

## October 2024 Board Meeting Agenda

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

**Excused** (six to meet quorum): Cindy Barton

Determination of a quorum:

Call to Order and additional Agenda items: Abbie Gascho Landis Resignation

Guests and Public Comment: Brendan Becker, Lamont Engineering, construction update

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  
Met September 27/ October 30 meeting
- b. **Building & Grounds** – Nathan\*, Fred, Janet, Cindy  
Lamont Engineering Update  
Met September 19
- c. **Personnel** – Julia\*, Nathan, Sandy  
Status of Personnel Handbook, Civil Service Information, Retirement and FAM options
- d. **Policy** – Janet\*, Pat, Julia, Sandy  
Met September 26 – Naming Rights Policy, Financial Review
- e. **Board Development** –Harriet \*, Ginny, Janet, Pat  
Trustees to report out on any training information  
Report of Library Appreciation Event September 27 @2:00 pm  
Vacant Trustee Seat
- f. **Long Range Plan of Service Committee** - Fred\*, Julia, Cindy

Friends Report: n/a

Unfinished Business: Community Library patio idea/plans included in Cobleskill 2024 Downtown Revitalization & NY Forward Initiative

New Business: Bell Ringing at Christmas? – Sandy Brewster

Adjournment: Next Board Meeting 11/14/24 at 1pm

Committee Meetings:

Building & Grounds Committee First Wednesday of the month at 11am

Development Meetings the Third Tuesday of the month at 11 am

Finance & Budget Committee, Personnel Committee meetings called by chairs

Policy Meetings the Last Thursday of the month at 11am

Long Range Plan of Service First Thursday of the Month at 1pm

The Community Library  
Board of Trustees Meeting  
September 12, 2024

**Call to Order:**

As a quorum was present, President Becky Leggieri called the meeting to order at 1:00 p.m.

**Present:** Rebecca Leggieri(president), Kimberly Zimmer(Library director), Janet Sands, Julia Walter, Harriet Berard, Linda Carpenter(treasurer), Cindy Barton, Pat Adams, Sandy Brewster, Abbie Gascho Landis.

**Excused:** Virginia Downes, Nathan Davis, Fred Barnes

**Minutes:**

Ms. Walter moved to accept August minutes. Ms. Adams seconded. Board unanimously approved.

**Friends of the Library:**

Kim Walchko from Friends of the Library attended and gave a report on the Friends’ basket fundraiser which will be September 21 from 10 a.m. until 2 pm, drawing for baskets starting at 1 p.m.. A large number of beautiful baskets have been donated and ticket sellers will be available during library hours.

**Staff Update:**

Don LaPlant brought a report on a grant from MVLS of \$1500 for goals related to building literacy. \$1200 will be used ESL and adult limited-literacy books and materials while the remaining \$300 is earmarked for promotion and administration. Don successfully applied for an award for Courtney from MVLS related to her work in teen attendance and with the picture book collection. The award will be presented at the MVLS Annual meeting on October 2nd. Members of the board expressed interest in attending.

**Director’s report:**

MVLS sent a letter of thanks for our support of the golf tournament.  
Kim and Becky attended the Fam Fund event and accepted the \$12,500 grant.  
A grant from the New York State Power Authority is in the approval process.  
Personnel: Joey Barbato has applied for the library page position. Ms. Walter moved to hire. Janet Sand seconded. Hiring Mr. Barbato was unanimously approved.  
The DEC is sponsoring a fishing pole lending program through the library.  
Ten ukuleles, electronic tuners, and music stands were purchased with grant money. Larry Mazza of Backstreet Music is teaching a ukulele class at the library on Wednesday nights.

**Treasurer’s report:**

Motion to pay bills made by Ms. Berard. Seconded by Ms. Sand and approved unanimously.

**Committee Reports:**

Finance:

PayPal account is in progress in order to receive payments and donations online.  
Treasurer requested read only access to Bank of Richmondville accounts. Motion was made by Ms. Sand, seconded by Ms. Barton and Ms. Carpenter received unanimous approval for access.

