

Board Meeting Agenda

Presentation by Vaysen Design Studio: Susanne Angarano and Gabriella Macera

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:

AD Hoc Committee Report: Becky*, Nathan, Janet, Julia, Don

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,
Financial Review
CDs
- b. **Building & Grounds** – Nathan*, Fred, Janet, Harriet
Vaysen approval and renovation updates
- c. **Personnel** – Julia*, Linda, Doreen
- d. **Policy** – Janet*, Becky, Nathan, Pat
- e. **Board Development** –Harriet *, Becky, Ginny, Nathan
Trustees to report out on any training information (5mins)
- f. **Long Range Plan of Service Committee** - Doreen *, Julia, Fred, Pat
Report update
- g. **Nominating Committee** – Harriet*, Pat, Julia
- h. **Ad Hoc Committee** – Becky*, Nathan, Janet, Julia, Don

Friends Report: Kim Walchko

Unfinished Business:

New Business:

Adjournment:

Next Board Meeting 7/11/24 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
May 9, 2024

Call to Order:

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

Guests:

Mr. Wade Abbott, representing MVLS, thanked Ms. Becky Leggieri for representing the Community Library in Albany for Library Advocacy Day. Ms. Leggieri had advocated the importance of state aid for libraries throughout the state as well as the need of financial support for library construction.

Minutes:

Mrs. Berard moved to accept the amended minutes. This was seconded by Mr. Davis and was unanimously approved.

Director's Report:

Ms. Zimmer announced that the CRCS librarians and The Friends of the Library wished to thank the trustees for their support of the Battle of the Books event.

Ms. Zimmer shared a letter from NYS Parks, Recreation, and Historic Preservation indicating that the Preservation Covenant for the Annex Renovation projected had been officially recorded on May 2, 2024.

Ms. Zimmer discussed some of the possible issues relating to Schenectady's withdrawal from MVLS.

Ms. Zimmer explained that the clerks have been busy scanning books, reviewing patron records, and taking inventory.

Ms. Zimmer asked the trustees to review the postcard and the pamphlet design and information that will be distributed prior to the May 21, 2024 budget vote.

Some issues regarding the fire suppression system need to be resolved.

Treasurer's Report:

Ms. Carpenter reviewed the expenses and income for April. Mrs. Downs made a motion to pay the bills. This was seconded by Ms. Walter and was unanimously approved.

Committee Reports:

Finance:

Ms. Carpenter explained that the CD at Trustco is due to expire and our options. Ms. Leggieri moved to transfer this money to the NYLAF renovation account. This was seconded by Ms. Walter and was unanimously approved.

The NBT CD will expire in June 2024. After discussion, Ms. Walter made a motion, seconded by Ms. Russo, and was unanimously approved to transfer this money into the NYLAF payroll account.

Building & Grounds:

Mr. Davis indicated that work is continuing on the fire suppression and fire alarm systems.

Board Development:

Mrs. Berard discussed various individuals that she had contacted regarding trustee positions. Sandy Brewster, Cindy Barton, and Anne Myers have expressed interest and could be write-in candidates.

The following were chosen as the nominating committee for 2024-2025 officers: Harriet Berard*, Pat Adams, Julia Walter.

New Business:

Mr. Davis suggested that changing the time of trustee monthly meetings might be helpful in recruiting new candidates. Becky Leggieri*, Nathan Davis, Julia Walter, Janet Sand, and Donald LaPlant were appointed to discuss the time and day of trustee meetings and the number of trustees on the board.

Adjournment:

Ms. Adams moved to adjourn at 3:00 p.m. Ms. Walter seconded this motion and it was unanimously approved.

Submitted by Virginia Downs

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

Finance:

- Staff received a number of grant awards this month.
- Tax levy vote passed.
- Submitted MVLS 2024 advocacy grant final report for the mailing.
- Issues with overpayment for the Stanley door contract.
- The property covenant was completed for the EPF grant. Reimbursement for November 2023 expenses were forwarded for review and payment by NYSHPO (this takes 30+ days).
- Financial review firm continuing the review has access to quickbooks online.
- BQ Employee Retention Credit – still waiting on rest of the checks

Building and Grounds

- Adjusted timer on outside lights.
- Brendon submitted application for county ARPA funds.
- Met with elevator company.
- Boiler inspection completed and paperwork sent to the state.

Annex Renovation

- Design team meetings.
- Fire suppression underway.

Personnel

- Amy and Heather have signed up for a free membership to NY Library Assistant Association membership.
- Worked with Jackie to adjust her hours.
- Trainings: Workplace Wellbeing for Leaders and Managers
- Vacation: staff taking a few days off before summer reading starts.
- Meetings: Vaysen Studio, Directors, MVLS Board, county homeless committee

Policy

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

LRPOS

- Updated the plan.

