

August 2024 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): Nathan Davis, Abbie Gascho Landis, Janet Sand, Virginia Downs

Determination of a quorum:

Call to Order and additional Agenda items:

Guests and Public Comment: (Tentative) Cathy Weidman, New President, Friends of the Library

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, Ginny*, Harriet, Nathan
NYLAF update
Financial Review Status
Policy Reviews: Financial Investment, Purchasing, Payroll corrections
Financial Review
Establish PayPal Account
- b. **Building & Grounds** – Nathan*, Fred, Janet, Cyndy
Status of Lamont Engineering Update to the Board
Status of DLD Grant submission
- c. **Personnel** – Julia*, Nathan, Abbie, Sandy
Meeting Scheduled for August to discuss:
Personnel Handbook, Civil Service Information, Retirement Options
- d. **Policy** – Janet*, Pat, Julia, Sandy
Meeting August 29
- e. **Board Development** –Harriet *, Ginny, Janet, Pat
Trustees to report out on any training information (5mins)
- f. **Long Range Plan of Service Committee** - Fred*, Julia, Abbie, Cyndy

Friends Report: Kim Walchko attending in September

Unfinished Business: Trustee's Friends Basket – Julia, Golf Tournament Donation

New Business: Fenimore Asset Management & FAM Funds (FAM) Donation to MVLS

Adjournment: Next Board Meeting 9/12/24 at 1pm

Committee Meetings:

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
July 11, 2024

Call to Order:

As a quorum was present, Vice-President Becky Leggieri called the meeting to Order. Present: Cindy Barton, Harriet Berard, Sandy Brewster, Linda Carpenter (treasurer), Nathan Davis, Virginia Downs, Becky Leggieri, Janet Sand, Julia Walter, Kim Zimmer. Excused: Pat Adams. Fred Barnes, Abbie Gascho-Landis.

Oath of Office:

Vice-President Becky Leggieri issued the oath of office to Cindy Barton and Sandy Brewster.

Election of Officers:

Mrs. Berard, Chair of the Board Development Committee, presented the suggested slate of officers and committee members for 2024-2025. After a brief discussion, Mrs. Sand moved to accept the proposed list of officers and committee members. This was seconded by Mrs. Downs and unanimously approved.

Officers:

President-Becky Leggieri
Vice President-Nathan Davis
Secretary & Financial Officer-Virginia Downs
Historian-Harriet Berard
Treasurer-Linda Carpenter (non trustee)

Committees:

Finance: Linda Carpenter* (non trustee), Virginia Downs, Harriet Berard, Nathan Davis
Building & Grounds: Nathan Davis*, Fred Barnes, Cindy Barton, Janet Sand
Personnel: Julia Walter*, Nathan Davis, Abbie Gascho-Landis, Sandy Brewster
Policy: Janet Sand*, Julia Walter, Pat Adams, Sandy Brewster
Development: Harriet Berard*, Janet Sand, Virginia Downs, Pat Adams
Long Range: Fred Barnes*, Julia Walter, Abbie Gascho-Landis, Cindy Barton

Additional Agenda Items:

Ms. Walter suggested that the trustees sponsor two baskets (one for children and one for adults) for the Friends basket raffle. Ms. Walter volunteered to coordinate the contents of the baskets with a Robin Hood theme.

Minutes:

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

Director's Report:

Ms. Zimmer provided information regarding MVLS's annual golf tournament. After discussion the trustees decided to sponsor the luncheon included with the event.

Ms. Zimmer announced that the summer reading is off to a good start. The trustees commented on the attractive decorations that coincide with the theme.

Ms. Zimmer updated the trustees regarding the MVLS membership issues.

Treasurer's Report:

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

Committee Reports:

Finance:

Ms. Carpenter explained that she will be adding the IMO (In Memory Of) account to NYLAF. At this time the library has three accounts with NYLAF: operating, renovation, and payroll.

Building and Grounds:

Mr. Davis and Ms. Zimmer outlined some of the issues with contractors, payment of bills, and schedules. The trustees requested that Mr. Becker of Lamont Engineering attend the August meeting to present an update on the renovation project.

Mr. Davis and Ms. Zimmer outlined the choices of grants regarding access to the annex. After discussion, Ms. Walter moved to request two grants: one for a ramp costing \$250,000 and one for an elevator costing \$530,000. This was seconded by Mr. Davis and unanimously approved.

Policy:

Mrs. Sand reported that the committee is working on additional policies regarding the use of the annex.