Building and Grounds:

Members met with Brendan Becker, our contact with Lamont Engineering, in his office. He provided all information asked for by the committee. Mr. Becker got an extension for the \$80,000 block grant through September? He informed the committee that there is \$331,000 left of the EPF grant, earmarked for mechanical, electrical, and plumbing work. He mentioned that the goal is to have walls up in January.  
Mr. Becker intends to bring a report to the October meeting.

Personnel:

Committee looked into using NYS Deferred Compensation. A representative will come to a personnel meeting to give more information.

Policy:

Committee made the motion to adopt the amended payroll correction policy. The adoption was passed unanimously.

Development:

Next meeting has been moved to 10:30. Ms. Berard asked for and received volunteers to bring dessert to the Staff Recognition party on September 27th.

**New business:**

Finance committee is setting up a meeting with a possible new company for workers' compensation. Setting up an ad hoc meeting to discuss changing board meeting times to evening or possibly on another day of the week.

**Adjournment**

Ms. Walter made a motion to end the meeting, motion was seconded by Ms. Adams.

**Submitted by Sandy Brewster**

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

Finance:

- Received word that the 2024 Construction Aid project funding has been approved.
- Submitted 2025 Construction Aid application to MVLS.
- Don and I submitted Dream and Do grant to MVLS for radio advertisements.
- Attended FAM donation event at Proctors on September 11<sup>th</sup>.
- Haven't heard status of NYPA grant application to the county for fire extinguishers, emergency lights, exit signs and AEDs.
- Need to follow-up with financial review firm.
- Employee Retention Credit – still waiting on one of the checks. Paperwork was resubmitted in June of 2023.

Building and Grounds

- Attended Village DRI public meeting and provided more information to the mayor for our component.
- TBS completed preventative maintenance.
- Stanley serviced and adjusted doors.

Annex Renovation

- Scheduled tour with Senator Oberacker's office.
- Basement windows ordered and boxes are being framed out. Window sills are being made.
- Electrical panels installed.
- Design team completed renderings.
- Fire suppression compressor to install.

Personnel

- Provided staff with NYS Deferred Comp paperwork.
- Hosting WorkForce Solutions student, Cassidy will be with us until September 28.
- Trainings: Sustainable Libraries Waste, climate summit, library as polling place, digital literacy and information literacy
- Meetings: staff meeting, MVLS outreach, MVLS Board meeting, MVLS Construction Aid, MVLS Directors meeting,

Policy

- Working on several policies. Sharing policies with various committees.

#### LRPOS

- Met to discuss updates and plans for the next report.

#### Development

- Thank you for the recognition dinner.

#### MVLS Updates:

- Annual Dinner October 2 in Fort Hunter. Received Staff award for Courtney Little
- Meeting with SUNY Cobleskill staff regarding the ILL program. Crandall shut this service down in August.
- SCPL to leave the catalog in December.

#### Program:

- Working with MVLS for digital literacy projects and have signed up for Senior Planet training. This is a five week course starting in October.
- Submitted SRP statistics to MVLS
- Received the Fishing Pole package for the lending program and will get them all set up.

#### Collection

- Attendance:
  - September: 1409 adults, 81 teens, 172 kids, 101 reference, 47 digital literacy, 1 curbside
  - August: 1374 adults, 94 teens, 375 kids, 118 reference, 29 digital literacy, 2 curbside
  - 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: 834 (September), 978 (August), 920 (July), 957 (June), 917 (May), 1004 (April), 1051 (March), 853 (February), 861 (January)
- Public Computers: 107 (September), 101 (August), 130 (July), 7 (June), 105 (May), 110 (April), 109 (March), 122 (February), 107 (January)

#### History Room

- Daisy Brown Project has been completed and our site has been updated ([nyheritage.org](http://nyheritage.org)).