Development

- Provided Don with trustee and budget information for the website.
- Finished the voting postcard, printed and mailed prior to the vote.

MVLS Updates:

- MVLS holding regular meetings to keep directors informed of process with SCPL and JA.
- Spring Symposium – MVLS is planning followup meetings. Plan to host one on June 26th.

Program:

- Collaborating with MVLS libraries on a summer collectible trading card.
- Better World Book bin was brought back and then taken away for repairs.

Collection

- Attendance:
 - May: 1293 adults, 70 teens, 189 kids, 97 reference, 46 digital literacy, 3 curbside.
 - 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, 2 curbside.
 - January: 1385 adults, 67 teens, 177 kids, 102 reference, 37 digital literacy, 1 curbside.
- Ancestry searches: 244 (February), 377 (January)

Equipment:

- WiFi: 917 (May), 1004 (April), 1051 (March), 853 (February), 861 (January)
- Public Computers: 105 (May), 110 (April), 109 (March), 122 (February), 107 (January)

History Room

- 49 of 66 books uploaded (nyheritage.org). This project must be completed by the end of June.

Friends

- Kim Walchko will be the Friends representative to the board. Next meeting is June 12 at 6pm
- Basket Raffle and Book Sale scheduled for September 21, 9-noon

Outreach:

- Attended the SCHOOL luncheon.
- Working with Co Board of Elections for the June early voting session.
- Sent letter to Assemblyman Tague and Senator Oberacker requesting support for various renovation projects.

Don LaPlant Adult Services Librarian Report for the month of May 2024

Professional Activities

- programming: Fan Favorites, Game On, Adult Game Night, Short Fiction Workshop, Tiny Art Show, Immigration Legal Aid Clinic, Café Chill, Silver Screenings, Fuzzy Belly Felting, Intro to Paper Flowers, and Trivia Night
- 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
- coordinated evaluation and selection of donated media
- met twice with representatives from Vaysen Studios regarding interior design
- met with Courtney Little to coordinate summer reading planning
- produced June edition of library newsletter
- participated in on-going cybersecurity training program
- attended webinar on responding to censorship/book banning
- attended multi-system meet up in Richfield Springs

Displays

May Flowers, Adult Fiction Display. Yielded 11 circs.

Mothers, Mothering, & Motherhood, Adult Nonfiction Display. Yielded 2 circs.

<u>Platform</u>	<u>May 2024 followers</u>	<u>April 2024 followers</u>
Facebook	1,272	1,270
Instagram	236	232
Mailchimp Newsletter	666	600

May Events Calendar: 58 print copies distributed; 9 copies downloaded from Newsletter

New Library Card Sign-Ups in May: 20

May Programs/Events Total Attendance: total (105A, 4T, 3K)

<i>Fan Favorites Book Club</i> , May 3	6A
<i>Game On!</i> , May 4	1A, 2T
<i>Adult Gaming Club</i> , May 7	11A, 1T
<i>Immigration Legal Aid Clinic</i> , May 8	3A
<i>All Ages Craft Buffet</i> , May 9	9A, 3K
<i>Café Chill</i> , May 13	12A
<i>Short Fiction Workshop</i> , May 14	6A
<i>Silver Screenings Film Series</i> , May 15	7A
<i>Fuzzy Belly Felting Friends</i> , May 16	4A
<i>Adult Gaming Club</i> , May 21	11A, 1T
<i>Intro to Paper Flowers</i> , May 23	7A
<i>Short Fiction Workshop</i> , May 28	6A
<i>Trivia Night</i> , May 30	22A

Courtney Little Library Assistant Report for the month of May 2024

Children’s Programs

- Storytime:
 - May 1: 18K, 13A
 - May 8: 4K, 4A
 - May 15: 17K, 13A, 1T
 - May 22: 11K, 10A
 - May 29: 11K, 10A
- LEGO Club, May 14: 1K, 1A
- Dino Day, May 18: 5K, 4A

Teen Programs:

- Anime Club, May 14: 8T
- Video Game Night, May 15: 3T
- Movie Night (*Wonka*): 3T

Other Programs:

- Paws for Reading
 - May 7: 3K, 2A
 - May 9: 2K
 - May 21: 1K, 1A
 - May 28: 3K, 2A
 - May 30: 3K, 3A

- STEAAM with SMIST, May 8: 2T, 1K
- All Ages Craft Buffet, May 9: 9A, 3K

Displays:

- J Fiction: Problem Solvers (novels with STEM themes)
- J Picture Books: Mother's Day
- Teen Fiction: Road Trip!