Adjournment:

Mrs. Berard moved to adjourn the meeting. This was seconded by Ms. Walter and unanimously approved at 3:00 p.m.

Submitted by Virginia Downs

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

Finance:

- Working on grant application to county NYPA grant for fire extinguishers and AEDs.
- Requested new TBS invoice, they charged for PM work.
- Met with Linda to go over renovation expenses, reviewing cancelled checks to prepare for next EPF request.
- Answering questions regarding donations to recognize Janice Clark.
- Bought stamps before price increase.
- Requested reimbursement from Stanley for overpayment.
- Financial review firm continuing the review has access to quickbooks online. Sent a page of questions and document requests.
- BQ Employee Retention Credit – still waiting on rest of the checks, requested Lyn inquire. Paperwork was resubmitted in June of 2023.

Building and Grounds

- Fire system inspected.
- New fire panel installed as part of the fire suppression installation.
- Issues with AC, TBS is ordering a part to help with issue.
- Gave Nathan list of projects.

Annex Renovation

- Discussed next DLD project ADA ramp for annex.
- Design team meetings.
- Fire suppression underway.

Personnel

- Hosting WorkForce Solutions student. Setting up schedule and helping to identify projects/tasks.
- Adjustments to payroll. Recognition of Amy’s 10 years of service.
- Trainings: Civil Service 101 (looking into updating position descriptions for the library)
- Meetings: Vaysen Studio, MVLS updates, JA Council, digital literacy

Policy

- Working on several policies. Sharing policies with various committees.
- Several issues with other libraries not requiring library card usage. Requested explaining to patrons that other libraries may require the use of library cards.

LRPOS

- Met with Fred to discuss the plan.

Development

- Discussed recognition dinner set for September 27 at 2pm.

MVLS Updates:

- Trustee meeting
- MVLS still to follow-up on Spring Symposium.
- Discussions with various directors regarding letters, and SCPL departure. Fielding questions from patrons about SCPL.
- Working on construction aid application and starting to wrap up the oldest application.

Program:

- Ordered new games to expand collection.
- Summer Reading Program decorations and request for Stewarts ice cream for the wrap up party.
- Attended CREATE grant recognition for Don's ukulele program for the fall at Panther Creek arts in West Fulton.
- Collaborating with MVLS libraries on MVLS Go, a summer collectible trading card.

Collection

- Attendance:
 - July: 1412 adults, 122 teens, 428 kids, 147 reference, 60 digital literacy, 1 curbside
 - 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:

- WiFi: 920 (July), 957 (June), 917 (May), 1004 (April), 1051 (March), 853 (February), 861 (January)
- Public Computers: 130 (July), 7 (June), 105 (May), 110 (April), 109 (March), 122 (February), 107 (January)

History Room

- 59 books, uploaded (nyheritage.org). Submitted the final report and check has been received.

Friends

- Kim Walchko will be the Friends representative to the board. Kim plans to come to the September meeting. Next meeting is August 14 at 6pm
- Basket Raffle and Book Sale scheduled for September 21, 9-noon. Baskets and books can be brought in now, due August 24. Basket Raffle ticket sale starts September 3.

Outreach:

- 65th HS reunion scheduled for August requested a peek at the renovation project.
- Asked to present at Rotary meeting in August.
- Walked in the Village July 4 parade.

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

Professional Activities

- programming: Fan Favorites, Adult Game Night, Short Fiction Workshop, All Ages Craft Buffet, Fuzzy Belly Felting, Trivia Night, Cinematic Adventures, Author Talk with Dana Cudmore, How to D&D
- 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 with Courtney Little to coordinate summer reading planning
- collaborated with Courtney Little on planning August Library Olympiad program
- marched in July 4th parade with library board and staff
- initiated English Language Learners collection development with MVLS Outreach Grant funding
- organized musical instrument and accessories purchases funded by CREATE Grant
- met with Larry Mazza to formalize plans for CREATE Grant-funded ukulele program
- produced August edition of library newsletter
- completed sexual harassment training

Displays

Disaster Survival, Adult Fiction Display. Yielded 10 circs.

Disability Pride Month, Adult Nonfiction Display. Yielded 2 circ.