#### Friends

- Basket Raffle and book sale raised \$3,800.
- Next meeting is October 6 at 6pm

#### Outreach:

- Attending the Chamber of Commerce dinner in October
- Early Voting October 26 through November 3.
- Halloween – we are starting to prepare with ideas for items to handout.

### **Don LaPlant Adult Services Librarian Report for the month of September 2024**

#### **Professional Activities**

- programming: Fan Favorites, Adult Game Night, Short Fiction Workshop, All Ages Craft Buffet, Fuzzy Belly Felting, Trivia Night, Silver Screenings, Ukulele Experience, Turning Memories Into Stories
- curated two book displays with the assistance of Clerk Heather Heckman
- maintain and update library webpage
- developed marketing materials for adult programs
- coordinated ILL borrowing and lending with Heather Heckman
- developed new monthly events calendar with Jackie Barbato
- coordinated social media postings with Courtney Little
- coordinated evaluation and selection of donated media
- promoted new English Language Learners collection
- coordinated CREATE Grant-funded ukulele program
- produced October edition of library newsletter
- attended professional development workshops: “Strengthening Your Communication Skills” (presented by Niche Academy)

**Displays**

*Books about Libraries and Librarians*, Adult Fiction Display. Yielded 9 circs.

*Eat More Vegetables*, Adult Nonfiction Display. Yielded 4 circ.

<u>Platform</u>	<u>Sept. 2024 followers</u>	<u>Aug. 2024 followers</u>
Facebook	1,299	1,286
Instagram	245	243
Mailchimp Newsletter	698	688

*September Events Calendar*: 44 print copies distributed; 12 copies downloaded from Newsletter

*New Library Card Sign-Ups in September*: 18

**September Programs/Events Total Attendance: total (126A, 4T)**

*Adult Gaming Club*, Sept. 3 .....12A, 1T

*Fan Favorites Book Club*, Sept. 6 .....7A

*Short Fiction Workshop*, Sept. 10 .....5A

*Ukulele Experience*

Sept. 11: 9A

Sept. 18: 9A

Sept. 25: 11A

*All Ages Craft Buffet*, Sept. 12 .....2A, 2T

*Adult Gaming Club*, Sept. 17 .....8A, 1T

*Silver Screenings*, Sept. 18 .....15A

*Turning Memories Into Stories*

Sept. 19: 11A

Sept. 26: 9A

*Fuzzy Belly Felting Friends*, Sept. 19 .....4A

*Short Fiction Workshop*, Sept. 24 .....5A

*Trivia Night*, Sept. 26 .....19A

**Courtney Little Library Assistant Report for the month of September 2024**

**Regular Children’s Programs**

- Storytime:
  - September 4: 5K, 3A
  - September 11: 11K, 7A

- September 18: 5K, 5A
- September 25: 7K, 5A
- LEGO Club, September 10: 3K, 2A

**Special Children's Programs:**

- Learn to Sew, September 14: 2K, 2T
- Wiggle Worms, September 28: 4K, 4A

**Regular Teen Programs:**

- Anime Club, September 10: 8T
- Teen D&D
  - September 3: 5T, 1A
  - September 17: 6T, 1A

**Other Programs:**

- All Ages Craft Buffet, September 12: 2T, 2A
- Paws for Reading
  - September 10: 4K, 4A
  - September 12: 2T, 1A

**Displays:**

- Juvenile Fiction: Novels about Books and Libraries
- Juvenile Picture Books: Fall into Reading
- Teen Fiction: Teens Top Ten Winners 2022-2023
- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for September and October programs along with Don LaPlant
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared teen newsletter with teen programs and collections updates
- Organized and launched new Wiggle Worms program for patrons 24 months and younger
- Staffed tables at open house events at Radez (9/18), Ryder (9/19), Golding (9/24), and High School (9/25)
  - Handed out over 70 library calendars plus dozens of program flyers
  - Cassidy Gage assisted with button making at CRHS open house

**Comments from Patrons:**

- Learn to Sew for Kids (comment from parent at Radez Open House)
  - “[My daughter] loved this class! When we got home, she spent two hours sewing with her own materials.”
- Summer Reading (comment from parent at Radez Open House)
  - “Our whole family loved the Summer Reading Program! Will you be doing Winter Reading again?” [Yes, we do plan to repeat Polar Bear Reading]
- Wiggle Worms (comment from parent of 22-month old)
  - “It’s so great to have a program just for the really little ones.”

