

Board Meeting Agenda

**Members:** Fred Barnes 2023, Harriet Berard 2025, Linda Carpenter 2026, Janice Clark 2024, James Collins 2025, Ginny Downs 2023, Ken Hotopp 2024, Rebecca Leggieri 2027, Janet Sand 2027, Leo McAllister 2026, Julia Walter 2023

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

Determination of a quorum:

Call to Order and for additional Agenda items:

Guests and Public Comment:

Minutes of the previous meeting:

Communications: Schoharie Co Board of Elections

Director's Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (\* indicates chair)

- a. Finance – Linda \*, Harriet, Ginny, Becky, Leo
  - Tax Cap Resolution
  - 2023 Budget Adjustments
  - Proposed 2024 Budget
  - Treasurer Contract
- b. Building & Grounds – Fred & Janet\*, Harriet, Ginny
- c. Personnel – Julia\*, James, Linda, Janice
- d. Policy – Janet\*, Linda, Leo
  - Trustee Education
  - Conference and Travel
- e. Board Development –Harriet \*, Becky, Ginny
  - Bylaw amendments
  - Harassment Training – Walter and McAllister
  - Trustees to share any training information (5mins)
- f. Long Range Plan of Service Committee - Janice\*, Julia, James
  - Review and Approval of updated plan

Unfinished Business:

Front Entry and heating element – attorney update – Fred

New Business:

Tax Levy Advocacy – bookmarks, postcard, posters

Adjournment:

Next Board Meeting 3/9/23 at 1pm

Personnel Committee

Finance Committee Budget

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

Long Range Plan of Service First Friday of the month at 10:30am

Development Meetings the Third Tuesday of the month at 11 am

Policy Meetings the Last Thursday of the month at 11am

The Community Library  
Board of Trustees Meeting  
January 12, 2023

**Call to Order:**

As a quorum was present President Ken Hotopp called the meeting to order at 1:00 p.m. Present: Fred Barnes, Harriet Berard, Janice Clark, Jim Collins, Virginia Downs, Ken Hotopp, Becky Leggieri, Leo McAllister, Janet Sand, Julia Walter, Kim Zimmer. Excused: Linda Carpenter.

Guests:

Ms. Katherine Hawkins, The Community Library's representative to MVLS, was present and spoke to the trustees describing her role as liaison between our library and MVLS. Ms. Hawkins emphasized the need to improve literacy and to provide literature to the county jail.

**Minutes:**

Ms. Clark moved to accept the December minutes. This was seconded by Mr. McAllister and was unanimously approved.

**Director's Report:**

Ms. Zimmer announced that the Friends of the Library are once again working with the school librarians in organizing and sponsoring Battle of the Books and suggested that the trustees become involved in this popular event.

Ms. Zimmer emphasized the enthusiasm and suggestions of her staff is reflected in the numerous programs and attendance of these programs as well as the growing number of patrons using the library during this previous year.

The Director's Council will be meeting here on January 25.

**Treasurer's Report:**

Mrs. Downs outlined the expenses and income for December. The trustees reviewed the current bills. Mrs. Downs made a motion, seconded by Ms. Clark, and unanimously approved to pay the bills.

**Committee Reports:**

Finance:

A special account at the KeyBank will be set aside for memorial donations.

Building & Grounds:

Mr. Barnes indicated that the staff had presented Brendon Becker with many requests and suggestions during "the walk through." Thus, there is a need for an up-to-date timeline and blueprints.

Ms. Zimmer mentioned that grants will be needed to furnish the annex. Ms. Zimmer mentioned she has contacted DASNY (Dormitory Authority of the State of New York) regarding a design for the rooms in the annex.

Policy:

Mrs. Sand announced the committee will meet on January 26.

Board Development:

Mrs. Berard indicated that the committee will be meeting in regard to trustee training and by-laws.

Long Range Plan of Service:

Ms. Clark emphasized that sustainability is a core value for our library. She indicated that trustees' decisions should be environmentally sound, economically feasible and socially equitable. Ms. Clark provided the trustees with a couple of handouts to consider our goals.

**Unfinished Business:**

Since the meeting with the attorneys regarding the problems with the heating of the landing and ramp, an electrician has worked on the problem. There has been improvement, but the issue hasn't been completely resolved.

**New Business:**

Ms. Zimmer outlined the details of the Joint Automation Agreement. Mrs. Sand made a motion, seconded by Mr. McAllister, and was unanimously approved to sign this agreement.

