

Board Meeting Agenda

**Members:** Ruth Ashworth 2021, Fred Barnes 2022, Harriet Berard 2025, Linda Carpenter 2021, Janice Clark 2024, Ginny Downs 2023, Ken Hotopp 2024, Dee Neary 2024, Janet Sand 2022, John Scott 2025, 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) Create a regular meeting schedule.

- a. Finance – Linda \*, Harriet, Ginny, John
- b. Facilities – Ruth\*, Julia, Fred, John,
- c. Personnel – Julia\*, Ruth, Linda, Janice – 9/23, 10/7meeting
- d. Policy – Janet\*, Linda, Dee
- e. Board Development – Dee\*, Harriet, Ginny
- f. Long Range Plan Implementation Committee – Janet\*, Fred, Janice, Julia – 9/16, 9/24, 9/28

Ad Hoc Committee Reports:

- a. Building Committee – Fred\*, Janice\*, Harriet, Janet, John – 9/18
- b. Reopening Committee – Ruth, Dee, Janet, Julia, Rebecca

Unfinished Business:

New Business:

Girl Scout Cleanup on 10/17 at 11am

Halloween

Next board meeting: 11/12 at 1:00pm

Library is closed on 11/11 for Veterans Day

Empty Bowls at the High School 11/15 from 11-2pm

Library is closed on 11/26 for Thanksgiving

**Adjournment:**

**2020 Mission:** The Community Library builds strong communities by preserving the past, enriching the present and inspiring the future.

**2020 Vision:** The Community library is a central part of thoughtful, inclusive, dynamic communities where people and ideas connect.

The Community Library  
Board of Trustees Minutes  
September 9, 2020

**Call to Order:**

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m. Since the trustees were following the restrictions imposed by the Covid 19 pandemic, the meeting was held remotely via Zoom. Present: Ruth Ashworth, Fred Barnes, Harriet Berard, Linda Carpenter, Janice Clark, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, Julia Walter, Kim Zimmer. Absent: John Scott.

**Minutes:**

Mrs. Neary made a motion, seconded by Mrs. Berard, and was unanimously approved to accept the August 2020 minutes.

**Communications:**

Ms. Zimmer received a thank you note from Jerry and Jan Peters thanking the trustees for their "I Love My Library" t-shirts.

Otis Corporation will now be the company that will inspect and repair the elevator.

Rose & Kernan Insurance will be expanding their offerings, and Ms. Zimmer will research their additional policies.

**Director's Report:**

Ms. Zimmer and the staff have moved the children's collection to the Becker Room.

Ms. Zimmer and Pete Lindemann are meeting to determine a schedule in October for book discussions focused on Lincoln.

Ms. Zimmer announced that Overdrive represents the most use by patrons; however, curbside usage continues to grow.

Assuming the painting of the railings will be completed over the weekend, the library, with limitations, will reopen Tuesday, September 15.

Ms. Zimmer believes that the library should be an active participant in community activities. She suggested that trustees seek involvement in the Empty Bowls project and the Halloween Scarecrow competition.

Ms. Zimmer will be moving computers and the copier to different locations.

**Treasurer's Report:**

Ms. Carpenter presented the expenses and income for January-August 2020. Ms. Carpenter indicated that she had reviewed the current bills (due to the coronavirus the entire board was unable to do so).

Ms. Carpenter made a motion, seconded by Ms. Walter, and was unanimously approved to pay the bills.

**Committee Reports:**

**Finance:**

The committee will meet early in October to consider financial needs for the 2021-2022 budget.

**Long Range:**

Ms. Clark indicated that there will be six focus groups: board, friends, staff, youth, parents, and local officials.

**Building:**

Ms. Zimmer will be meeting with the architects on September 18 at 10:00 to discuss future building phases and costs. The annex plan was developed years ago and the question is whether the proposal should be revised.

Mr. Hotopp had two bids for new grass (necessary after the steps and sidewalk renovation). Mrs. Berard made a motion, seconded by Mr. Barnes, and was unanimously approved to contract with Testa Maintenance to seed and water the new grass for \$1500.

**Old Business:**

Ms. Walter mentioned the Theater Project's presentation, The Rabbit's Wedding, on September 26 & 27 at 2:00 p.m. This will be presented on the lawn of the Methodist Church (reservations needed) with a limitation of 40 people due to social distancing.

**New Business:**

Ms. Walter volunteered to chair a committee celebrating the 100th anniversary of the library. As historian, Mrs. Berard will be coordinating the celebration.

Mr. Hotopp agreed that reading glasses be purchased for patron usage as Ms. Zimmer had suggested.

**Important dates:**

10/8/20 1:00 p.m. next regular trustee meeting

**Adjournment:**

Ms. Walter made a motion, seconded by Mrs. Sand, and was unanimously approved to adjourn at 2:30 p.m.

