

November 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): Harriet Berard

Determination of a quorum:

Call to Order and additional Agenda items:

Guests and Public Comment:

Minutes of the previous meeting:

Communications: Letter from Rose Walker, Friend of the Library

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
FY2025 Budget Formulation
Staff Salaries
Met October 30/ 15 & 22 October meetings
- b. **Building & Grounds** – Nathan*, Fred, Janet, Cindy
NYPA Grant – Fire Extinguishers, AEDs, and flood lights
- c. **Personnel** – Julia*, Nathan, Sandy
Status of Personnel Handbook
- d. **Policy** – Janet*, Pat, Julia, Sandy
Met October 31 – Naming Rights Policy
- e. **Board Development** –Harriet *, Ginny, Janet, Pat
Trustee Education Requirements Reminder
Vacant Trustee Seat
- f. **Long Range Plan of Service Committee** - Fred*, Julia, Cindy
Committee Report updates

Friends Report: n/a

Unfinished Business:

New Business:

Adjournment: Next Board Meeting 12/12/24 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 – no meeting in November and December

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

The Community Library
Board of Trustees Meeting
October 10, 2024

Call to Order:

As a quorum was present, President Becky Leggieri called the meeting to order at 1:00 p.m. Present: Pat Adams, Fred Barnes, Harriet Berard, Sandy Brewster, Nathan Davis, Virginia Downs, Becky Leggieri, Janet Sand, Julia Walter, Treasurer: Linda Carpenter. Excused: Cindy Barton.

Guests & Public Comment:

Brandon Becker (representing Lamont Engineering), Kim Walchko (representing Friends of the Library), and Jerry Law (considering joining the board of trustees) were present at the meeting.

Mr. Becker provided an update of progress in the Annex to the trustees:

- *power is on
- *windows in the basement are installed
- *all windows have been calked
- * sprinkler system is still in process
- * bids for plumbing and heating will be going out soon
- * grants will be expiring soon so funding will be necessary

Additional Agenda Items:

Mr. Davis moved and Ms. Brewster seconded the resignation of Abbie Gascho-Landis. The motion was approved by a majority (Ms. Walter voted nay).

Minutes:

Ms. Walter moved to accept the September minutes. Ms. Adams seconded the motion, and it was unanimously approved.

Communications:

The Friends of the Library thanked the trustees for their basket and for their support of the basket raffle.

Director's Report:

Ms. Zimmer reported that \$264,750 has been received from Construction Aid. This is earmarked to finance the breakthrough and for HVAC.

Ms. Zimmer and Ms. Leggieri attended the Fam Fund meeting at Proctor's in Schenectady. This donation will be used for a new sign.

After research, it was determined that the TBS annual contract would be renewed. Mr. Davis made a motion, seconded by Ms. Adams and was unanimously approved to pay the cost of \$9680 for the coming year.

Senator Oberacker is planning to tour the Annex in the coming month.

Ms. Zimmer indicated that the Friends have agreed to help with the fundraising necessary to complete the Annex Renovation.

Ms. Zimmer thanked the Friends for their check of \$3000 from the Basket Raffle.

The building will once again be used for early voting commencing October 26.

Donald LaPlant is working with the local radio station to create ads for the library and its various programs.

Courtney Little received Employee of the Year award from MVLS. She plans to use the \$500 awarded for teen programming.

Committee Reports:

Building & Grounds:

Mr. Davis reported that New Looks contract has been renewed.

Mr. Davis suggested that the A-Verdi container be eliminated since it costs \$900 a month.

Mr. Davis estimated that a new sign that would meet the Historical Society’s guidelines will cost about \$12000.

Mr. Davis suggested that a new committee be created to raise money to complete the annex. At this time, Abbie Gascho-Landis, Sara Davis, and Julia Walter have volunteered to organize this committee.