**Library Clerk Reports September 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:**

- worked on book repairs for adult fiction. finished with the letter B and half way thru C.
- still working on the new filing system of card applications. Up to the letter K.

- worked with Heather on all the book donations to get them to the book sale or better world books. sent out 3 boxes last month.
- worked with Don to have ukuleles add to our library of things collection.

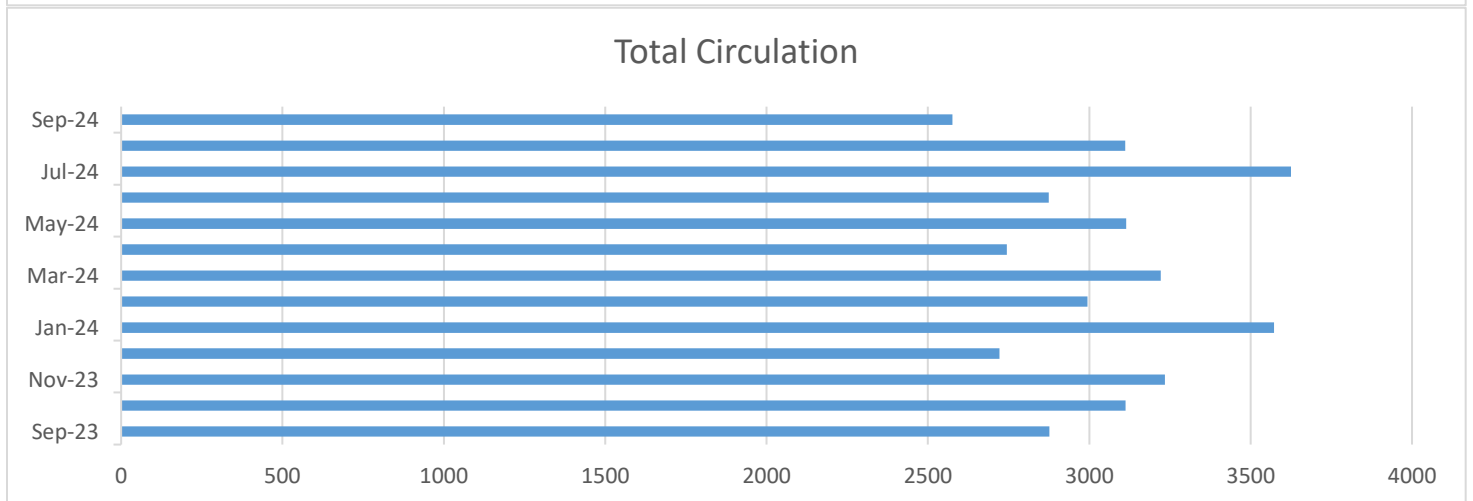
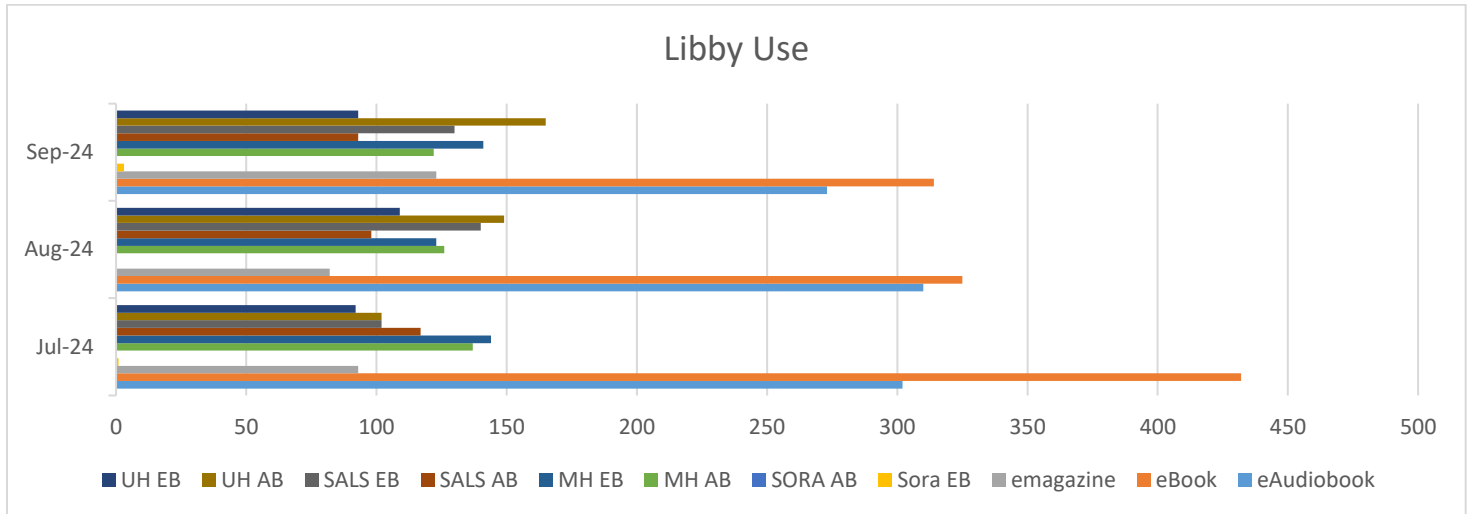
**Heather Heckman:**

