

Reorganization Board Meeting Agenda

Members: Pat Adams 2024, Fred Barnes 2026, Cindy Barton 2029, Harriet Berard 2025, Sandy Brewster 2025, Nathan Davis 2026, Ginny Downs 2028, Abbie Gascho Landis 2029, Rebecca Leggieri 2027, Janet Sand 2027, Julia Walter 2028
Treasurer: Linda Carpenter

Excused (six to meet quorum): Fred Barnes

Determination of a quorum:

Oath of Office for New Trustees: Cindy Barton, Sandy Brewster and Abbie Gascho Landis

Election of Officers:

Call to Order and 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 update
Financial Review Status
Designate banks – Bank of Richmondville and Trustco
- b. **Building & Grounds** – Nathan*, Fred, Janet, Harriet
- c. **Personnel** – Julia*, Linda,
- d. **Policy** – Janet*, Becky, Nathan, Pat
Conflict of Interest handout and Sexual Harassment Training link
- e. **Board Development** –Harriet *, Becky, Ginny, Nathan
Newspaper of Record – Times Journal
Trustees to report out on any training information (5mins)
- f. **Long Range Plan of Service Committee** - *, Julia, Fred, Pat
- g. **Nominating Committee** – Harriet*, Pat, Julia
- h. **Ad Hoc Committee** – Becky*, Nathan, Janet, Julia, Don

Friends Report: Kim Walchko - August

Unfinished Business:

New Business: Golf Tournament 8/23

Adjournment:

Next Board Meeting 8/8/24 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
June 13, 2024

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:55 PM. Present: Pat Adams, Harriet Berard, Linda Carpenter (treasurer), Nathan Davis, Virginia Downs, Ken Hotopp, Becky Leggieri, Doreen Russo, Janet Sand, Julia Walter, Kim Zimmer. Excused: Fred Barnes.

Guests:

Ms. Zimmer introduced the three newly elected trustees: Cindy Barton, Sandy Brewster, Abbie Gascho-Landis.

Additional Agenda Items:

Ms. Leggieri representing the ad hoc committee reviewing trustee organization explained the committee is investigating the number of trustees, the time and day of meetings, and committee members. The committee is planning to present their suggestions in December.

Previous Meeting Minutes:

Mrs. Berard moved to accept the May minutes. This was seconded by Mrs. Sand and was unanimously approved.

Director's Report:

Prior to the meeting, Ms. Zimmer introduced Susanne Angarano and Gabriella Macera, our representatives of Vaysen Design Studio. The designers presided over a slide presentation of the proposed design of the annex. The trustees were impressed with the ideas and concepts presented. Ms. Zimmer announced that Kim Walchko will be the Friends representative to the Board of Trustees.

Ms. Zimmer is continuing to meet with Brendan Becker regarding the various aspects of expanding into the annex.

Treasurer's Report:

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

Ms. Carpenter discussed a variety of financial issues. After discussion, Mrs. Downs made a motion, seconded by Mrs. Sand and was unanimously approved to close the NBT account and transfer the money to the NYLAF payroll account. Also, the KeyBank account will be closed and the \$20,938.81 will be transferred to the Bank of Richmondville renovation account.

The trustees agreed to transfer the In Memory Of (IMO) account at the Key Bank into a CD.

Ms. Carpenter explained that she had investigated bonding of the treasurer. Mrs. Downs made a motion, seconded by Mr. Davis, and was unanimously approved to bond Ms. Carpenter for \$400,000 at a cost of \$858 per year.

Committee Report:

Building & Grounds:

Mr. Davis thanked Ms. Zimmer for her continuous diligence in the renovation process, grants, and the daily library activities.

Mr. Davis accepted the formal presentation of the Vaysen representatives and moved to continue with their basic plan. This was seconded by Ms. Russo and unanimously approved.

Board Development:

Mrs. Berard will meet with the new trustees to provide an overview of the role of trustees.

Mrs. Berard thanked Mr. Hotopp for serving as a trustee for many years.

