

Board Meeting Agenda

Members: Fred Barnes 2024, Harriet Berard 2025, Vacant 2026, Doreen Russo 2024, Sandy MacKay 2024, Ginny Downs 2028, Ken Hotopp 2024, Rebecca Leggieri 2027, Janet Sand 2027, Nathan Davis 2026, 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,
- b. **Building & Grounds** – Fred, Janet, Harriet, Nathan*
- c. **Personnel** – Julia*, Linda, Doreen, Sandy
- d. **Policy** – Janet*, Becky, Nathan, Sandy
- e. **Board Development** –Harriet *, Becky, Ginny, Nathan
By Law revisions
Trustees to report out on any training information (5mins)
- f. **Long Range Plan of Service Committee** - Doreen *, Julia, Fred, Sandy

Unfinished Business:

Fundraising Committee

New Business:

Adjournment:

Next Board Meeting 2/8/24 at 1pm

Closed January 13

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
December 14, 2023

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, Sandy MacKay, Doreen Russo, Janet Sand, Julia Walter, Kim Zimmer.

Guests:

Mrs. Cathy Weidman, Vice President of the Friends of The Community Library, announced that the Friends annual basket raffle had resulted in \$2764. Mrs. Weidman presented a check of \$1800 to President Hotopp to support the Battle of the Books event scheduled for spring 2024. Mr. Donald LaPlant, Librarian I, spoke of the increased number of patrons and the increased circulation of books, e-content, videos and DVDs. He was particularly pleased that youth circulation had tripled.

Minutes:

Ms. Russo made a motion to accept the revised November minutes. This was seconded by Mr. Davis and was unanimously approved.

Director's Report:

Ms. Zimmer indicated that she would be reporting with the chairs of the various committees.

Treasurer's Report:

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

Committee Reports:

After discussion, President Hotopp approved the committees' decision to appoint Mrs. Downs co-chair of the Finance committee and Mr. Davis co-chair of the Building & Grounds Committee.

Finance:

Ms. Carpenter, treasurer, outlined the benefits and procedures of joining NYLAF. After discussion, Mrs. Downs presented the NYLAF Resolution to Join the Fund. Mrs. Downs moved to accept this resolution, which was seconded by Mr. MacKay, and was unanimously approved.

After Ms. Carpenter led a discussion regarding the finances available for deposit into NYLAF, Mrs. Downs made a motion, seconded by Mrs. Sand, and was unanimously approved to deposit the tax levy into the fund.

Ms. Carpenter has been researching audits and financial reviews for libraries. Following discussion, Mrs. Downs moved to contract with Mostert, Manzanero, & Scott, LLP for a financial review of 2022 at a cost of \$4500. This motion was seconded by Mrs. Berard, and was unanimously approved.

Ms. Carpenter indicated that after discussion with Ms. Zimmer, it was suggested to change the library hours: Tuesday, Wednesday, Thursday opened 10:00-8:00 and Friday, Saturday opened 10:00-2:00. This is an increase of one hour.

Mrs. Berard made a motion to approve this change in hours. Ms. Walter seconded the motion, and it was unanimously approved.

Ms. Carpenter reminded the trustees that as of January 1, 2024, the minimum wage will be \$15 per hour. Mrs. Berard made a motion, seconded by Mr. MacKay, and was unanimously approved to pay the pages \$15 per hour and to adjust the salaries of the other hourly employees accordingly.

Building and Grounds:

Mr. Barnes announced that the fire suppression agreement has been signed. The committee and Ms. Zimmer are reviewing agreements with New Looks Landscaping and waste management. The library's phone system is antiquated and causing major problems. Midtel has suggested a new modern system that would include the annex. Mr. Barnes made a motion, seconded by Mr. Davis, and was unanimously approved for Ms. Zimmer to agree to this new system at a cost not to exceed \$6000.