Mr. Davis suggested that large pictures of Vaysen’s projections be formatted for publicity to assist in raising funds. Mr. Davis made a motion, seconded by Mr. Barnes, and was unanimously approved to create these renditions. Mr. Davis suggested that the trustees participate in a work day in November to perk up the building.

Finance:

Ms. Carpenter presented her treasurer’s report.

Mr. Downs moved to pay the bills. This was seconded by Ms. Adams and unanimously approved.

Ms. Carpenter indicated she is investigating various options regarding employees’ insurance, worker’s compensation, and paid family leave.

Personnel:

Ms. Walter announced the committee is researching family medical leave and the director’s contract.

Policy:

Mrs. Sand explained that the committee had updated the language of the Financial Review. This update was unanimously approved.

Board Development:

Mrs. Berard announced that she had invited Jerry Law to attend the meeting to determine if he wished to be appointed to the board.

Long Range Plan:

Ms Zimmer reminded the trustees that a new long-range plan of service would be needed in 2027.

New Business:

Mrs. Walchko (Friends) announced that the Friends would be providing candy for the staff to distribute for Halloween.

The Friends will be decorating a Christmas tree in the lobby on November 29 at 11:00 a.m.

Ms. Brewster explained that the Faith Bible Academy would be pleased to present a bell-ringing program. After discussion with Ms. Zimmer, it was decided to request that the Academy present two programs: December 12 and December 17 at 1:30 p.m.

Adjournment:

Ms. Leggieri adjourned the meeting at 3:00 p.m.

Submitted by Virginia Downs

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

Finance:

- Working on budget.
- 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.
- NYPA grant announced in paper 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

- Phone call to National Grid regarding parking lot light.
- TBS had to replace two valves that were allowing air to enter the system causing blockages and limiting the heat in the building.

Annex Renovation

- Tour with Senator Oberacker and Assemblyman Tague..
- Provided tours to several community members.
- Basement windows are in.
- Additional outside brickwork completed.
- Still awaiting Fire suppression compressor to be installed.

Personnel

- Don's last day is November 16th.
- Trainings: Senior Planet, Sustainable Libraries Waste, climate summit, library as polling place, digital literacy and information literacy
- Meetings: Schoharie Co Health Department, Schoharie Co Board of Supervisors, Grants Meet up, MVLS SCPL meetings, MVLS Directors meeting,

Policy

- Working on naming policy.

LRPOS

- No meeting

Development

- Discussed changes to the bylaws

MVLS Updates:

- Annual Dinner October 2 in Fort Hunter. Received Staff award for Courtney Little
- The ILL program with SUNY Cobleskill seems to be working well.
- SCPL to leave the catalog in December.

Program:

- Battle of the Books planning has started.
- Courtney and I will be taking over a few of Don's programs.
- Working with MVLS for digital literacy projects and have signed up for Senior Planet training.
- Setup the Fishing Pole package lending program.

Collection

- Attendance:
 - November: 607 EV
 - October: 2590 adults, 112 teens, 385 kids, 152 reference, 43 digital literacy, 4 curbside, 1638 EV
 - 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, 105early 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:

- Ordered computers, printers in the year end order.
- WiFi: 1098 (October), 834 (September), 978 (August), 920 (July), 957 (June), 917 (May), 1004 (April), 1051 (March), 853 (February), 861 (January)
- Public Computers: 115 (October), 107 (September), 101 (August), 130 (July), 7 (June), 105 (May), 110 (April), 109 (March), 122 (February), 107 (January)

History Room

- Nothing this month.

Friends

- Letter from Friends member regarding the 990s.
- Completed the Friends fall newsletter.
- Next meeting is November 2 at 11 am, and December 11 at 6pm

Outreach:

- Met with local radio station for advertisements covered under the dream and do grant.
- Provided Village with letter of support for a TMobile Community Grant.
- Attended Schoharie Co Council on Alcoholism and Substance Abuse Open House
- Attended the Chamber of Commerce dinner in October
- Early Voting October 26 through November 3.
- Halloween – handed out candy

Don LaPlant Adult Services Librarian Report for the month of October 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, Felted Halloween Decor
- 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
- taught memoir class for SCHOOL
- produced November edition of library newsletter
- professional development workshops: “The Adult Programming Equation” (presented by Capital District Library Council) and “Outreach and Community Partnerships” (presented by MVLS)

Displays

Hispanic Heritage Titles Adult Fiction Display. Yielded xxx circs.

