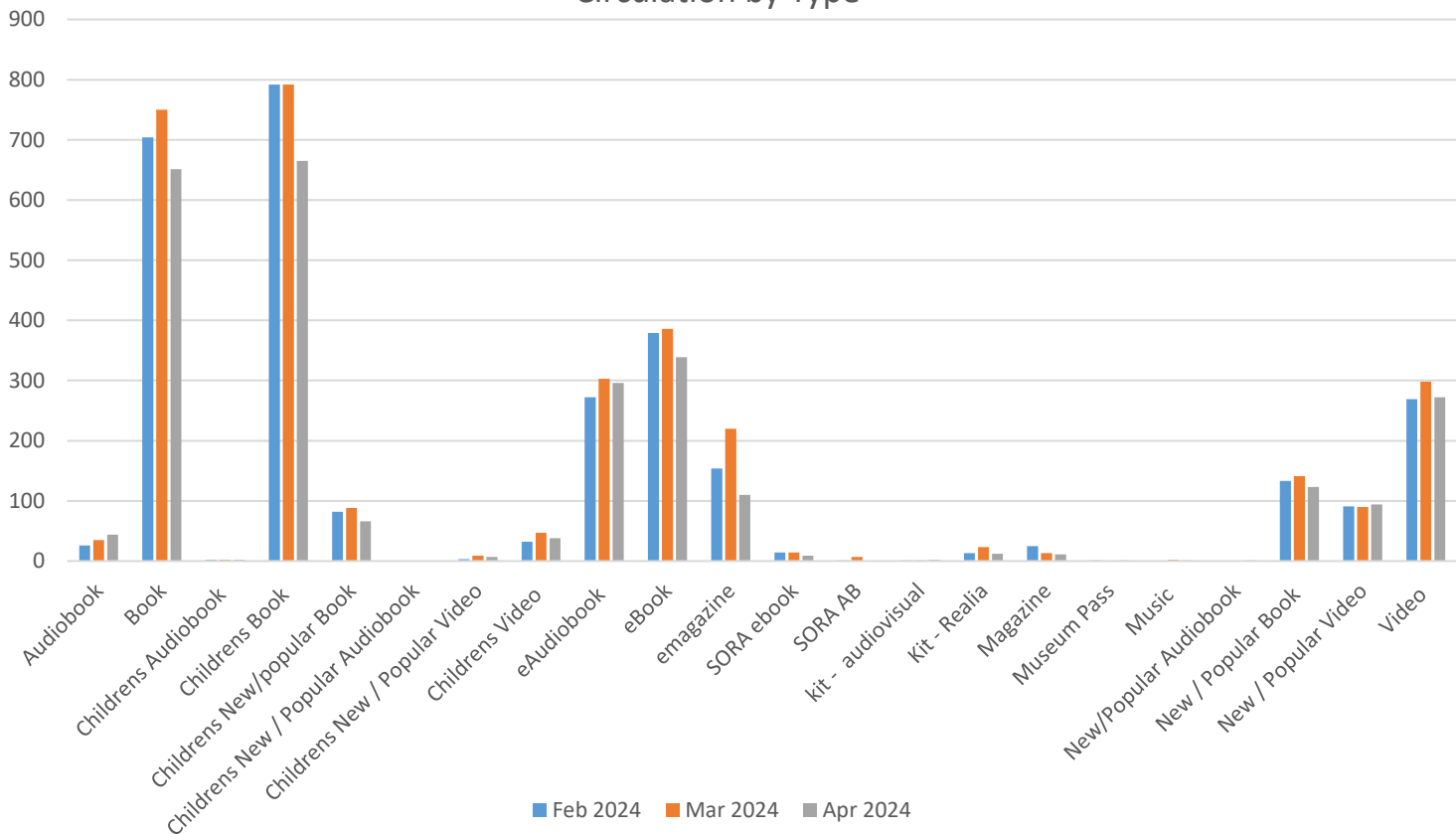
Statistics:



Total Circulation



Circulation by Type



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

	Summary of Claims		5/9/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	Lyn Lawyer	March Bill	2736	\$ 735.00
	walmart			\$209.46
	8110000	chips and soda	100.46	

		8110000	BOB Snacks, water and gift cards	99.02	
		8110000	BOB plates	9.98	
8130001	Midtel		78693-0	10410470	\$329.22
8130001	Midtel		00128367-2	10409197	\$80.95
8180001	Ingram		20V8277 - book purchases	63047265, 63047982, 63048871, 63050482, 63050627, 63050744, 63051708, 63054634, 63056134, 63056134, 63057070	\$777.08
8110000	Ingram		Tiny Art Show Prizes	60343728	\$38.75
8180002	Rivistas		10 magazine renewals	18609	\$222.23
8182001	Midwest Tapes		DVDs	505274294, 505334157, 505365267, 505399495	\$212.91
8182002	Schenectady County Public Library		damaged book		\$5.00
8182002	Glens Falls		damaged book		\$37.95
8190000	FASNY Museum of Fire Fighting		Museum Pass		\$100.00
8210010	Hydro Test		Fire Extinguisher Inspection, 6 year service and 12 yr hydro test	23274	\$104.00
8210010	Allegion Stanley Access Technologies	10448685		907071159	\$608.00
8210011	Cleaning by Maria		Cleaning	April Bill	\$400.00
8210012	New Looks Landscaping		Mowing/Snow	April Bill	\$510.00
8210014	Otis		5/1/24 thru 7/31/24	100401538622	\$561.18
8210018	Home Town Hauling and Recycling		trash and recycling	175477	\$90.00
8210020	Pat Holts		weed barrier and mulch	for front gardens	\$21.98
	ProWriters		Coalition Cyber Insurance	19935	\$2,405.00
8570001	Race Printing		brochure	5250	\$273.64
9910001	MVLS		JA Fee April		\$634.36
	Directors Account		reimbursement		\$ 968.04
				Total:	\$ 9,324.75

Financial Claims Paid In Advance

	Summary of Claims		5/9/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP	Don's Health Ins.	June	\$ 427.98
7230001	NYS Retirement			\$ -
7250005	NYS Dept labor			\$ -
8220001	NYSEG	1002-8403-052	April Bill	\$281.54
8220002	National Grid	07664-27114	April Bill	\$885.31
8220002	National Grid	07664-27123	April light	\$10.68
8210030	Hartford	Insurance		\$0.00

8210040	Hartford	D&O Insurance		\$0.00
8220003	Village of Cobleskill			\$0.00
Total				\$ 1,605.51

Director's Account

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8140003	usps	ill return	check # 337	\$ 4.62
8110001	amazon	16 packs of hand towels		\$ 38.79
8110001	amazon	100 boxes facial tissues		\$ 40.69
8110000	Amazon	9 puzzels and 100 popcorn bags		\$ 130.90
8110000	Amazon	paper cutter, button die, book for tiny art prize		\$ 146.66
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
9830003	zoom	annual fee		\$ 79.94
8140003	USPS	ill	check #332	\$ 5.32
8140003	USPS	ill	check #334	\$ 9.24
8110000	Price Chopper	Battle of the books snacks		\$ 21.52
8110000	Pizza Shack	Battle of the Books	check #333	\$ 215.88
8110000	Pizza Shack	Battle of the Books	check # 336	\$ 71.96
8110000	Games a Plunder	gift cards for Battle of the Books	check # 331	\$ 40.00
8110000	Mineral Springs Soap	gift card Battle of the books	check # 335	\$ 60.00
8110000	Via Aquarium	gift cards for Battle of the Books		\$ 80.00
Total Reimbursement to Director's Account				\$ 968.04