Personnel:

Ms. Walter indicated that she had met with Ms. Zimmer regarding her director evaluation. The committee is reviewing employee policies.

Policy:

Mrs. Sand reviewed the Conference and Travel Reimbursement Policy. There are no changes. Mrs. Sand highlighted the changes in the Whistleblower Policy. She made a motion to adopt the amended changes; Mr. Barnes seconded the motion and it was unanimously approved. Mrs. Sands presented the amended Sick Leave Policy; it was seconded by Mr. MacKay, and unanimously adopted. Next, Mrs. Sand presented the amended Attendance Policy. This was seconded by Ms. Leggieri and unanimously adopted. The amended Paid Time Off Policy was presented by Mrs. Sand. Mr. Davis made a motion, seconded by Mr. MacKay and was unanimously adopted.

Board Development:

Mrs. Berard explained the changes that were made to the bylaws. She requested that the trustees review the bylaws before the vote to accept them at the January meeting. Mrs. Berard asked the trustees to make sure they had completed their required two hours of training.

Long Range Plan:

Ms. Russo distributed the new forms for semi-annual review. She requested that the committee chairs return them by the January meeting.

Unfinished Business:

There is an urgent need for a fund-raising committee. Ms. Zimmer, Ms. Walter, Mr. Hotopp, Ms. Leggieri, and Mr. Davis agreed to create a list of potential individuals who would take on the task of raising the money to complete the annex.

Adjournment:

At 3:10 Mrs. Berard moved to adjourn.

Submitted by Virginia Downs

Kimberly Zimmer's Director Report for the month of December, 2023

Finance:

- Received tax levy check with a reduction for reassessment.
- 990 to the firm doing the review.
- Completed the bond paperwork for the treasurer position.
- NYS moving from Grants Gateway to Statewide Financial System – need to update the account.
- Working on NYLAF documents.
- Working on reappropriating the 2024 budget.
- Researching accepting credit card payments in the catalog.

- BQ Employee Retention Credit – still waiting on rest of the checks

Building and Grounds

- New hour sign banner.
- Midtel installed new phone system.
- Cancelling Casella and setting up contract with Hometown Hauling.
- Outdoor outlet fixed and pothole filled.

Annex Renovation

- Received design proposal
- Framing and attic repair ongoing

Personnel

- Completed staff evaluation paperwork.
- Reviewed new hours and new schedules.
- Civil service and nys paperwork for new payrates.
- Working on updating the personnel handbook.
- Trainings: Stronger together
- Meetings: staff meeting

Policy

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

LRPOS

- Meeting to discuss updates.

Development

- Discussed possible new trustee, bylaws, roster and calendar.

MVLS Updates:

- Nothing at this time.

Collection

- Attendance:
 - Year End Totals: 15,029 adults, 1,189 teens, 2,997 kids, 516 digital literacy sessions, 1,083 reference questions, 21 curbside deliveries, 270 for early voting.
 - December: 1107 adults, 79 teens, 163 kids, 62 reference, 35 digital literacy, 1 curbside
 - November: 1306 adults, 109 teens, 213 kids, 108 reference, 39 digital literacy, 2 curbside, 167 EV
 - October: 1476 adults, 118 teens, 346 kids, 145 reference, 53 digital literacy, 2 curbside, 103 EV
 - September: 1453 adults, 73 teens, 186 kids, 127 reference, 38 digital literacy
 - August: 1621 adults, 229 teens, 439 kids, 72 reference, 68 digital literacy, 2 curbside
 - July: 1291 adults, 123 teens, 453 kids, 109 reference, 51 digital literacy, 0 curbside
 - June: 1235 adults, 98 teens, 230 kids, 82 reference, 58 digital literacy, 1 curbside
 - May: 1223 adults, 86 teens, 210 kids, 81 reference, 60 digital literacy, 2 curbside
 - April: 1032 adults, 89 teens, 162 kids, 65 reference, 37 digital literacy, 3 curbside.
 - March: 1304 adults, 74 teens, 254 kids, 81 reference, 20 digital literacy, 4 curbside
 - February: 1012 adults, 55 teens, 176 kids, 81 reference, 31 digital literacy, 4 curbside.
 - January: 969 adults, 56 teens, 165 kids, 70 reference, 26 digital literacy.
- Ancestry searches: 485 December, 346 November, 129 October, 137 August, 41 July, 38 June, 132 May

