

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, Vacant 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:

Director's Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (* indicates chair)

- a. Finance – Linda *, Harriet, Ginny, Becky,

- b. Building & Grounds – Fred & Janet*, Harriet, Ginny

- c. Personnel – Julia*, James, Linda, Janice

- d. Policy – Janet*, Linda

- e. Board Development –Harriet *, Becky, Ginny
Trustee positions
Trustees to share any training information (5mins)
- f. Long Range Plan of Service Committee - Janice*, Julia, James

Unfinished Business:

Front Entry and heating element – attorney update – Fred

New Business:

Adjournment:

Next Board Meeting 5/11/23 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
March 9, 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, Linda Carpenter, Virginia Downs, Ken Hotopp, Janet Sand, Julia Walter. Zoom Attendance (unable to vote): Janice Clark. Excused: Jim Collins, Becky Leggieri.

Guests:

Mr. Hotopp introduced Rebecca Kuntze, a part time clerk at The Community Library. Ms. Kuntze is a college student studying for her master's degree in library science.

Additional Agenda Item:

Via Zoom, Ms. Zimmer introduced Chris McDonald, our attorney, and his paralegal, Jen Thomas. At 1:07 p.m. Mrs. Sand requested that the trustees go into executive session to seek advice from counsel. This motion was seconded by Ms. Walter and was unanimously approved. At 1:30 p.m. Mrs. Sand made a motion to exit the executive session and to return to the general meeting. This was seconded by Ms. Walter and unanimously approved. Mr. Barnes moved to provide Mr. McDonald with the authority to continue to negotiate with Bonaquisti Brothers Construction regarding the problems with the heated exterior stairs. Mr. McDonald is charged with securing the best financial settlement and the library will agree to a general release. This was seconded by Mrs. Sand and was unanimously approved. The trustees agreed that this was a difficult decision since the cost of the project was funded by a grant made available from tax payers money.

Minutes:

Mrs. Berard moved to accept the February minutes. This was seconded by Ms. Carpenter and was unanimously approved.

Director's Report:

The Board of Elections was pleased with the library facility as an early voting site. They submitted their 2023 schedule to Ms. Zimmer for the library calendar. Ms. Zimmer has submitted an impressive, detailed annual report. Ms. Zimmer was most pleased by the number of patrons attending numerous programs and by the increased use of the building by outside groups. Mr. Barnes made a motion, seconded by Ms. Carpenter, and was unanimously approved to accept The Annual Report. The Battle of the Books scheduled in April is being organized by the library staff, the school district librarians, and The Friends of the Library.

Treasurer's Report:

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

Committee Reports:

Building & Grounds:

Mr. Barnes thanked the staff for their input into the floor plans for the annex. Mr. Becker (Lamont Engineering) is continuing to work on the plans and procedures to complete the revitalization of the annex. The potholes in the parking lot need to be repaired.

Personnel:

Ms. Walter indicated that the committee will be meeting to interview applicants for the library clerk position.

Policy:

Mrs. Sand explained that the committee had reviewed the Collections Policy and the Financial Gifts Policy and felt that no changes were needed.

Mrs. Sand explained the changes to the Safety Policy. Mrs. Sand made a motion, seconded by Mr. Barnes, and was unanimously approved to accept the updated policy.

Board Development:

Mrs. Berard had presented the Trustee Education Policy at the February meeting: there was no additional discussion on the bylaw. Mrs. Berard made a motion, seconded by Ms. Walter, and was unanimously approved to accept the bylaw.

Long Range:

Ms. Clark indicated that the committee is continuing to work to achieve their goals.

New Business:

Ms. Zimmer has petitions available for individuals who wish to become trustees. She has also created an outline of the trustees' responsibilities for those who are interested in becoming a member of the board.

Adjournment:

Ms. Carpenter made a motion, seconded by Mrs. Downs, and was unanimously approved to adjourn at 2:50 p.m.

Submitted by Virginia Downs

Kimberly Zimmer's Director Report for the month of March, 2023Finance:

- Started working on cyber insurance application.
- Working with Brendon to submit federal grant application for Annex project.
- One more session with BQ and NYS Retirement to confirm process for uploading staff hours. All part of the Gold Standard for reporting retirement and signing up members.
- BQ Employee Retention Credit – no update.