Adjournment:

At 3:10 p.m. Ms. Walter moved to adjourn and it was unanimously approved.

Submitted by Virginia Downs

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

Finance:

- Met with Workforce Development to discuss possible student working in the library this summer.
- Requested reimbursement from Stanley for overpayment.
- Renewed quickbooks online license.
- Certified payroll with County Civil Service.
- Partial reimbursement for Nov. 2023 expenses received from NYSHPO.
- 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

- Headstart has had a number of contractors using our parking lot and driveway.
- Adjusted HVAC for early voting hours.
- TBS started preventive maintenance.
- Outside faucet fixed and potholes filled in.
- Gave Nathan list of projects.

Annex Renovation

- Discussed next DLD project(s) elevator and ADA ramp.
- Design team meetings.
- Fire suppression underway.

Personnel

- Ordered name badges for new trustees.
- Worked with staff on summer schedules.
- Trainings: The Supportive Library: helping Patrons Experiencing Homelessness, Well-Being for Library Workers, Know B4, Trustee Handbook on Sustainability
- Meetings: Vaysen Studio, Directors, ARPA, staff, digital equity tech assistance

Policy

- Working on several policies.

LRPOS

Development

- Provided orientation to new trustees.

MVLS Updates:

- Update meetings and Adhoc committee.
- MVLS held Spring Symposium follow-up meeting on June 26 at TCL. Provided participants with a tour of the construction project.
- Construction Aid request due July 2, applications due August 2.

Program:

- Ordering supplies for SR Challenge.
- Collaborating with MVLS libraries on MVLS Go, a summer collectible trading card.

Collection

- Attendance:
 - June: 1151 adults, 67 teens, 166 kids, 84 reference, 35 digital literacy, 2 curbside, 55 early voting.
 - 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:

- Battery backup in the IT closet died and JA sent a new device.
- WiFi: 957 (June), 917 (May), 1004 (April), 1051 (March), 853 (February), 861 (January)
- Public Computers: 77 (June), 105 (May), 110 (April), 109 (March), 122 (February), 107 (January)

History Room

- 58 books, over 3500 images, uploaded (nyheritage.org). Submitted the final report to cover payroll.

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:

- County Health Dept asked if could list the library as a cooling center.
- A listing of library programs was shared with the village for their posting on local events.
- Hosted Co Board of Elections for the June early voting session.

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

Professional Activities

- programming: Fan Favorites, Game On, Adult Game Night, Short Fiction Workshop, Café Chill, All Ages Craft Buffet, Adventure Crafts, Fuzzy Belly Felting, Stained Glass Craft, 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
- designed Adult Summer Reading Program materials (trackers, flyers, calendars, etc.)
- produced July edition of library newsletter
- completed cybersecurity training program with “KnowBe4”
- attended webinar on short story publishing hosted by Sisters in Crime

Displays

Diverse Genres, Adult Fiction Display. Yielded 6 circs.

Get Organized, Adult Nonfiction Display. Yielded 1 circ.

Platform	June 2024 followers	May 2024 followers
Facebook	1,276	1,272
Instagram	235	236
Mailchimp Newsletter	644	666

June Events Calendar: 44 print copies distributed; 16 copies downloaded from Newsletter

New Library Card Sign-Ups in June: 17

June Programs/Events Total Attendance: total (89A, 4T, 4K)

<i>Game On!</i> , June 1.....	1A
<i>Adult Gaming Club</i> , June 4.....	12A, 1T
<i>Fan Favorites Book Club</i> , June 7.....	5A
<i>Short Fiction Workshop</i> , June 11.....	7A
<i>Café Cbill</i> , June 8.....	0
<i>All Ages Craft Buffet</i> , June 13.....	11A, 4K, 2T
<i>Adventure Craft Volunteers</i> , June 13.....	9A
<i>Adult Gaming Club</i> , June 18.....	12A, 1T
<i>Fuzzy Belly Felting Friends</i> , June 20.....	4A
<i>Short Fiction Workshop</i> , June 25.....	9A
<i>Trivia Night</i> , June 28.....	19A