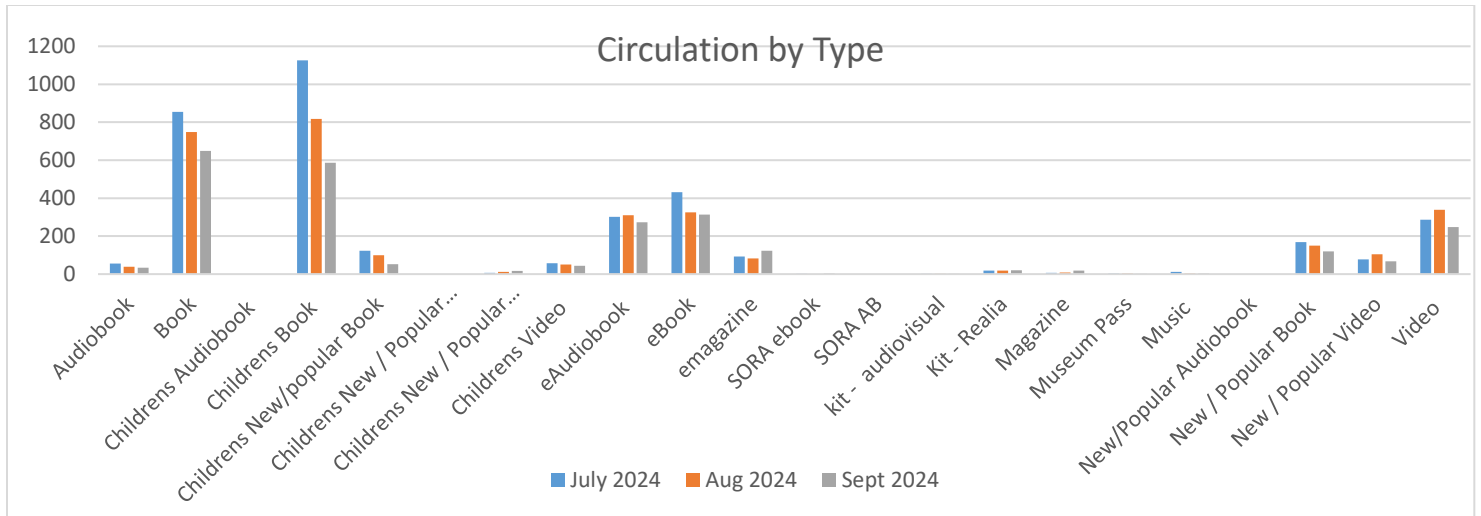
- Returned 1 ILL, processed 1 incoming ILL
- Typed up a guide for our phone system
- Worked with Jim at JA to get public computer #1 logged into Ancestry.com
- Started a list of kids’ fiction books to be moved to put series with more than one author together