Building and Grounds

- Inside door has an issue opening. Stanley came and all the parts now need replacing.
- Elevator stopped working. Otis states that a sensor might need to be replaced and it might stop working again.
- Changing table for the basement bathroom for StoryTime families has been installed.
- Gary O'Connor shingle replacement work scheduled for spring.
- 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.

Annex Renovation.

- Bricks fell from 2nd floor window on north side.
- DLD application needs to be amended.

Personnel

- Interviewed and hired Heather Heckman for library clerk.
- Kim vacation April 21-24, May 6-8 and June 16-17
- Trainings: NYS Retirement, Gillibrand granting opportunities webinar
- Meetings: MVLS Board of Trustees

Policy

- Working on room rental agreement.

LRPOS

- April will have a working meeting.

Development

- Publicizing the trustee petitions are available.
- Starting work on the budget vote postcard.
- See calendar of important dates in the board packet.

MVLS Updates:

- MVLS library services committee met to discuss May 3 program for staff and trustees at Gloversville.
- Annual report submitted.
- Vacant public services position interviews underway and hope to have filled by June 1.
- Next trustee meeting May 18.
- Director's Council April 17 at Fonda library and MVLS Central Library Committee will meet.

Programs

- Went with Courtney to secure Battle of the Books prizes.
- Continue to scheduled Tabling Tuesdays. Participation has been low.
- SCHOOL program on Libby for March 22, 2023 at 1, had four participants.

Collection

- Working on obtaining new museum passes.
- Renewed the Creativebug account for another year.
- New library card registrations: 22 March, 20 February, 17 January.
- Attendance:
 - March: 1304 adults, 74 teens, 254 kinds, 81 reference, 20 digital literacy, 4 curbside
 - February: 1012 adults, 55 teens, 176 kids, 81 reference, 31 digital literacy, 4 curbside.
 - January: 969 adults, 56 teens, 165 kids, 70 reference, 26 digital literacy.
- Ancestry: 92 March, searches.

Equipment:

- Ordered two new public computers.
- WiFi: 848 (March), 746 (February), 801 (January)
- Public Computers: 183 (March), 117 (February), 122 (January)

History Room

- Regional Collections digitization of Daisy Brown scrapbooks Grant:
 - Received notification from CDLC that our grant was funded for \$4,500 to support Courtney on uploading the Daisy Brown collection.
 - 24 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.

Friends

- Friends are working on a mini golf fundraiser for the fall.
- Completed Spring Newsletter for the Friends.
- Attended Meeting, March 11 at 10:30. Next Meeting June 10.
- Giving raffle tickets with new memberships.
- Basket Raffle and Book Sale September 23.
- Working with the Friends on a Homebound Service plan.

Outreach:

- Attended zoom session with Don to discuss website design with MVLS and SALS staff.
- Working with Courtney and Don on outreach and branding materials.
- Attended the Schoharie Co. Chamber of Commerce breakfast meeting and shared information about the library. Also left calendars and bookmarks at the Gathering Place.
- Attended the Cobleskill Partnership meeting at the Cobleskill Fire Department and shared information about the Library.
- Participating in Cornell’s Climate Steward volunteer program.

Don LaPlant Adult Services Librarian Report for the month of March 2023

Professional Activities

- presented Short Fiction Workshop, Gaming, Fan Favorites, PowerPoint Basics, Craft Buffet, Tiny Art Workshop, 5 Minute Expert and Trivia Night programs
- curated three book displays
- developed marketing materials for Adult programs
- continued work on website re-design
- developed new monthly events calendar with Jackie Barbato
- coordinated social media posts with library assistant Courtney Little
- produced April edition of library newsletter
- attended website redesign meeting with MVLS & SALS Tech Coordinators, March 28
- renewed NYS Professional Librarian Certificate

Programs/Events Total Attendance: (92A, 3T, 2K)

Fan Favorites Book Club, March 3.....5A
Adult Gaming Club, March 7.....12A, 1T
All Ages Craft Buffet, March 9.....6A
Check Mates Chess Club, March 11.....6A, 1K
Short Fiction Workshop, March 14.....6A
Five-Minute Expert, March 16.....10A
Adult Gaming Club, March 21.....16A, 1T
Libby for Overdrive, March 22.....4A
PowerPoint Basics, March 23.....4A
Tiny Art Workshop, March 25.....1A, 1K
Short Fiction Workshop, March 28.....2A
Trivia Night, March 30.....20A, 1T