**Adjournment:**

Mrs. Berard made a motion, seconded by Ms. Walter and was unanimously approved to adjourn at 2:35 p.m.

**Minutes Respectfully submitted by Virginia Downs**

**Kimberly Zimmer's Director Report for the month of January, 2023**

Finance:

- Worked with BQ and NYS Retirement to achieve the Gold Standard for reporting retirement and signing up members. We will work with them for three additional months.
- Participated in meeting to discuss draft 2024 budget.
- Memorial account to be setup at Keybank.
- Gave BQ 1099 information.
- BQ Employee Retention Credit – no update.

Building and Grounds

- Gary O'Connor purchased shingles to replace missing ones.
- Sprinkler system and elevator inspected.
- Painting of front and southside window painting scheduled for spring.
- Ginny has contacted DOT for a request to install the green library signs along route 7.
- Bonacquisti electrician installed new part, adjusted the temperature setting and the timer. Confirmed with attorney the work had been done.

Annex Renovation.

- January 5 Staff, Trustees and Brendon met to go over plans.
- Morell removing metal.
- DLD application needs to be amended.

Personnel

- Staff meetings scheduled for 9am the Friday after a Board meetings.
- Discuss with committee increases and changes with Committee.
- Clerk exam scheduled for February 11
- Completed staff timesheets.
- Kim is on vacation 2/12-2/19. Don will be in charge.
- Trainings: Libby training, KnowBfor
- Meetings: SC. Directors, SC Health Services, MVLS Trustees, Director's Council

Policy

- Working on room rental agreement.
- Obtained draft Trustee Education policy from DLD website and discussed with Committee.
- Based on the Trustee Education Policy also reviewed the Conference and Travel Policy.
- Received questions about the Harassment Policy and Training. Reviewed NYS site and discovered they are in the midst of updating the policy.

LRPOS

- Worked with staff to add updates and new objectives and tasks.
- Discussed updated draft with the committee.

#### Development

- MVLS advocacy grant partially supported to send the service area a postcard to prior to vote.
- Discussed trustee training policy and made amendments to the Bylaws.
- Harriet reaching out to trustees up for reelection

#### MVLS Updates:

- Annual report portal is open. Deadline is March 13.
- January Meeting did not have a quorum.
- Director's Council on Jan 25<sup>th</sup>. Thank you to Janice and Becky for the treats. The next meeting will be in March at Fonda.
- February 28 Advocacy Day in Albany.

#### Programs

- Established Better World Books book scanning account. To raise additional funds.
- Scheduled two table Tuesdays in January and three for February. We are offering social services organizations a table to share resources with patrons and calling it Tabling Tuesday.
- Libby program on Jan 11 at noon had three participants.
- SCHOOL program on Libby for March 22, 2023 at 1.

#### Collection

- New library card registrations: 17 January, 11 December, 21 November, 22 October.
- Attendance:
  - January: 969 adults, 56 teens, 165 kids, 70 reference, 26 digital literacy.
  - December: 881 adults, 79 teens, 97 kids, 59 reference, 24 digital literacy, 1 curbside
  - November: 1,174 adults, 67 teens, 163 kids, 89 reference, 27 digital literacy, 2 curbside, 497 early voting
- Ancestry: 365 December 1 August, 7 July, 33 June, 95 May, April 87searches.

#### Equipment Usage

- WiFi: 801 (January), 805 (December), 762 (November), 836 (October)
- Public Computers: 122 (January), 129 (December), 146 (November), 109 (October)

#### History Room

- Regional Collections digitization of Daisy Brown scrapbooks Grant:
  - 21 of the 66 books covering the Index and years 1874-1893 are available at [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](https://www.nyheritage.org)
  - contentDM Courtney has been working on the project and focusing on the metadata.
  - Pam is scanning the books to speed up the process.

#### Friends

- Love your Library Month in February where Friends will bundle books for sale.
- Working with the Friends on a Homebound Service plan.

#### Outreach:

- Created laser and printer toner recycle box. Raises rewards for Library's Staples account. Several donations already made.
- Obtained more test kits.
- Attended SEEC Resource Roundtable on Energy Efficiency
- February 22 meeting with Destination Marketing to discuss tourism and visiting Schoharie Co.