**Jackie Barbato:**

- Created the monthly program calendar with Don LaPlant
- Continued creating ongoing program publicity designs for display in the library, social media, and the monthly newsletter with Don LaPlant and Courtney Little
- Viewed MS Library Commission Webinar “Using Canva for Library Flyers and Signage”
- Viewed “Streamlining the PR Process with Canva”
- Sent out new monthly program calendar to SUNY Cobleskill Campus Childcare Center and Head Start
- -Continued input of email addresses for monthly newsletter sign ups

**Statistics:**





**Finances:** Will be sent out prior to meeting.

**Current Financial Claims for approval**

Budget Line	Summary of Claims	Note/Acct#	10/10/2024 Invoice#/Subtotal/Due	Amount
7520001	Lyn Lawyer	September Bill		\$ 735.00
	walmart			\$116.47
	8110001	totes for storage	35.93	
	8110000	tote, candy and sealer	29.1	
	8110001	marker and binder	8.5	
	8110000	soda	42.94	
8110000	demco	halloween bookmarks, bags, stickers		\$60.90
8130001	Midtel	78693-0	10442573	\$330.12
8130001	Midtel	00128367-2	10438586	\$80.95
8180001	Ingram	20V8277 - book purchases	60389565, 60392795, 60395500, 67750082	\$791.85
8182001	Midwest Tapes	DVDs	505989943, 506007298, 506054801, 506093508	\$214.40
8182002	Clifton Park	damaged book		\$4.77
8210011	Cleaning by Maria	Cleaning	September Bill	\$500.00
8210012	New Looks Landscaping	Mowing/Snow	September Bill	\$510.00
8210015	everon	949313431	156305807	\$363.24
8210018	Home Town Haul & Recycle	trash and recycling	October	\$90.00
8570001	Race Printing	calendars for events		\$34.00
9910001	MVLS	JA Fee September		\$634.36
	Directors Account	reimbursement		\$ 541.38
			Total:	\$ 5,007.44

**Financial Claims Paid In Advance**

Budget Line	Summary of Claims	Note/Acct#	10/10/2024 Invoice#/Subtotal	Amount



7150007	CDPHP	Don's Health Ins.	November	\$ 427.98
8220001	NYSEG	1002-8403-052	September Bill	\$35.52
8220002	National Grid	07664-27114	September Bill	\$794.82
8220002	National Grid	07664-27123	September light	\$11.48
8220003	Village of Cobleskill	utility	Q4 sewer and water	\$114.96
Total				\$ 1,384.76

**Director's Account**

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8180001	New Readers Press	ELL books		\$ 137.19
8110001	staples	toner, white out, postits and paper		\$ 187.36
8110000	amazon	sensory items	I forgot credit last month	\$ (0.70)
8110001	amazon	papertowels		\$ 79.70
8110000	Amazon	cellophane bags, stickers, shrink plastic luggage tags		\$ 39.38
8320001	Chamber of Commerce	annual meeting		\$ 65.00
8140003	USPS	Shipping ILL	check #345	\$ 5.11
8140003	USPS	Shipping ILL	check #344	\$ 5.82
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimbursement				<b>\$ 541.38</b>