Displays

Shades of Green, Adult Fiction Display. Yielded 11 circs. (a new record!)
March Madness Basketball Biographies, Adult Nonfiction Display. Yielded 3 circs.
Drawing and Painting Instruction, Adult Nonfiction Display. Yielded 1. circ.
March Events Calendar. 27 print copies distributed

Platform	March 2023 followers	Feb. 2023 followers
Facebook	1,135	1,118
Instagram	149	140
Twitter	3	3
Mailchimp Newsletter	425	405

Courtney Little Library Assistant Report for the month of March 2023

Children’s Programs

- Storytime:

- March 1: 13K, 9A ; March 8: 19K, 14A; March 15: Cancelled due to weather; March 22: 12K, 10A; March 29: 13K, 9A
- LEGO Club
 - March 1: 4K, 3A and March 15: 3K, 2A
- Recycled Seed Starters: 3K, 3A

Teen Programs:

- Anime Club: Cancelled due to weather
- Teen Advisory Board, March 16: 3T
- TAB Tour of Annex, March 25: 3T
- Video Game Night: 7T

Other Programs:

- Paws for Reading
 - March 3: 1K, 1A; March 17: 6K, 8A; March 31: no participants
- All Ages Craft Buffet, March 9: 6A

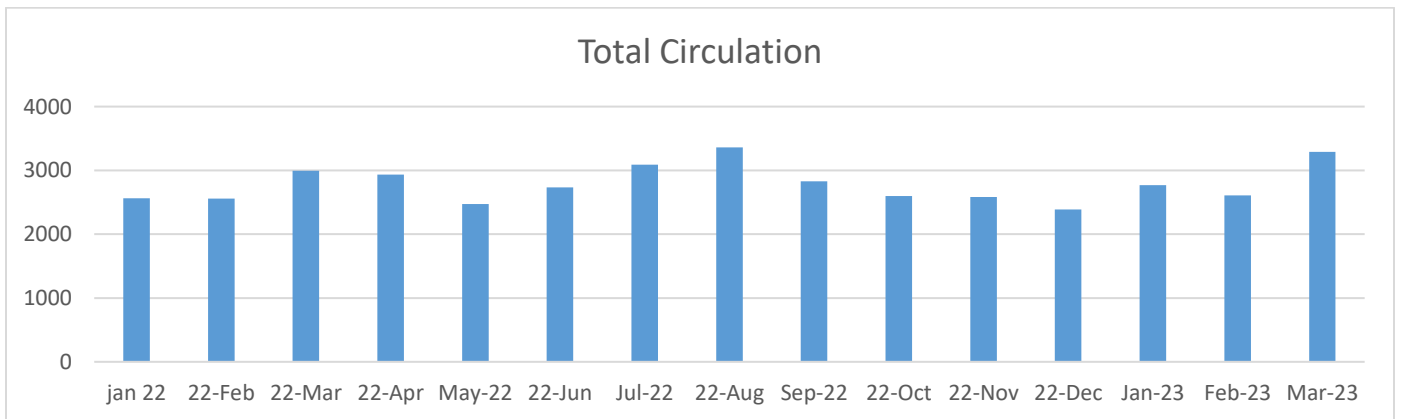
Displays

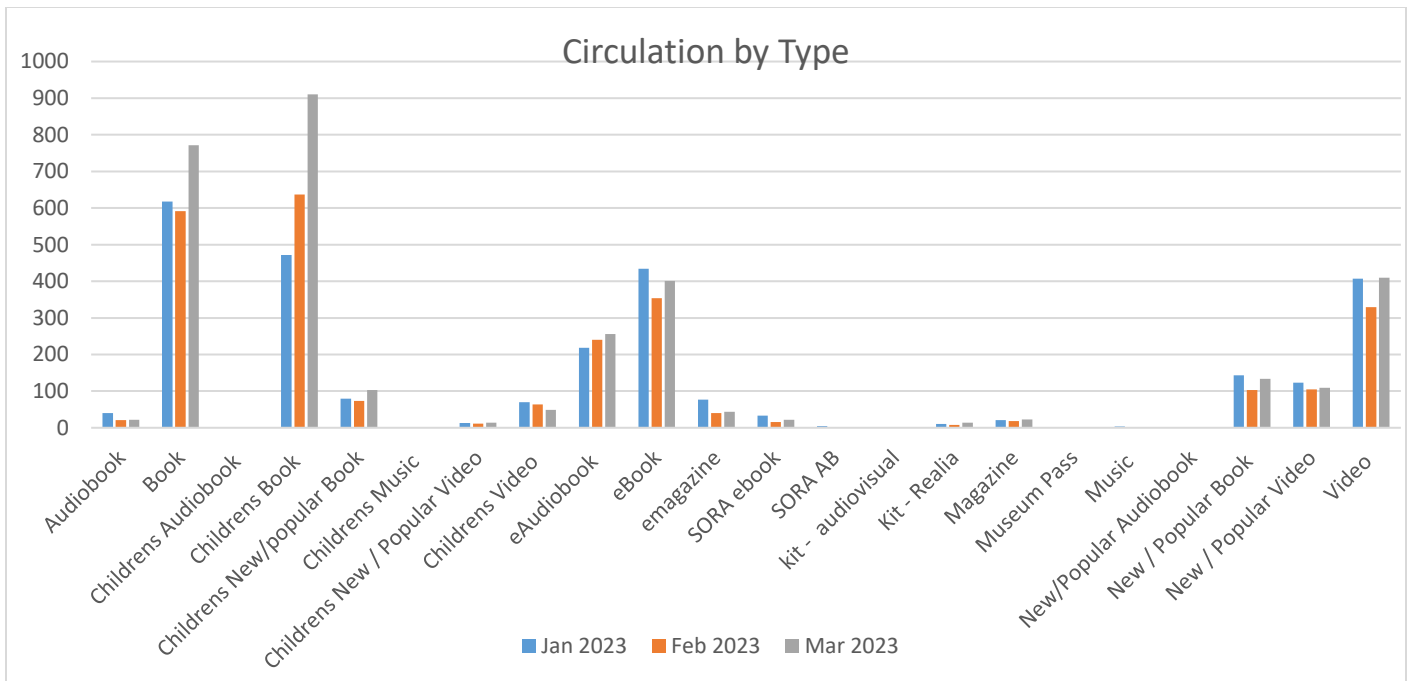
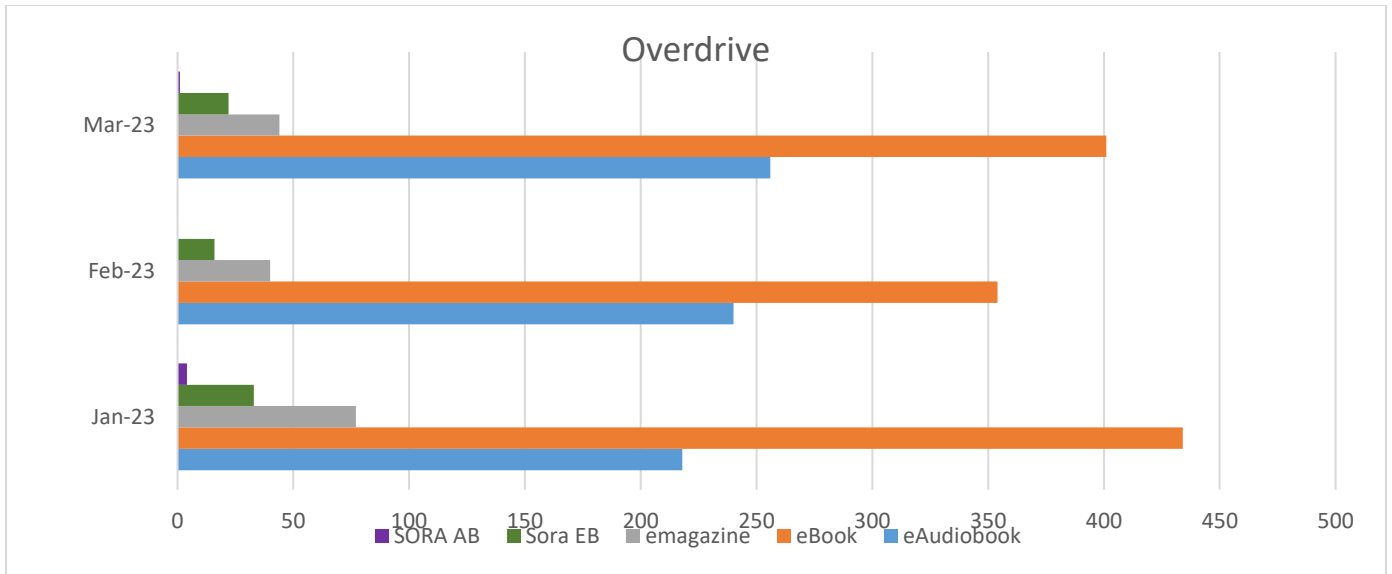
- J Fiction: Going For Gold: Sport Stories
- J Picture Books: Biographies of Trailblazing Women; Spring and Easter
- Teen Fiction: Pinch-Proof Green Covers