Equipment:

- Yearend totals: 10,521 WiFi, 1,651 Public Computer sessions

- WiFi: 857 (December), 947 (November), 995 (October), 891 (September), 970 (August), 774 (July), 830 (June), 1010 (May), 852 (April), 848 (March), 746 (February), 801 (January)
- Public Computers: 113 (December), 136 (November), 142 (October), 107 (September), 171 (August), 154 (July), 140 (June), 135 (May), 131 (April), 183 (March), 117 (February), 122 (January)

History Room

- Courtney and I are working on uploading. Regional Collections digitization of Daisy Brown scrapbooks Grant: [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](https://nyheritage.org)

Friends

- Members reviewing the MOU

Outreach:

Preparing for Battle of the Books, ordering supplies.
Getting documents ready for uploading to new website.

Don LaPlant Adult Services Librarian Report for the month of December 2023

Professional Activities

- programming: Fan Favorites, Check Mates, Adult Game Night, Short Fiction Workshop, Holiday Paper Crafts, All Ages Craft Buffet, Design & Make a Journal, Soapmaking Party, Silver Screenings Film Series, Fuzzy Belly Felting Friends, and Trivia Night
- curated two book displays with the assistance of Clerk Heather Heckman
- worked with graphic designer Kayla Vaughn re: logo
- participated in meeting with Vaysen Architects re: interior design of annex
- 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 January edition of library newsletter

December Programs/Events Total Attendance: (175 A, 14 T, 12 K)

<i>Fan Favorites Book Club</i> , Dec. 1.....	6A
<i>Check Mates Chess Club</i> , Dec. 2.....	2A, 1T, 1K
<i>Adult Gaming Club</i> , Dec. 5	11A, 3T
<i>New Play Readings</i> , Dec. 7.....	58A, 5T, 4K
<i>Winter Holiday Paper Crafts</i> , Dec. 9.....	2A, 1T
<i>Short Fiction Workshop</i> , Dec. 12.....	3A
<i>All Ages Craft Buffet</i> , Dec. 14.....	14A, 6K
<i>Design & Make a Journal</i> , Dec. 14.....	17A, 1K
<i>Soapmaking Party</i> , Dec. 16.....	14A, 3T
<i>Adult Gaming Club</i> , Dec. 19.....	8A, 1T
<i>Silver Screenings Film Series</i> , Dec. 20.....	4A
<i>Fuzzy Belly Felting Friends</i> , Dec. 21.....	8A
<i>Short Fiction Workshop</i> , Dec. 26.....	6A
<i>Trivia Night</i> , Dec. 28.....	22A

Displays

Stories of Immigrants and Refugees, Adult Fiction Display. Yielded 7 circs.
History & Culture of the Middle East, Adult Nonfiction Display. Yielded 4 circs.

<u>Platform</u>	<u>Dec. 2023 followers</u>	<u>Nov. 2023 followers</u>
Facebook	1217	1,206
Instagram	198	190
Mailchimp Newsletter	552	546

December Events Calendar: 37 print copies distributed, 17 copies downloaded from Newsletter
New Library Card Sign-Ups in November: 16

Courtney Little Library Assistant Report for the month of December 2023

Children's Programs

- Storytime:
 - Dec. 13: 11K, 10A, 1T
 - Dec. 20: 10K, 8A, 1T
 - Dec. 27: 3K, 4A
- STEAAM with SMIST, Dec. 7: 1K, 1A
- LEGO Club, Dec. 12: 2T, 1K, 2A