Courtney Little Library Assistant Report for the month of June 2024

Children’s Programs

- Storytime:
 - June 5: 12K, 12A
 - June 12: 18K, 13A
 - June 26: 9K, 8A
- LEGO Club, June 11: 1K, 1A

Teen Programs:

- Unwind Night, June 6: 0 participants
- Anime Club, June 11: 7T
- Faux Stained Glass, June 26: 4A

Other Programs:

- Paws for Reading
 - June 4: 2A
 - June 6: 0 participants
 - June 11: 4K, 2A
 - June 20: 4K, 2A
 - June 25: 2K, 2A

Displays:

- J Fiction: Award-Winning Graphic Novels
- J Picture Books: Explore Outdoors
- Teen Fiction: Fantasy Novels featuring LGBTQ+ characters

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for June and July programs
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared teen newsletter with teen programs and collections updates
- Summer Reading preparations
 - Summer Reading school presentations
 - High School: June 3
 - Golding: June 13 and 14
 - Radez: June 20
 - Ryder: June 24 and 25
 - Planned and purchased raffle prizes for kids and teens with Don LaPlant
 - Ordered books for prize cart

- Continued planning and preparations for summer reading programs for kids and teens through July and August
- Designed and printed kids’ activity packet for signup bags

Library Clerk Reports June 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:

- F and G patron applications sorted and refiled to the new system.
- 12 boxes of books sorted to the Collection, better world books and the downstairs booksale.
- Inventory is complete and some of the missing items have been located.
- All of the collections now have the street address and not the old PO Box address
- On 6/28/24 had a patron who seemed amazed that I was cleaning books to keep them nice.

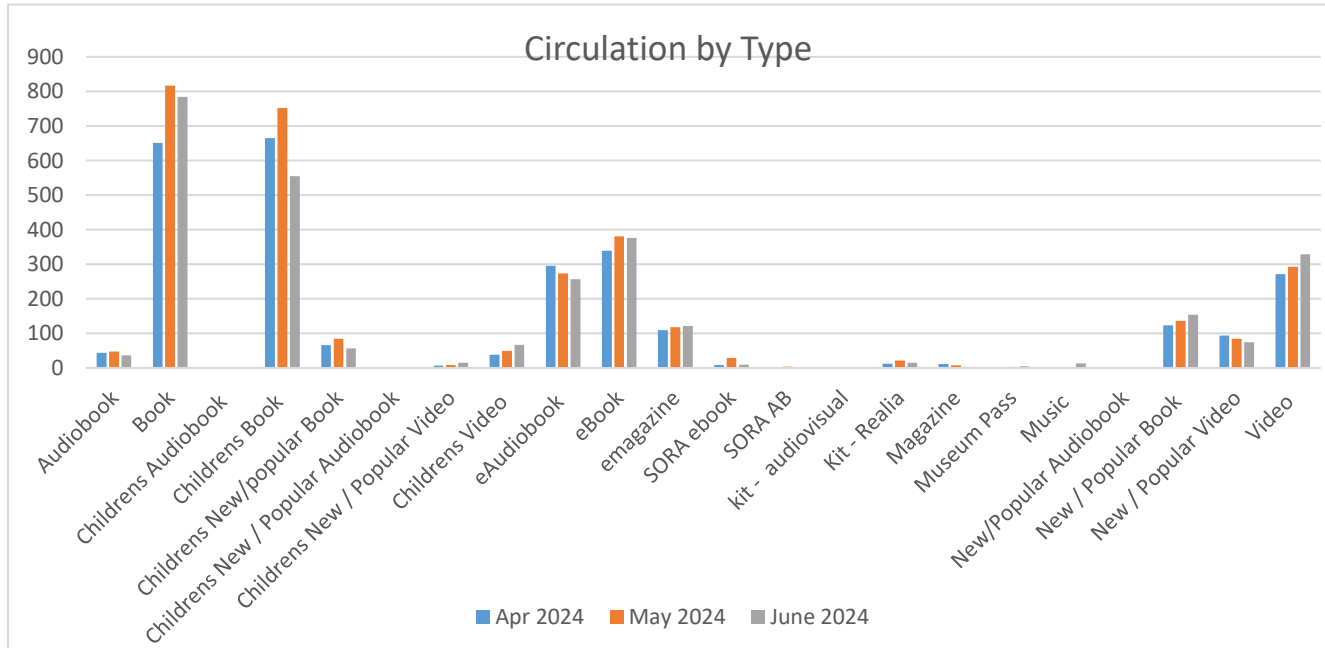
Heather Heckman:

- Attended Alzheimer's Training on 6/4/24.
- The first patron to check out a Memory Care Kit said that he only found one book in the kit helpful.
- Shifted young adult graphic novels.
- Helped Amy sort old patron registration forms that start with the letter ‘G’.
- Processed 4 interlibrary loans.
- Submitted our monthly and special programs to the SCCC Calendar for July (recurring).

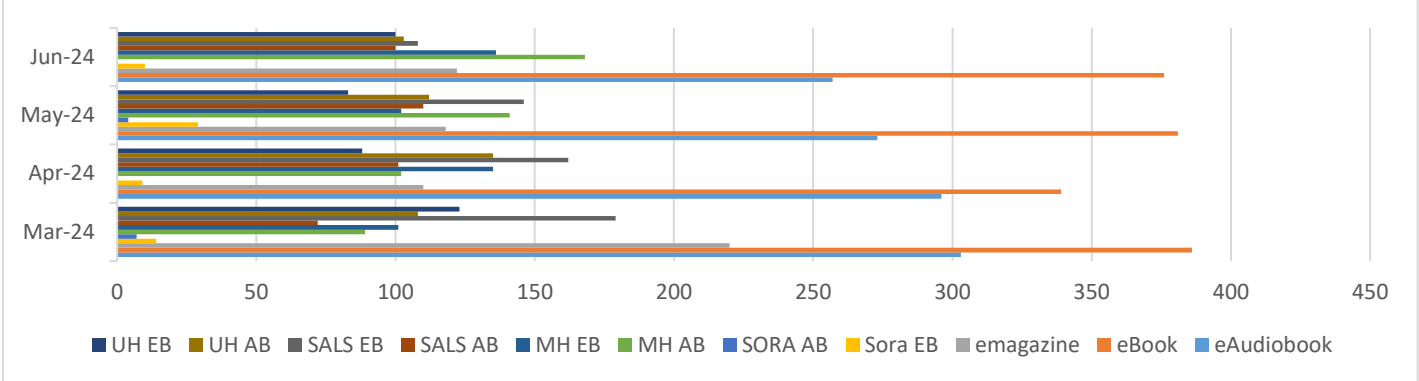
Jackie Barbato:

- Design and decoration preparation for Summer Reading Program
- Co-hosted two SRP adventure craft programs with Don LaPlant
- Created the monthly program calendar with Don LaPlant
- On going program publicity designs with Don LaPlant and Courtney Little
- Assembled and Finalized the collaborative Summer Reading Program art showcase to take place in the library with SUNY Cobleskill Campus Childcare Center
- Replenished the Children's room Coloring and Activity Binder on the Create Cart