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for March and April programs
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared new teen newsletter based on requests and suggestions from TAB
- Assembled and debuted new Storytime cart
- Assisted Don with Tiny Art Show signups
- Battle of the Books preparations:
 - Compiled and shared volunteer-written questions for school librarians
 - Coordinated volunteer signups for all three battles
 - Coordinated grand prize purchases and donations for the top teams in each battle
 - Organized prize bag assembly for each battle
 - Attended mock battle for high school participants

Statistics





Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

Summary of Claims		4/13/2023	
Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
BQ		23-8328	\$ 145.00
Today's Classroom LLC	Double Sided teaching easel- Stewarts Grant	23-7494	\$ 531.14
MVLS	BookPage Renewal	4375	\$ 192.00
Staples	toner and paper		\$864.31
walmart			\$130.66

8110000	cookies, measure cup and pitcher		24.78	
811001	air freshener for the bathroom		16.54	
8110000	tshirts, paper bowls, cups, cornstarch, chips		89.34	
MVLS	item barcodes		4382	\$24.81
Midtel	78693-0		10322831	\$149.73
Midtel	00128367-2		10324809	\$80.95
Ingram	20V8277 - book purchases	62299187, 60207686, 60209003, 60208752, 67581870, 60210726, 60211705, 60212383, 62903627, 62905120, 62906776, 60215676, 60218750		\$1,064.93
Ingram	book purchase for Battle of the Book prizes		60210726	\$245.63
ingram	book purchase for storytime program		67581870	\$57.60
jo-Ann Stores LLC	Creativebug account		5107860000023850000	\$500.00
Midwest tape	2000012078 - DVD purchases	503420934, 503447803, 503485710, 503514300		\$326.08
Schenectady Public Library	replacement cost			\$14.00
Cleaning by Maria	Cleaning	March Bill		\$400.00
New Looks Landscaping	march plow and shovel		704	\$500.00
Casella	trash/recycle		1501396	\$112.54
NYSEG	1002-8403-052	april Bill		\$1,084.25
National Grid	07664-27114	April Bill		\$1,183.38
National Grid	07664-27123	outdoor light		\$10.79
Village of Cobleskill		48300 b-0037412		\$91.30
MVLS	JA Fee April		4359	\$577.66
Directors Account	reimbursement			\$1,040.12
		Total:		\$ 9,326.88

Director's Account

	Summary of Claims		4/13/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	amazon	pencils, stickers, fidget toy	battle of the books	\$53.96
9830002	Amazon	Dymo printer		\$110.10
8110000	amazon	pencil sharpeners	battle of the books	\$11.62
8140003	USPS	ill mailing	check 281	\$ 8.26
8140003	USPS	ill mailing	check 282	\$ 4.13

8110000	amazon	book	battle of the books	\$ 12.99
8110000	amazon	bookmarks, book	Battle of the books	\$ 22.87
8110000	Brick House Bakery	gift cards	battle of the books check 283	\$ 120.00
8110000	Games a plunder	gift cards	battle of the books check 285	\$ 120.00
8110000	Cobleskill Diner	gift cards	trivia check 286	\$ 10.00
9830003	zoom	invoiced 4/13/2023	auto payment	\$ 74.95
8110000	Price Chopper	snack for chess		\$ 5.29
8110000	Catnap Books	56 5\$ gift cards	Battle of the books check 287	\$ 100.00
8110000	Cooperstown Escape Room	8 20\$ gift cards	Battle of the books	\$ 160.00
8110000	Pizza Shack	5 cheese pizzas	Battle of the books Check #289	\$ 79.95
8110000	Pizza Shack	4 cheese pizzas	Battle of the Books Check# 290	\$ 63.96
8110000	Kelley Farm and Garden	soil and seeds	a13144	\$ 19.54
8110001	amazon	paper towels and laminating sheets		\$ 62.50
	voided checks		284 and 288	
Total Reimbursement to Director's Account				\$ 1,040.12

Upcoming Financials Claims that need approval

	Summary of Claims		4/13/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	4/30/2023	1014.12
Total				\$1,014.12