<u>Platform</u>	<u>July 2024 followers</u>	<u>June 2024 followers</u>
Facebook	1,283	1,276
Instagram	237	235
Mailchimp Newsletter	667	644

July Events Calendar. 56 print copies distributed; 10 copies downloaded from Newsletter

New Library Card Sign-Ups in July: 43

July Programs/Events Total Attendance: total (71 A, 2T, 3K)

<i>Adult Gaming Club</i> , July 2.....	9A, 1T
<i>Fan Favorites Book Club</i> , July 5.....	2A
<i>Short Fiction Workshop</i> , July 9.....	7A
<i>All Ages Craft Buffet</i> , July 11.....	10 A, 3K
<i>Adult Gaming Club</i> , July 16.....	10 A, 1 T
<i>Cinematic Adventures</i> , July 17.....	3 A
<i>Fuzzy Belly Felting Friends</i> , July 18.....	3 A
<i>Author Talk with Dana Cudmore</i> , July 20.....	5 A
<i>Short Fiction Workshop</i> , July 23.....	7 A
<i>Trivia Night</i> , July 25.....	11 A
<i>How to D&D</i> , July 30.....	4A

Courtney Little Library Assistant Report for the month of July 2024

Regular Children’s Programs

- Storytime:
 - July 3: 19K, 10A
 - July 10: 10K, 9A
 - July 17: 14K, 9A
 - July 24: 24K, 11A
 - July 31: 11K, 8A
- LEGO Club, July 9: 3K, 2A

Regular Teen Programs:

- Anime Club, July 9: 4T
- Video Game Night, July 17: 4T

Other Programs:

- All Ages Craft Buffet, July 11: 10A, 3K
- Paws for Reading
 - July 11: 2K, 2A
 - July 23: 3K, 2A
 - July 30: 2A

Summer Reading Programs: Kids & Families

West African Drum and Dance, July 9: 5K, 5T, 13A

- Camping Lantern Craft, July 18: 3K, 3T, 3A
- Animal Tracks with George Steele, July 25: 4K, 3A
- Reptile Adventure, July 31: 13K, 11A, 1T

Summer Reading Programs: Teens

- Paracord Bracelet Craft, July 23: 4T

Reading Challenge Participation for July:

- Kids (elementary and younger):
 - Signups: 113
 - Tracker Returns: 39
 - Finishers: 2
- Teens (middle and high school):
 - Signups: 30
 - Tracker Returns: 10
 - Finishers: 5

Displays:

- J Fiction: Summer Camp Stories
- J Picture Books: Celebrate Summer
- Teen Fiction: Survival Stories

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for July and August programs along with Don LaPlant
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared teen newsletter with teen programs and collections updates
- Completed annual sexual harassment training
- Planned joint Library Olympiad program with Don LaPlant

Library Clerk Reports July 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:

- Helped the Director of Schoharie Library learn how to make record sets in Polaris and helped her with patron accounts where money was owed.
- Helped with the summer reading decorations and putting them up.
- Worked with Sharon (MVLS) to learn about bootleg dvds and how to check dvd donations for authenticity.
- Started to repair adult fiction books to put book tape on where necessary and make sure other previous repairs weren't done with scotch tape or masking tape.

Heather Heckman:

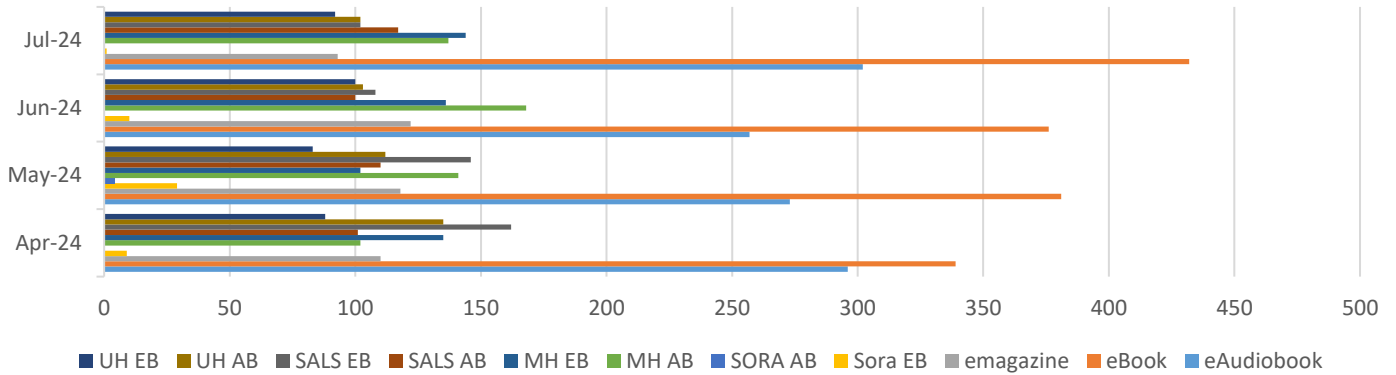
- Many patrons have made positive comments about the summer reading decorations such as “I love the decor very jungle-y, adorable, fantastic, great job, festive, love the atmosphere, and you’ve completely transformed the interior.” One family from Scotia who is doing the MVLS Go Trading Cards commented that we have the best decorations for the adventure theme that they’ve seen so far.” From the kid's perspective, a 4-year-old said, “it’s so silly in here,” and a little boy said “Lizard!” every time he saw one at the desk. Amy and I worked together on collecting these patron comments.
- Processed 8 incoming ILLs and returned one.
- Contacted Catholic Charities via phone and email about getting more domestic violence crisis hotline cards and have yet to hear back.
- Submitted our monthly and SRP events to the Schoharie County Chamber of Commerce calendar through Aug. (recurring)