Teen Programs:

- Anime Club, Dec. 12: 9T

Other Programs:

- Paws for Reading
 - Dec. 5: 2K, 1A
 - Dec. 7: 1K
 - Dec. 21: 2K, 1A
- Check Mates, Dec. 2: 2A, 1T, 1K
- All Ages Craft Buffet, Dec. 14: 14A, 6K
- Winter Holiday Paper Crafts, Dec. 9: 2A
- Soapmaking Party, Dec. 16: 14A, 3T

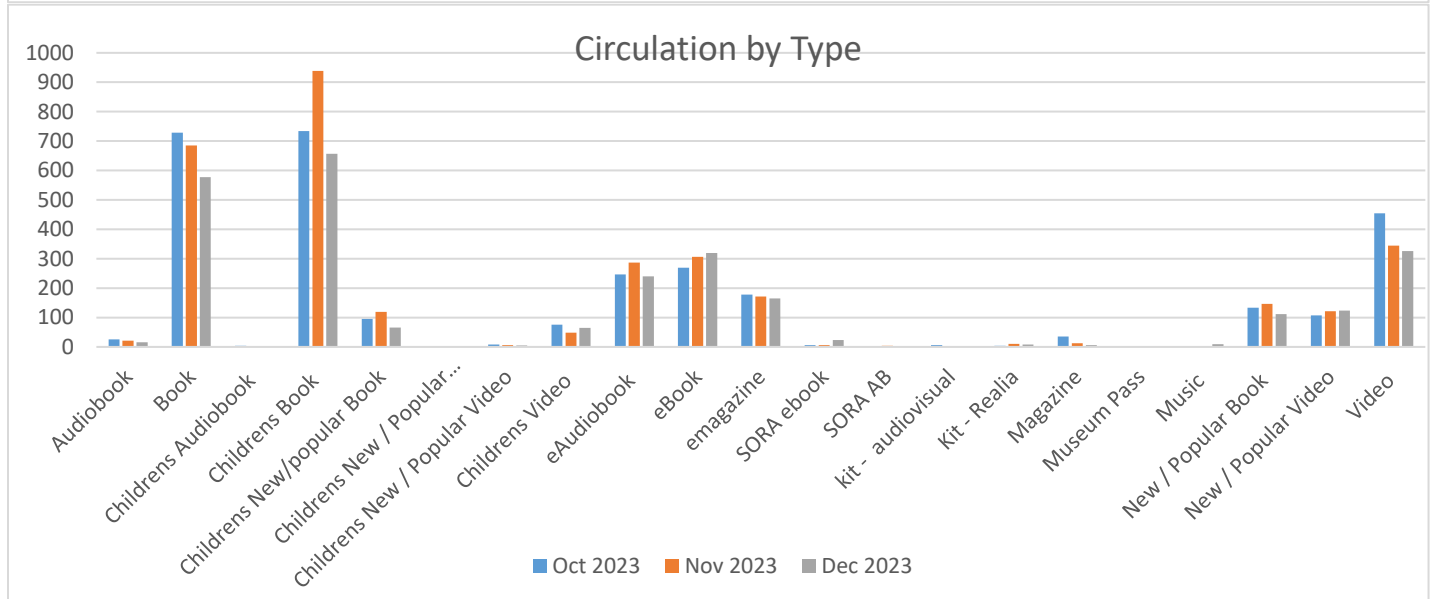
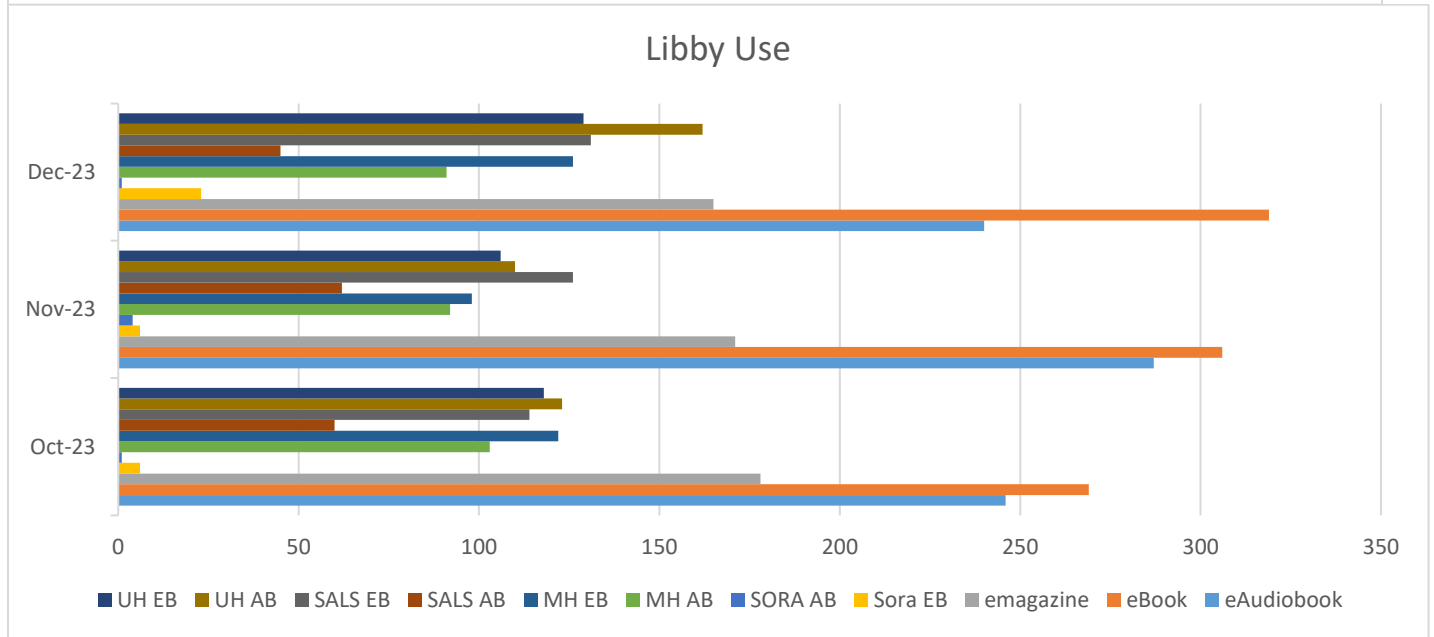
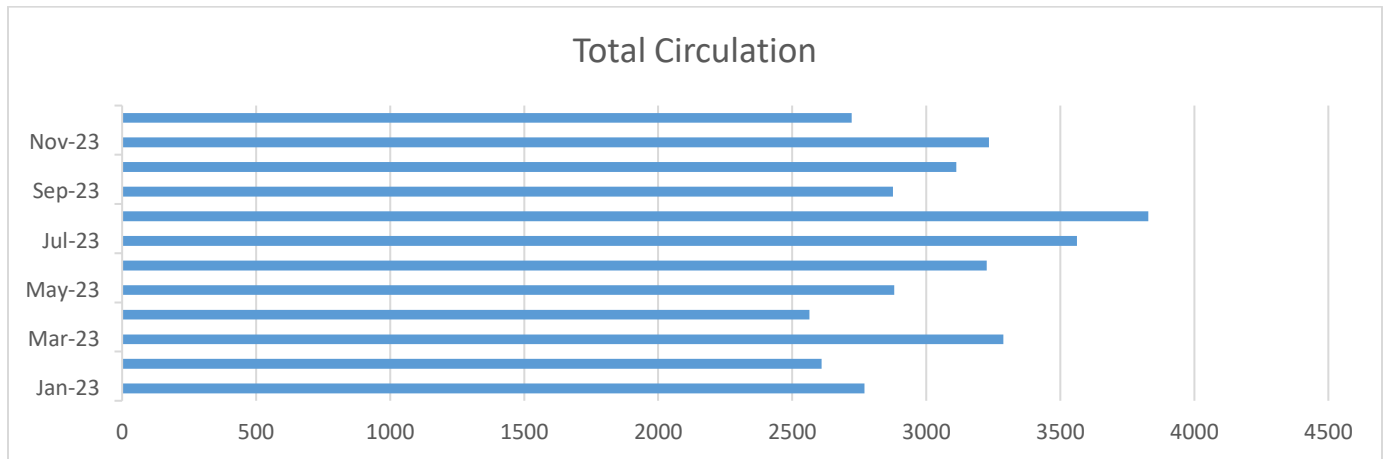
Displays:

- J Fiction: If you like the Babysitters Club books, try these...
- J Picture Books: Winter/Snow; Hanukkah; Christmas
- Teen Fiction: Books written as diaries

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for December and January programs
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared teen newsletter with teen programs and collections updates
- Planned Polar Bear Reading Challenge for January-March with Don LaPlant
- Completed final report for 2023 CREATE grant
- Attended walk-through tour and discussion for annex renovation with interior designer

Statistics:



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval (Is an outstanding December bill.)

	Summary of Claims		1/11/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP	Don's Health Ins.	February	\$ 427.98
7250006	Standard Security Life Insurance co	DBL premium		\$ 250.80
7520001	BQ	December Bill	23-10302	\$ 240.00
7540000	Modern Soap Making	December Program	9291Z3	\$ 201.00
8110002	Demco	labels, adhesive, book cleaner, tape		\$ 120.72
	walmart			\$62.81
	8110000	coffee,soda,ornament hooks	62.81	
8130001	Midtel	78693-0	10379789	\$230.83
8130001	Midtel	00128367-2	10383258	\$80.95
8180001	Ingram	20V8277 - book purchases	63007283, 63008088, 63009570, 67669175, 63014157	\$793.83
8182001	Midwest tape	2000012078 - DVD purchases	504736260, 504761312, 504786786	\$143.93
8182002	MVLS	lost items		\$35.97
8190000	MiSci Museum pass	Museum Passes		\$ 200.00
8210001	Cobleskill Agway	black top patch and outdoor outlet	271427	\$79.79
8210011	Cleaning by Maria	Cleaning	December Bill	\$400.00
8210012	New Looks Landscaping	Mowing/Snow	950	\$510.00
8210018	Casella Waste Services	54-324137	1528152	\$116.78
8220001	NYSEG	1002-8403-052	December Bill	\$784.14
8220002	National Grid	07664-27114	December Bill	\$952.51
8220002	National Grid	07664-27123	December light	\$10.92
8220003	Village of Cobleskill	sewer and water	b-00041690	\$109.56
8530001	Schoharie Co Chamber		426	\$75.00
8530004	PLA			\$85.00
8530005	ALA			\$294.00
8570001	Race Printing	Banner for new hours	5043	\$65.00
9300003	MVLS	Software updates	4609	\$198.50
9910001	MVLS	JA Fee December		
	Directors Account	reimbursement		\$ 547.67
			Total:	\$ 7,017.69

Director's Account

	Summary of Claims		1/11/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110001	amazon	HDMI and power strip extension cord	correction from Dec	\$ (0.51)
8110001	amazon	power adapters	correction from Dec	\$ 0.01
8140001	USPS	Stamps	Check #310	\$ 66.00
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
8110001	Amazon	paper trimmer		\$ 15.19
9300003	amazon	USB hub dock for laptop		\$ 51.99
8110000	Staples	tshirt transfers		\$ 58.47
8190000	NYS Empire Pass	Museum Passes		\$ 70.00
8140001	USPS	stamps	check #311	\$264.00
Total Reimbursement to Director's Account				547.67