**Don LaPlant Adult Services Librarian Report for the month of January 2023**

**Professional Activities**

- presented Fiction Workshop, Gaming, Craft Buffet, Fan Faves, and Trivia Night programs
- curated three book displays
- developed marketing materials for Adult programs
- developed new monthly events calendar with clerk Jackie Barbato
- coordinated social media posts with library assistant Courtney Little
- produced February edition of library newsletter
- began work on library website re-design
- weeded and reorganized DVD collection
- attended webinar on passive readers’ advisory through display design
- attended webinar on advanced features of Excel spreadsheets

**Programs/Events Total Attendance: (74A, 2T)**

*Adult Gaming Club, Jan 3 .....11A, 1T*  
*Fan Favorites Book Club, Jan. 6 .....6A*  
*Short Fiction Workshop, Jan. 10 .....7A*  
*Using the Libby App, Jan. 11 .....3A*  
*All Ages Craft Buffet, Jan. 12 .....5A*  
*Adult Gaming Club, Jan. 17 .....13A, 1T*  
*Short Fiction Workshop, Jan. 24 .....5A*  
*Trivia Night, Jan. 26 .....20A*  
*Adult Gaming Club, Jan 31 .....4A*  
*High Circulation Trivia Contest .....24A*

**Displays**

*Coming Soon to a Screen Near You, Adult Fiction Display. Yielded 11 circ.*  
*New Year, New You, Adult Nonfiction Display. Yielded 5 circ.*  
*January Events Calendar. 27 distributed*

<u>Platform</u>	<u>Jan. 2023 followers</u>	<u>Dec. 2022 followers</u>
Facebook	1,111	1,093
Instagram	135	133
Twitter	3	3
Mailchimp Newsletter	390	368

**Courtney Little Library Assistant Report for the month of January 2023**

**Children’s Programs**

- Storytime:
  - January 4: 8K, 6A
  - January 11: 10K, 6A
  - January 18: 12K, 8A
  - January 25: 15K, 7A
- LEGO Club is on break until March 1
- Build and Play Saturday, January 28: 5K, 1T, 2A