Real Life Horror Stories, Adult Nonfiction Display. Yielded xxx circ.

Platform	Oct. 2024 followers	Sept. 2024 followers
Facebook	1,	1,299
Instagram	2	245

Mailchimp Newsletter 698 698

October Events Calendar: 47 print copies distributed; 14 copies downloaded from Newsletter

New Library Card Sign-Ups in October: 33

October Programs/Events Total Attendance: total (199A, 6T, 10K)

- Adult Gaming Club*, Oct. 19A
- Ukulele Experience*
 - Oct. 2 class: 10A
 - Oct. 9 class:10A
 - Oct. 16 class: 10A
 - Oct. 23 recital: 38A, 1T, 7K
- Turning Memories Into Stories: Memoir Class*
 - Oct. 3: 7A
 - Oct. 10: 10A
 - Oct. 17: 10A
- Fan Favorites Book Club*, Oct. 4.....7A
- Short Fiction Workshop*, Oct. 8.....6A
- All Ages Craft Buffet*, Oct. 105A, 2T
- Adult Gaming Club*, Oct. 15.....11A
- Silver Screenings*, Oct. 1614A
- Fuzzy Belly Felting Friends*, Oct. 17.....4A, 1T
- Author Talk with Libby Cudmore*, Oct. 19.....13A, 2T, 1K
- Short Fiction Workshop*, Oct. 22.....5A
- Trivia Night*, Oct. 31.....16A

Courtney Little Library Assistant Report for the month of October 2024

Regular Children’s Programs

- Storytime:
 - October 2: 5K, 5A
 - October 9: 7K, 5A
 - October 16: 2K, 2A
 - October 23: 3K, 3A
 - October 30: 6K, 6A
- LEGO Club, October 8: 5K, 4A

Special Children’s Programs:

- Pumpkin Painting, October 12: 10K, 5A
- Trick or Treat, October 31: over 170K & T

Regular Teen Programs:

- Anime Club, October 8: 7T
- Teen D&D
 - October 1: 5T, 1A
 - October 15: 7T, 1A

Special Teen Programs:

- Spooky Movie Night, October 10: 1T
- Teen Video Game Night, October 22: 0T

Other Programs:

- All Ages Craft Buffet, October 10: 5A, 2K
- Paws for Reading
 - October 1: 2K, 2T, 1A
 - October 15: 3K, 6A
 - October 22: 1K
 - October 24: 1K, 1A
 - October 31: Combined with Trick or Treat

Displays:

- Juvenile Fiction: Creepy Books for Halloween
- Juvenile Picture Books: Halloween
- Teen Fiction: Young Adult Horror

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for October and November programs along with Don LaPlant
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared teen newsletter with teen programs and collections updates
- Ordered Battle of the Books titles for Radez and Golding book lists
- Planned Battle of the Books presentation at Golding with school librarian Laura Gagnon
- Received Outstanding Staff Award at MVLS Annual Meeting, October 2

Press Mentions:

The Mountain Eagle highlighted our new Wiggle Worms Play and Explore program online on October 3 (“Community Library Receives Stewart’s Holiday Match”). Wiggle Worms returns November 23.

Library Clerk Reports October 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:

- With the help of Heather, we got to the Rs in reorganizing the patron registrations.
- Sent 3 boxes of books out to Better world books.
- Crafted paper turkeys for the staff for the upcoming thanksgiving holiday.
- Assisted Board of Elections by opening and closing the building for the early voting poll workers.
- Worked with Don for the second batch of ELL books and making sure they got in the collection correctly.
- Worked on adding items to the library of things: ukuleles, fishing poles and music stands.
- Ongoing project of cleaning adult fiction books, up to the letter F.
- Heather and I handed out candy for kids (after 5:30) on Halloween.
- Provide Don with Book Page suggestions every month.