Jackie Barbato:

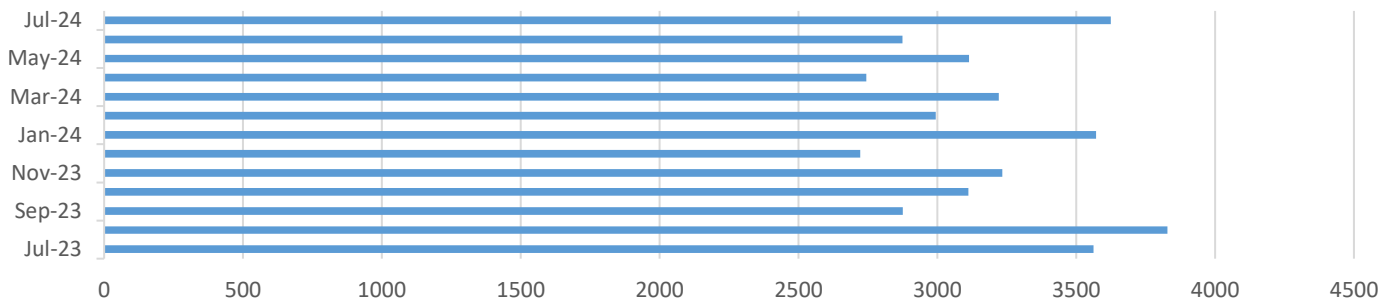
- Created the monthly program calendar with Don LaPlant
- Worked with Cobleskill Campus Child Care Center to create parrots for the Summer Reading Challenge decorations. Parrots were assembled and hung in the kids room.
- Designed and planed out the library decorations for the Summer Reading Challenge.
- Continued creating ongoing program publicity designs for display in the library, social media, and the monthly newsletter with Don LaPlant and Courtney Little
- Planned and booked two Cobleskill Campus Child Care Center summer camp field trips to come visit the library
- Replenished the Children's room Coloring and Activity Binder on the Create Cart
- Assisted in program set ups
- Worked on board game and card game content cards for the game collection with Heather Heckman

Statistics:

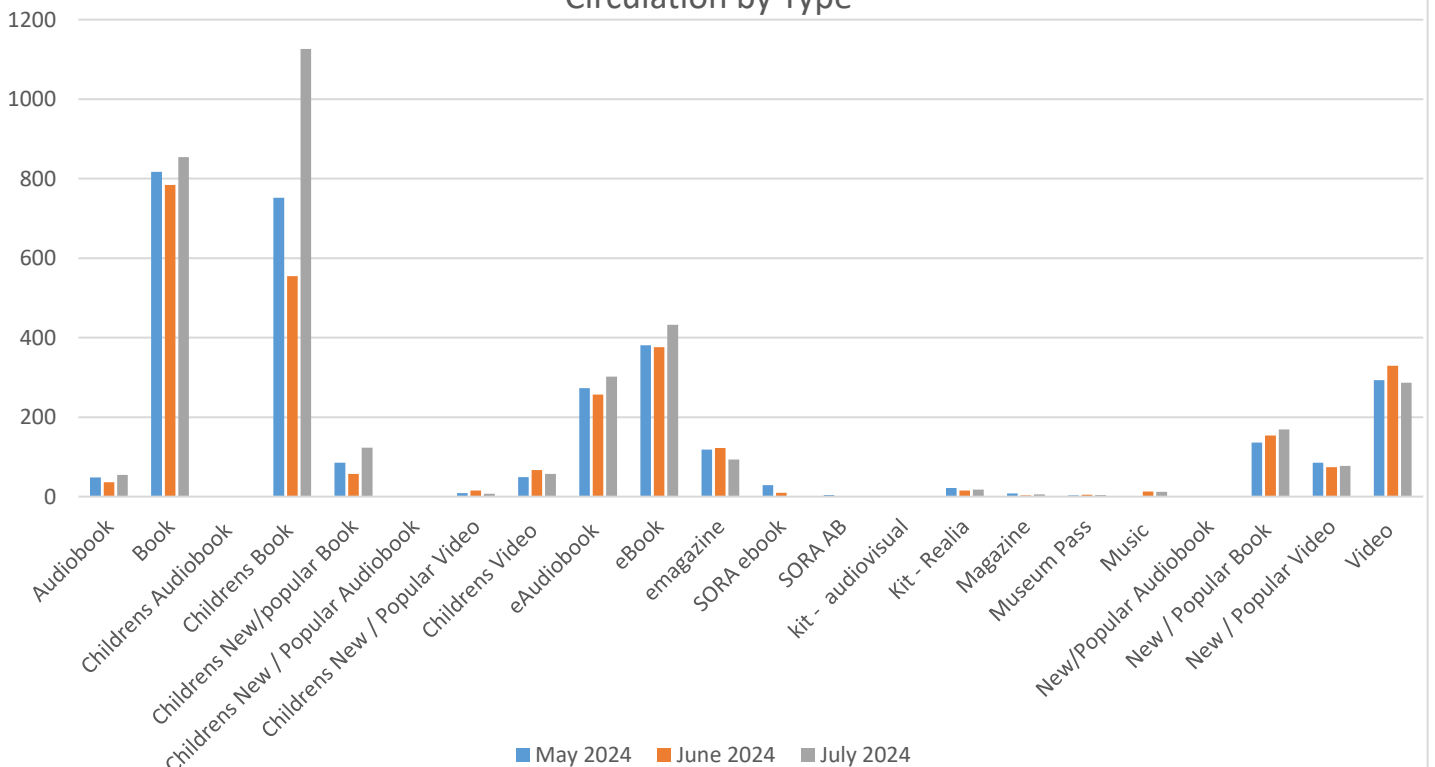
Libby Use



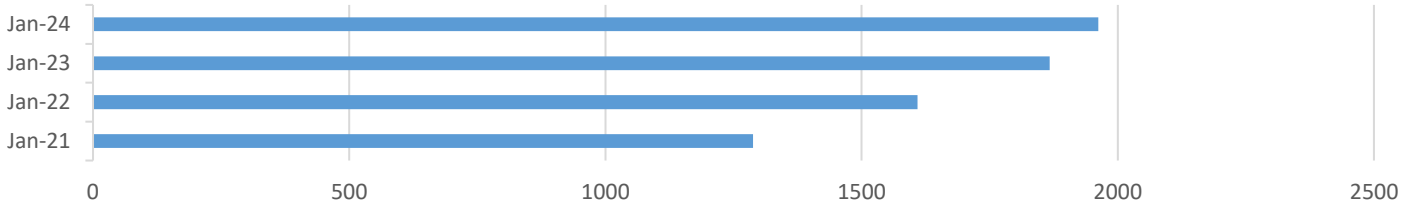
Total Circulation



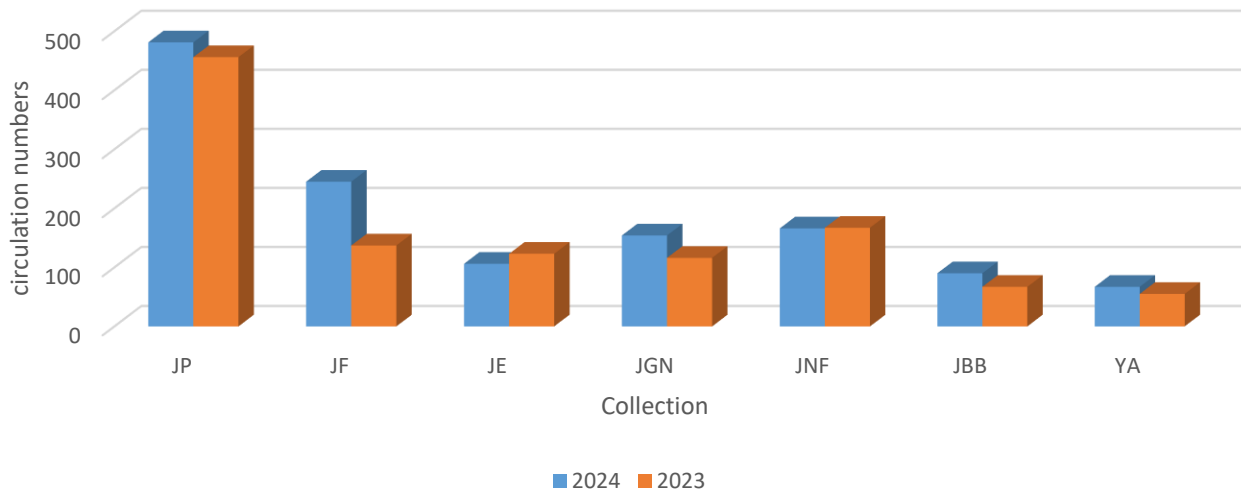
Circulation by Type



July Attendance



July Youth Circulation



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

Budget Line	Summary of Claims	Note/Acct#	8/8/2024	Amount
NEW	Cincinnati Insurance Co	Bonding Policy for Treasurer	annual policy	\$ 858.00
7520001	Lyn Lawyer	July Bill	2792	\$ 735.00
7540000	MPLC	movie licenseing	504443793	\$ 304.10
8110001	WaDaYaNeed	3 new trustees badges	187855	\$ 42.00
	walmart			\$489.34
	8110001	batteries	18.53	
	8110000	Snacks & soda (friends)	114.27	
	8110000	SRP prizes all ages (friends)	209.64	
	8110000	SRP grand prize (friends)	133.76	
	8110000	rocks, moss, lighter(christmas wish grant)	13.14	
8130001	Midtel	78693-0	10429667	\$329.74
8130001	Midtel	00128367-2	10426290	\$80.95

8180001	Ingram	20V8277 - book purchases	60370762, 63086792, 60370183, 63085848, 63084713, 63083622, 60368194, 63082997, 63082824, 63082258, 60372303, 63089227, 63089510	\$1,267.27
8110000	Ingram	SRP prizes	67732062	\$19.52
8180001	Dana Cudmore	Book		\$28.00
8180001	Jeff O'Connor	Book		\$28.28
8180002	Times Journal	Subscription 1year		\$50.00
8182001	Midwest Tapes	DVDs	505798649, 505749825, 505729743, 505813997	\$245.16
8182002	Harvard University	ILL Shipping fee	225788266	\$25.00
8182002	Schoharie Free Library	damaged book		\$5.99
8182002	Clifton Park Halfmoon Library	damaged book		\$28.00
8190000	Arkell Museum	museum pass renewal		\$85.00