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for May and June programs
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared teen newsletter with teen programs and collections updates
- Received notification of funded grant from WGY Christmas Wish supporting teen crafts and summer reading
- Summer Reading preparations
 - Scheduled school visits and presentations for all four CRCS schools in June
 - Met with Kim Zimmer, Don LaPlant, and Jackie Barbato to plan theme, branding, and decorations
 - Scheduled summer reading programs for kids and teens through July and August
 - Designed and printed school handouts for kids and teens, to be passed out in June

Library Clerk Reports May 2024: This section is new providing the library clerks the opportunity to share projects they are working on in addition to circulation desk tasks.

Amy Mele:

- Started inventory which should be done by the middle of June.
- Book repair and cleaning (ongoing).
- Checking item barcodes to make sure they are scannable and are staying on the book.
- Reorganization of paper copies of patron registrations. To make looking up a patron by the paper copy more accessible.
- Not sure if there is anything else of great significance, just everyday things to keep the desk area running smooth working alongside of Heather.

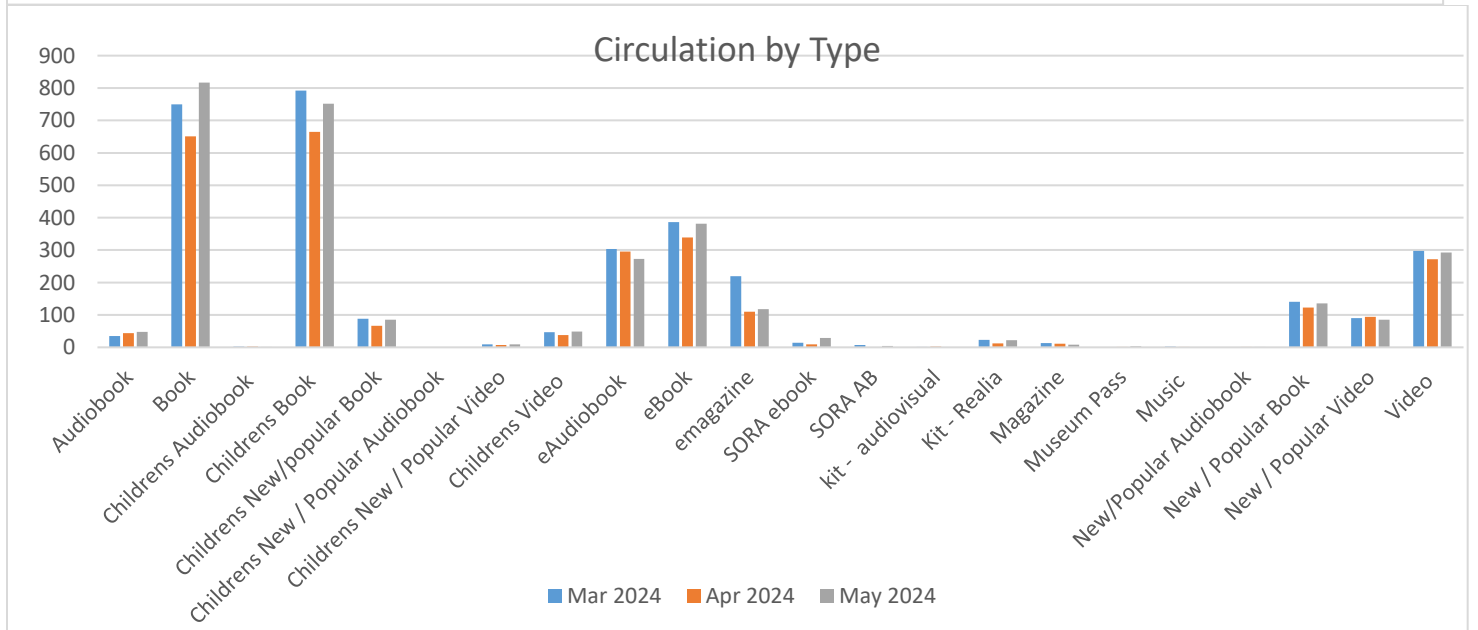
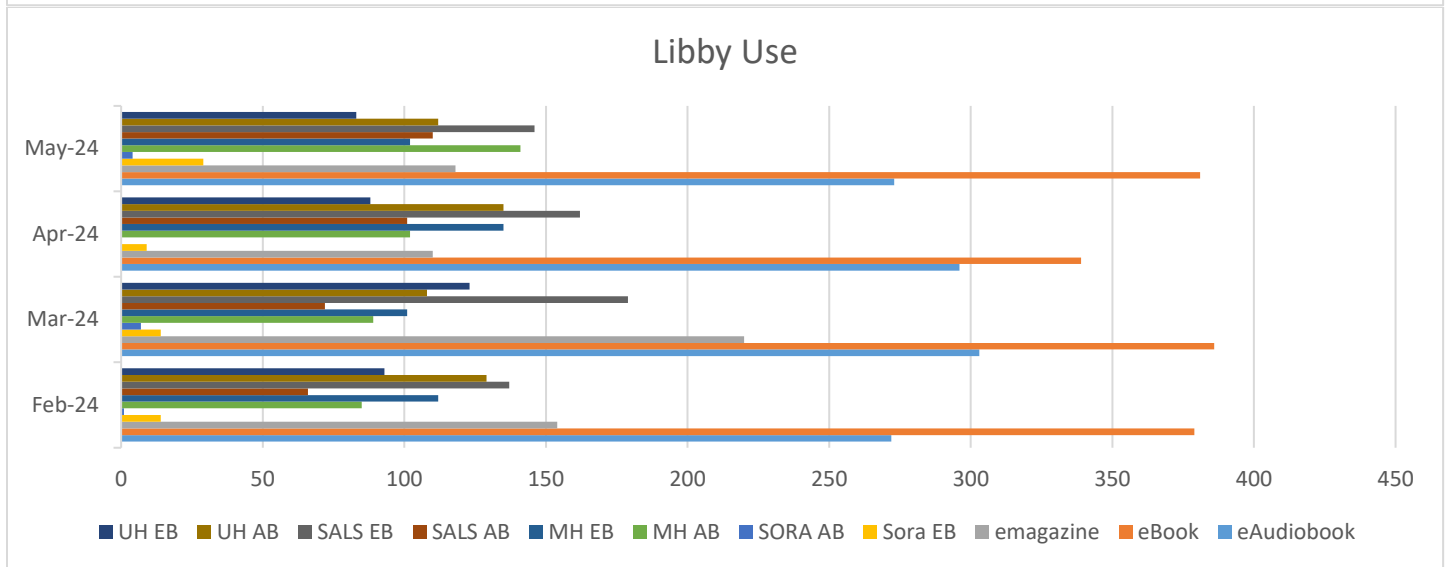
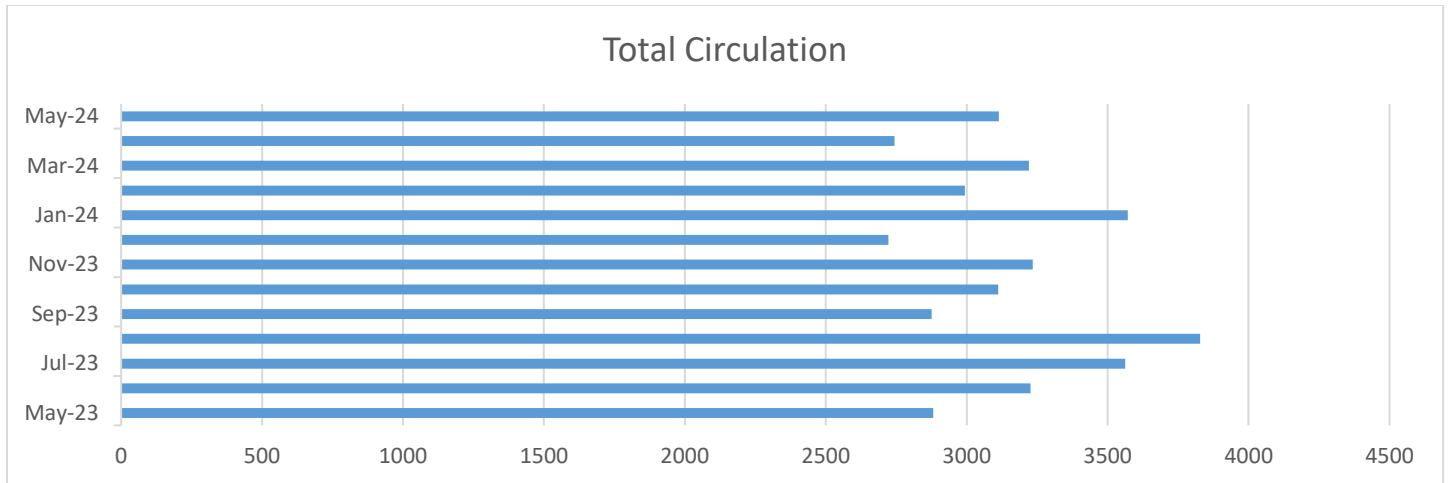
Heather Heckman:

- Called the remaining Tiny Art Participants about picking up their projects.
- Compiled circulation statistics for the nonfiction In Demand collection.
- Talked with Union College about two damaged ILLs.
- Updated the Chromebooks on 5/24/24 (recurring).
- Submitted our once monthly, and special programs to the Schoharie County Chamber of Commerce Calendar up to June 12th (recurring).
- Received positive comments from a new patron after helping him request specific job training manuals and print a resume.