**Teen Programs:**

- Anime Club January 10: 1T
- Teen Advisory Board, November 20: 1T

**Other Programs:**

- Paws for Reading, January 20: 5K, 2A
- All Ages Craft Buffet, January 12: 5A

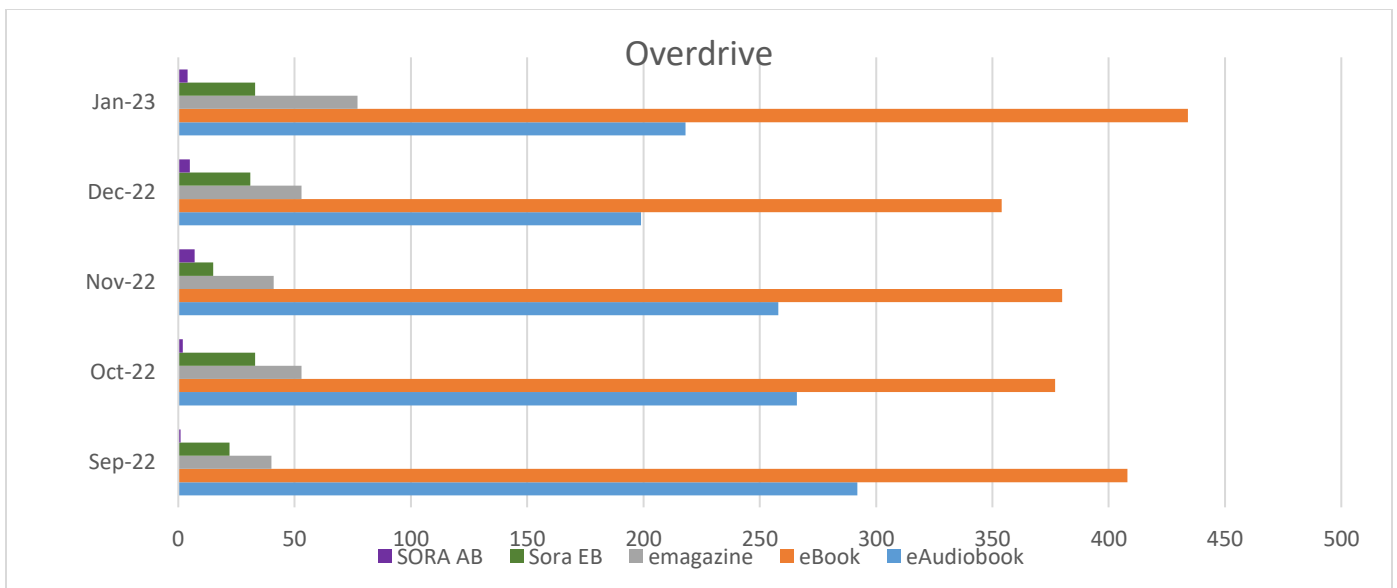
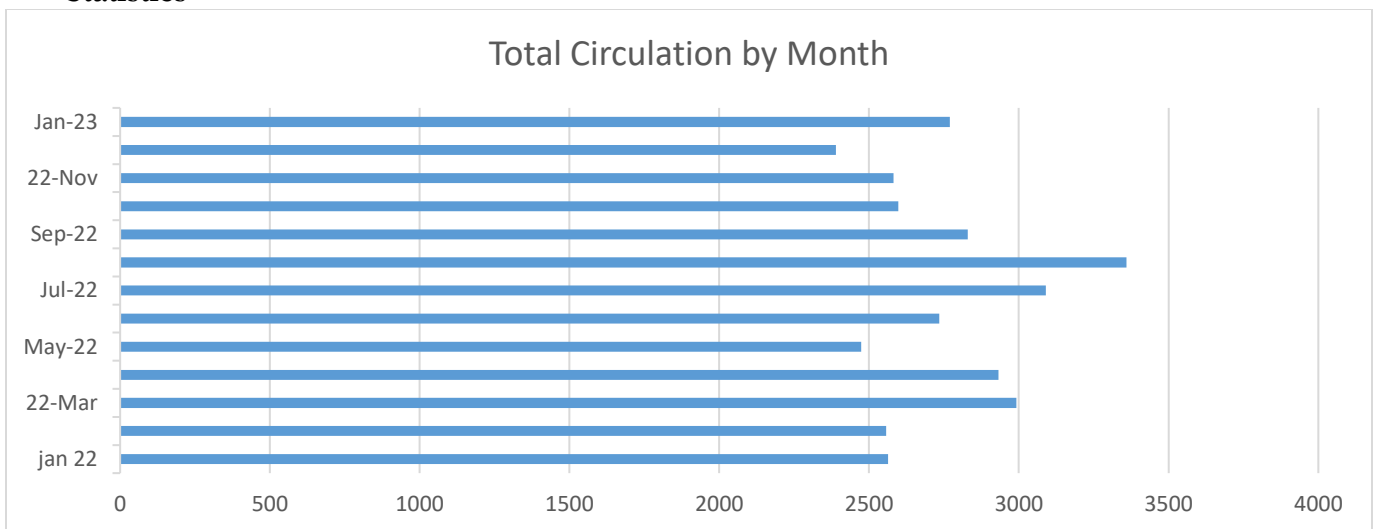
Displays