8190000	Albany Institute of History and Art	museum pass renewal		\$100.00
8210011	Cleaning by Maria	Cleaning	July Bill	\$500.00
8210012	New Looks Landscaping	Mowing/Snow	July Bill	\$510.00
8210013	TBS	maintenance and repair	29081	\$1,055.00
8210014	Otis Elevator	8/1-10/31	100401635273	\$561.18
8210015	everOn	949313431	155608491	\$584.64
8210018	Home Town Haul & Recycle	trash and recycling		\$90.00
9910001	MVLS	JA Fee August		\$634.36
	Directors Account	reimbursement		\$ 716.77
			Total:	\$9,373.30

Financial Claims Paid In Advance

	Summary of Claims		8/8/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP	Don's Health Ins.	September	\$ 427.98
8220001	NYSEG	1002-8403-052	July Bill	\$56.12
8220002	National Grid	07664-27114	July Bill	\$1,193.24
8220002	National Grid	07664-27123	July light	\$11.54
Total				\$1,688.88

Director's Account

	Summary of Claims		8/8/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110001	Staples	paper, folders, toner		\$ 37.67

8110001	staples	toner		\$ 234.99
8110000	amazon	Teen bigfoot challenge	locks, bags, stickers	\$ 42.14
8110000	amaon	master lock	credit parts missing	\$ (5.29)
8120001	Amazon	games		\$ 16.94
8120001	amazon	games		\$ 79.38
8120001	Amazon	games		\$ 39.58
8120001	amazon	game House on the Hill		\$ 11.98
8110000	Amazon	hot glue sticks		\$ 20.62
8110001	Amazon	medfly airfilters		\$ 71.98
8140001	USPS	postage	check #339	\$136.00
8140003	USPS	Shipping ILL	check #340	\$ 8.26
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimbursement to Director's Account				\$ 716.77