Jackie Barbato:

- Created monthly Program Calendar with Don LaPlant.
- Created program publicity designs with Don LaPlant and Courtney Little.
- Created a collaborative Summer Reading Program art showcase to take place in the library with SUNY Cobleskill Campus Childcare Center.
- Initiated Summer Reading Program decoration planning and preparation.

Statistics:



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

	Summary of Claims		6/13/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	Lyn Lawyer	May Bill	2749	\$ 735.00
7540000	Swank Movie License		3656341	\$ 397.00
	walmart			\$58.43
	8110001	#9 envelopes	24.48	
	8110000	clay, glow in the dark dinos	9.88	
	8110000	candy, tissue paper	24.07	
8110000	MVLS	books for Read It Forward	5164	\$193.40
8110002	Demco	tape, repair tape, adhesive remover, label protectors		\$166.16
8130001	Midtel	78693-0	10416276	\$329.22
8130001	Midtel	00128367-2	10415769	\$80.95
8140001	Kimberly Zimmer	postage for vote brochure mailing		\$866.80
8180001	Ingram	20V8277 - book purchases	63060030, 63061980, 63064004, 63047265, 63067207, 63068730, 63069028, 63070192	\$1,156.10
8110000	Ingram	Tiny Art Show Prizes	60357586	\$11.99
8180001	Grey House Publishing	NYS Directory	985624	\$116.25
8181001	Proquest	Ancestry Database		\$1,408.21
8182001	Midwest Tapes	DVDs	505441214, 505501906, 505538282, 505538284	\$107.20
8182002	Sharon Springs Library	damaged book		\$8.99
8210011	Cleaning by Maria	Cleaning	May Bill	\$400.00
8210012	New Looks Landscaping	Mowing/Snow	May Bill	\$510.00
8210017	Hartford Steam Boiler	inspection and certificate fee	1304605	\$220.00
8210018	Home Town Hauling and Recycling	trash and recycling	179931	\$90.00
8210020	Pat Hults	plants	for front gardens	\$129.17
8210020	Kelley Farm and Garden	plants	for front gardens	\$12.99
8210040	Mount Veronon Fire Insurance Co.	Directors and Officers Ins.	NDIO2558327	\$563.00
8570001	Race Printing	vote mailing, school flyers	5322	\$964.10
9910001	MVLS	JA Fee June		\$634.36
	Directors Account	reimbursement		\$ 677.96
			Total:	\$ 9,837.28

Financial Claims Paid In Advance

	Summary of Claims		6/13/2024	
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Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP	Don's Health Ins.	July	\$ 427.98
8220001	NYSEG	1002-8403-052	May Bill	\$402.20
8220002	National Grid	07664-27114	May Bill	\$685.28
8220002	National Grid	07664-27123	May light	\$10.79
Total				\$ 1,526.25

Director's Account

Budget Line	Summary of Claims	Note/Acct#	Invoice#/Subtotal/Due	Amount
			6/13/2024	
	Director's Account			
8110000	amazon	rubber stamps		\$ 17.01
8110000	amazon	button parts, paint, paper etc		\$ 244.46
8180001	amazon	Book Death in the Orchard		\$ 18.00
8110001	amazon	2 surge protectors		\$ 25.94
	amazon	hose bid repair kit		\$ 19.99
8110000	Amazon	smooth beads		\$ 7.99
8110000	amazon	green paint		\$ 14.84
8110000	Amazon	para cord, birds, tissue paper liquid starch, glue		\$ 161.90
8110001	amazon	softsoap		\$ 44.99
8110002	Amazon	nailfile		\$ 17.99
8110000	amazon	crepe paper		\$ 21.22
8110000	Amazon	floral tape and crepe paper		\$ 20.48
	joann	tshirts		\$ 2.79
	joann	tshirts		\$ 12.78
	joann	tshirts		\$ 15.16
	joann	tshirts		\$ 5.98
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
8140003	USPS	ill	check #338	\$ 3.92
Total Reimbursement to Director's Account				\$ 677.96