Heather Heckman:

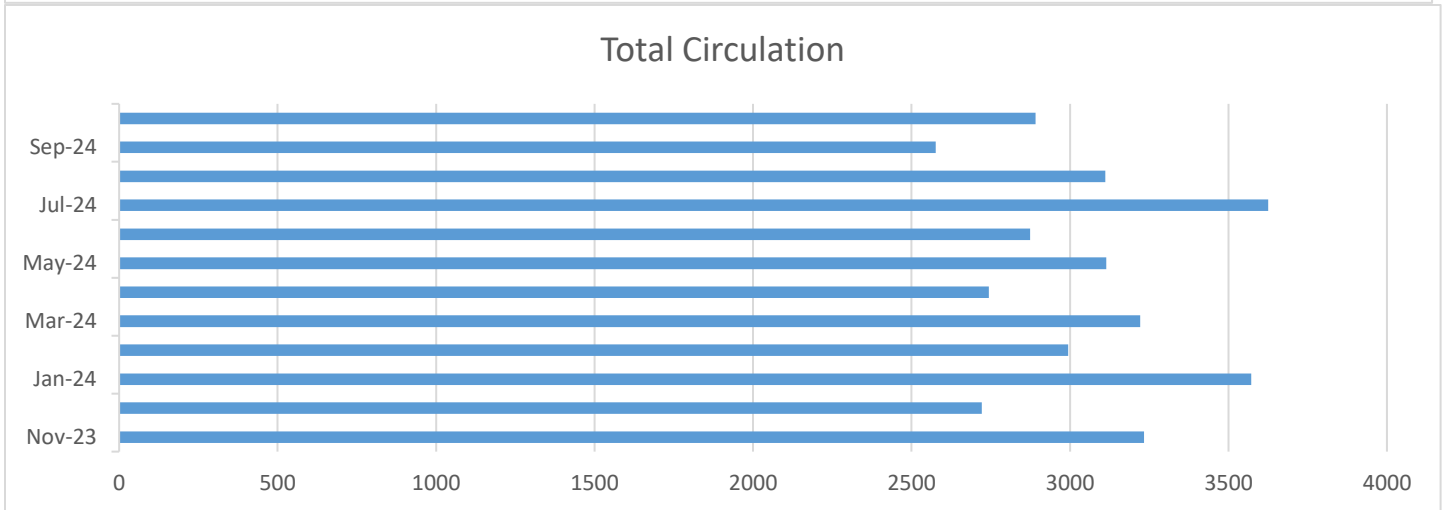
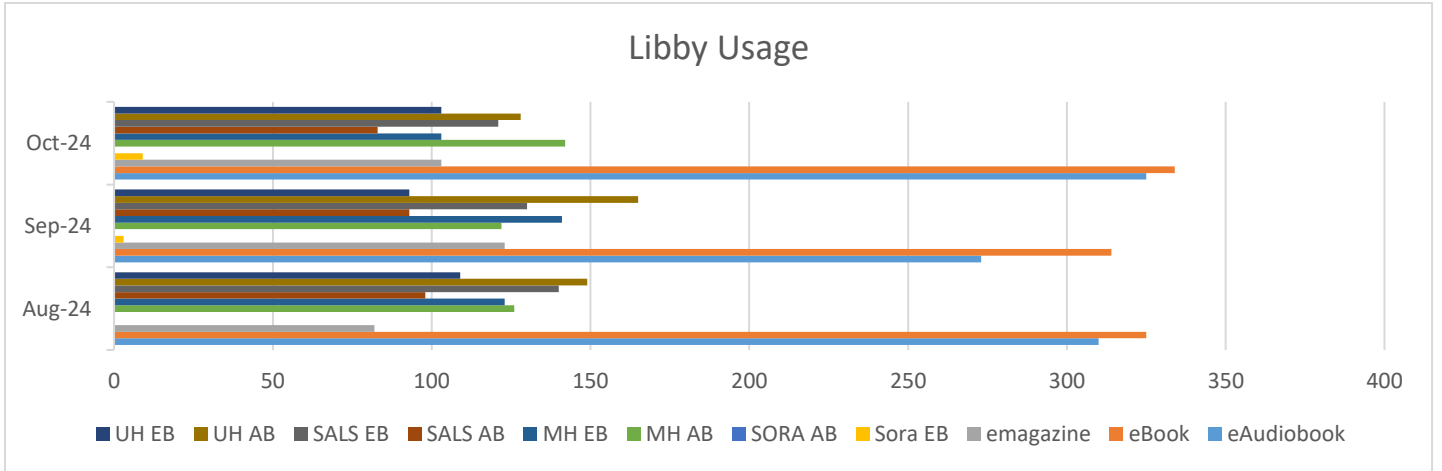
- Processed 2 incoming ILL, returned 4 ILLs, requested 1
- Met with Kim, Don, and SUNY ILL
- Chromebooks updated 10/23/24
- Helped with old registration files up to R
- Handed out candy on Halloween