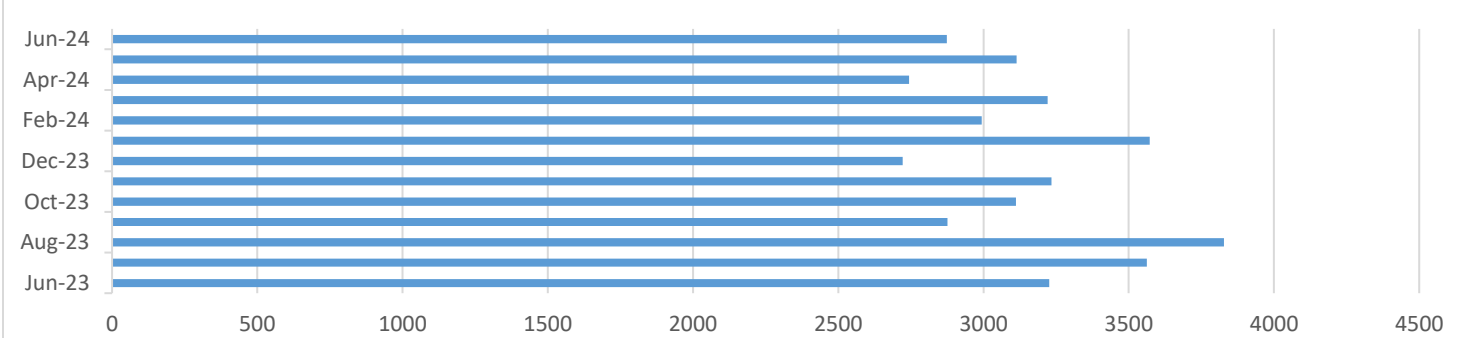
Statistics:



Libby Use



Total Circulation



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	Lyn Lawyer	June Bill		\$ 735.00
7540000	SMIST	3 program supplies	113	\$ 80.00
7540000	Reptile Adventure	7/31 program/stewarts grant	314	\$ 225.00
7540000	George Steele	7/25 and 8/13 programs /Stewarts grant	2024-0305	\$ 450.00
	walmart			\$37.00
	8110001	air freshener	15.54	
	8110000	popcorn and poster board	21.46	
8130001	Midtel	78693-0	10423152	\$329.74
8130001	Midtel	00128367-2	10418493	\$80.95
8180001	Ingram	20V8277 - book purchases	63071757, 63072728, 67719556, 63074553, 63075011, 63075280, 63076036, 63077019, 63077651, 67722610, 63078165, 63080491, 67724887	\$1,167.27
8110000	Ingram	SRP Prizes	60366752	\$356.76
8182001	Midwest Tapes	DVDs	505565630, 505603580, 505625960, 505665161, 505691223	\$240.64

8182002	Crandel Library	damaged book		\$15.99
8210011	Cleaning by Maria	Cleaning	June Bill	\$400.00
8210012	New Looks Landscaping	Mowing/Snow	June Bill	\$510.00
8210013	TBS	maintenance and repair	28795	\$380.89
8210018	Home Town Hauling and Recycling	trash and recycling	184831	\$90.00
8210020	Cobleskill Agway	2 bags of blacktop patch	279627	\$27.98
8220003	Village of Cobleskill	sewer and water	April to June	\$95.80
8110000	Race Printing	Summer reading trackers and activity flyers		\$301.50
9910001	MVLS	JA Fee July		\$634.36
	Directors Account	reimbursement		\$ 899.58
			Total:	\$ 7,058.46

Financial Claims Paid In Advance

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP	Don's Health Ins.	August	\$ 427.98
7250005	NYS Dept labor		6/21/2024	\$ 92.95
8220001	NYSEG	1002-8403-052	June Bill	\$50.51
8220002	National Grid	07664-27114	June Bill	\$867.09
8220002	National Grid	07664-27123	June light	\$10.81
Total				\$ 1,449.34

Director's Account

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8180001		Richmond in the US		\$ 34.45
8110001	staples	toner		\$ 484.68
8110000	amazon	backdrops and button supplies	Srp	\$ 81.87
8110001	Amazon	paper towels		\$ 32.69
8110001	amazon	toilet paper		\$ 70.75
8110000	Amazon	tablecloth	SRP decorations	\$ 18.56
8110000	amazon	balloons, command strips	SRP decorations	\$ 37.66
8110000	Amazon	tea, coloring book, organizer, bigfoot	SRP Prizes	\$ 53.90
8110000	Michaels	paper	SRP	\$ 44.43
8110000	Price Chopper	coffee, creamer, pastry	Café Chill	\$ 18.07
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimbursement to Director's Account				\$ 899.58