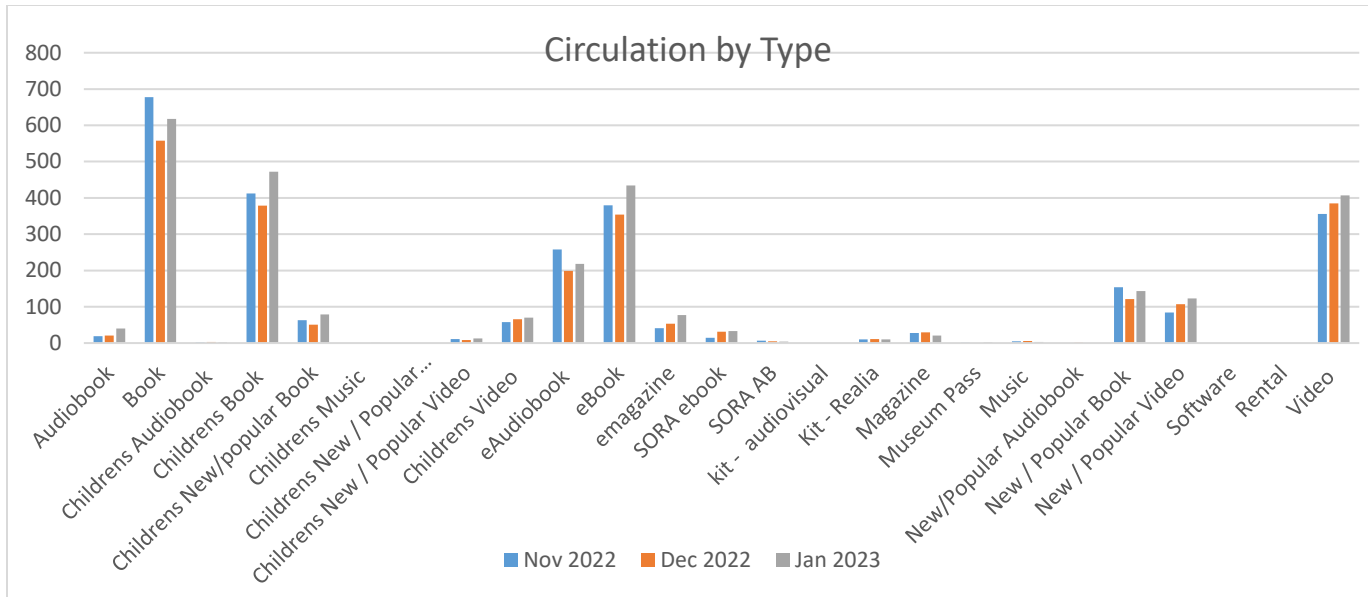
- J Fiction: Read for Laughs
- J Picture Books: Martin Luther King biographies; Valentine’s Day
- Teen Fiction: Historical Fiction

Other Professional Activities:

- Wrote and submitted programming grant applications to Stewart’s Holiday Match and WGY Christmas Wish to support Storytime, teen programs, and Summer Reading
- Planned board book reorganization in Children’s Room for February changeover
- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for January and February programs
- Battle of the Books preparations:
  - Coordinated question writing signups for Friends and other volunteers
  - Assisted Radez librarian with t-shirt decorating for participating teams

**Statistics**





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

**Current Financial Claims for approval**

Budget Line	Summary of Claims	Note/Acct#	2/9/2023 Invoice#/Subtotal/Due	Amount
8110001	Staples	paper and toner		\$694.52
	walmart			\$81.50
	8110000	Battle of the Books tshirts	49.22	
	8110000	chips for programs	19.48	
	8110001	snow shovel	12.8	
8110002	Budget Library Supplies	dvd cases	20212	\$215.00
8130001	Midtel	78693-0	10312931	\$150.89
8130001	Midtel	00128367-2	10310796	\$80.95
8180001	Ingram	20V8277 - book purchases	60179135, 60179617, 60182441, 60182995, 60183022, 60184007, 67561755, 60186031, 60186829, 60187868, 60189331, 60190212, 60190630, 60191525	\$1,814.95
8182001	Midwest tape	2000012078 - DVD purchases	503183378, 503228275, 503257457, 503298582	\$556.06
8190000	Destroyer Escort Historical Museum	museum pass to the slater		\$75.00
8210011	Cleaning by Maria	Cleaning	January Bill	\$500.00
8210014	Otis Elevator	maintenance	100401055554	\$542.22
8210018	Casella	trash/recycle	1496033	\$115.43
8220001	NYSEG	1002-8403-052	February Bill	\$1,232.41

8220002	National Grid	07664-27114	February Bill	\$1,002.20
8220002	National Grid	07664-27123	outdoor light	\$11.12
8530001	Chamber of Commerce	membership		\$149.00
8530002	CPI	membership		\$25.00
	MVLS	Deep Freeze software renewal	4331	\$55.30
9910001	MVLS	JA Fee February	4317	\$550.61
	Directors Account	reimbursement		\$752.35
			Total:	\$8,604.51

**Director's Account**

	Summary of Claims		2/9/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110001	Amazon	Paper Towels		\$39.17
8180002	Amazon	Magazines	11/14-11/21	\$525.76
8140003	USPS	ill mailing	check 276	\$ 3.95
8140001	USPS	Stamps	check 277	\$ 180.00
8140003	USPS	ill mailing	check 278	\$ 3.47
Total Reimbursement to Director's Account				\$ 752.35

**Upcoming Financials Claims that need approval**

	Summary of Claims		2/9/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	2/28/2023	1014.12
8210012	New Looks Landscaping	Snow Mow Contract		\$500.00
8180001	Sebco	2 books	208832	\$41.92
Total				\$1,556.04