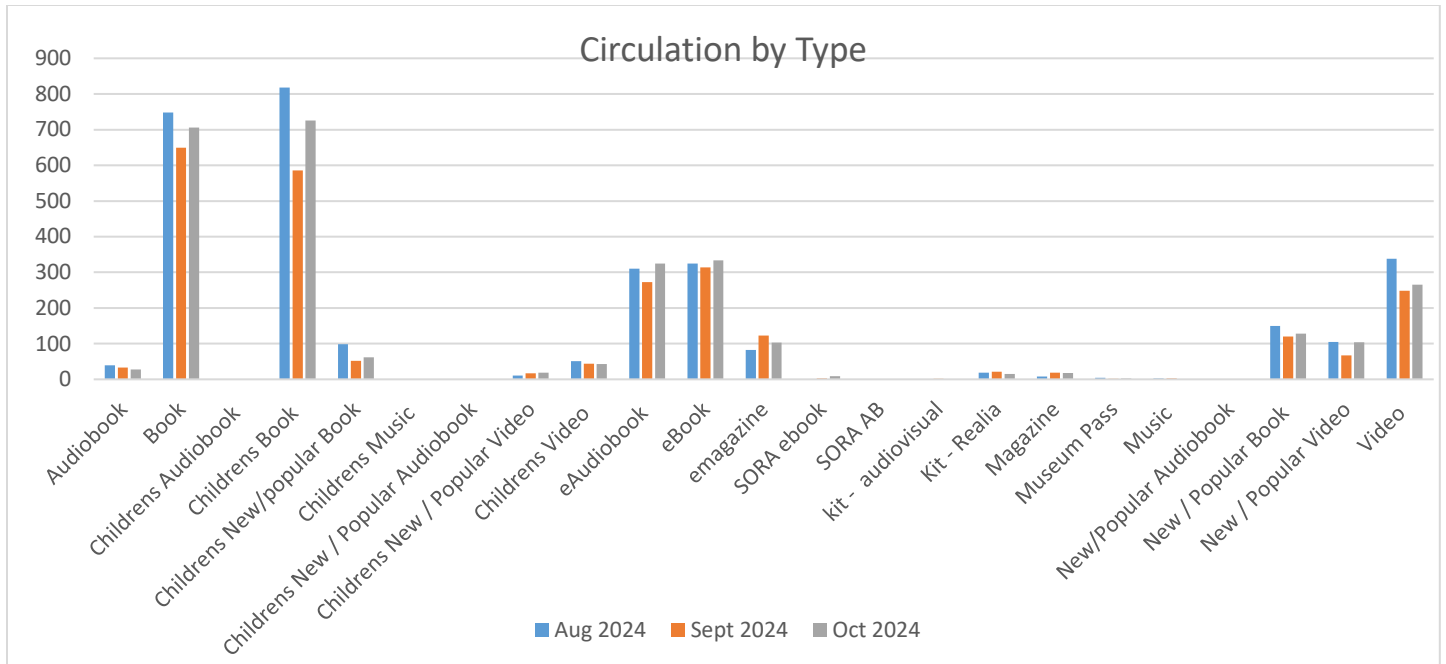
Jackie Barbato:

- 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
- Collaborated with Courtney Little on Dinovember Scavenger hunt -launching in November
- Decorated the Children's Fiction and YA New Fiction sections for Halloween with 'Stack Ghosts'
- Sent out new monthly program calendar to SUNY Cobleskill Campus Childcare Center and Cobleskill 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#	11/14/2024 Invoice#/Subtotal/Due	Amount
7230001		NYS Retirement Pay by 12/15		\$ 21,973.00
7520001	Lyn Lawyer	October Bill		\$ 735.00
	walmart			\$77.03
	8110000	popcorn, soda, scissors, notbooks, thread	77.03	
8110001	WaDaYaNeed	name badge	188698	\$14.00
8110002	MVLS	barcodes	5309	\$24.39
8130001	Midtel	78693-0	10443255	\$330.12
8130001	Midtel	00128367-2	10446194	\$80.95
8180001	Ingram	20V8277 - book purchases	60408773, 60407156, 60404717, 60402307, 63113818, 60399448, 67752300, 63120867	\$1,275.11
8182001	Midwest Tapes	DVDs	506217377, 506175859, 506193071, 506151378, 506121779, 506249442	\$361.34
8182002	Clifton Park	damaged book		\$9.99
8182002	Mohawk Valley Lib System	damaged book		\$29.95
8182002	Schenectady Library	damaged book		\$12.00
8210001	MidTel	New Phone System	514	\$5,265.68
8210011	Cleaning by Maria	Cleaning	October Bill	\$400.00
8210012	New Looks Landscaping	Mowing/Snow	October Bill	\$510.00
8210014	Otis Elevator	66878697	100401729755	\$580.53

8210017	TBS	HVAC issues	30246	\$2,477.80
8210018	Home Town Haul & Recycle	trash and recycling	October	\$90.00
8570001	Times Journal	Ukulele advertising	CREATE Grant	\$56.00
9910001	MVLS	JA Fee November		\$634.36
	Directors Account	reimbursement		\$ 792.57
			Total:	\$35,729.82

Financial Claims Paid In Advance

	Summary of Claims		11/14/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP	Don's Health Ins.	November	\$ -
8220001	NYSEG	1002-8403-052	October Bill	\$301.40
8220002	National Grid	07664-27114	October Bill	\$777.74
8220002	National Grid	07664-27123	October light	\$11.58
Total				\$ 1,090.72

Director's Account

	Summary of Claims		11/14/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110001	staples	toner, paper, keyboard tray		\$ 359.26
8110001	amazon	bookcase		\$ 117.80
8110000	amazon	foam sheets, plastic disks		\$ 33.25
8110001	amazon	Paper towels		\$ 73.84
8110000	amazon	finger paint, dinosaur pencils and erasers		\$ 27.24
8110001	amazon	toilet paper		\$ 69.03
8110000	Amazon	heat guns		\$ 35.46
	amazon	book battle the books	Jeremy Thatcher, Dragon Hatcher	\$ 6.39
	amazon	book battle the books	flutter	\$ 2.36
	amazon	book battle the books	Frog who croaked	\$ 18.65
	amazon	book battle the books	Saturn Apartments	\$ 8.64
8140003	USPS	Shipping ILL	check #346	\$ 6.13
8570001	Facebook Ad	Ukulele Program	CREATE Grant	\$ 12.00
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimbursement				\$792.57