Submitted by Virginia Downs

**Kimberly Zimmer's Director Report for the month of September, 2020**

Finance:

- MVLS notified me that \$5172 was added into our construction project the grant total is now 287305
- Applied for MVLS improving service grant. Requested funds for flat screen TV, bluray/dvd player to offer movie program, gaming program and workshops.
- Met with Lyn and Linda to discuss budget, reports and payroll.
- Still working on grant application with Linda C. for SEEC. I was waiting to see how the chrome books from MVLS turned out.

Facilities

- Called the plumber to look at toilets and sink.
- Requested Harva make two more plexishields for staff work space and the other side to Linda's desk.
- Eastern Energy contract signed and lights to be installed on 10/15 and 16.
- Moved the book return to the bottom of the ramp.
- Moved a standup desk into the children's room for Linda to use while open to the public.

- Started looking at mailboxes, it would be good to have one that takes packages.
- We need to consider moving things out of the back for the next construction grant.
- Contacted TBS to have staff review system and how to adjust airflow into the Community Room. They are also reviewing potential rebates for replacing equipment to more energy efficient.
- Contacted TBS for system training on Thursday, October 8<sup>th</sup> at 11am.

#### Personnel

- Committee met on 9/23. I provided information on evaluations.
- Completed Julie's probation paperwork. She is now permanent.
- Signed up for NYLA conference. Linda not interested in attending.
- Ordered name tags for Julia, Janice and Fred.
- NYS Retirement new reporting process. Started discussion with Bookkeeper on how to proceed.

#### Development

- Advocacy funds: We have \$403.86 left to spend.

#### Long Range Plan

- Committee met on 9/16 and 9/24 and 9/28. Met via zoom with Wade Abbott from MVLS to assist with focus groups. Wade is visiting on 10/6 at 10am.

#### Building/Construction Projects

- The front accessibility project has been completed.
- BRM met with co-chairs, Ken and I.
- Went to their office to go over master plan and some of my ideas for change.

#### Programs

- Please see the Youth Services report that follows mine.
- Humanities NY Lincoln program with Pete Lindeman begins on Tuesday, Oct 6. We currently have six people signed up.

#### Collection

- At the submittal of this report the statistics from MVLS have not been provided. If available before the meeting an update will be provided.
- Ordering books on our new Ingram account results in speedy delivery and processing.
- The JNF section upstairs has been completed. Just need to move the signs around.

#### Equipment

- We received a chrome book through a grant that MVLS obtained for the census. We will also be receiving a hotspot.
- We had 773 users of the Wi-Fi. This increased from last month.
- The public computers are operating on a reservation system that allows for 30 minute usage. This seems to be working well.
- JA provided another computer for PAC. The Pace will be moving into the new Becker Room.

- JA had to delay their visit of installing and moving equipment.

### Statistics

Julie and Linda's Facebook posts continue to increase interactions and statistics.

### Friends

- Rose Walker from the Friends created scarecrows on the front lawn. We have been entered into the competition.
- Friends asked for a list of books to go along with the ornament basket ideas. Linda and I gave suggestions.
- Attend September 12<sup>th</sup> Friends meeting.
- The book sale was moved to the Community Garage Sale day on September 26<sup>th</sup>. The Friends made over \$800. Currently no book donations in the back.
- Assisting with next newsletter.

### Community Outreach

- Schopeg requested I join their Board.
- Purchased bowls for staff to participate in the Empty Bowls program. I thought this might be a good opportunity for team building.
- The Old Stone Fort is working on an exhibit and asked to borrow one of the Lamonica paintings we have.
- Called the fire chief about doing a walkthrough of the building. Not scheduled yet.
- Discussed with Schoharie Co. Child Development about using the census we count books for programs. They took a book for every student. Radez took one for every kid in kindergarten.
- Attended "Alabama Story" play and staffed a banned books table..

### **Youth Services Report September 2020**

- I. STORY TIME ONLINE During September 4 programs were provided and recorded. 16 regular participants and 35 views of the recordings.
- II. AFTERNOON TALES Online During September 4 programs were provided and recorded. 4 regular participants and 11 views of the recordings.
- III. Monthly STEAM Challenge (formally known as STEAM SATURDAYS) The Challenge selected will determine the appropriate age group/grade level. Each event will pair literacy and a bit of STEM (Science, Technology, Engineering and Math). MONTHLY CHALLENGE, 6 Kits available, can be completed by an individual or as a TEAM (kiddos in the family).
- IV. Growing Readers Book Club (Grades 1-3), Teen Readers Book Group (Grades 9-12), and the Teen Advisory Board (Ages 13-19) With the start of the school year, I noticed that parents/students have enough on their plate adapting to a new school year, (while in the midst of the "COVID 19 guidelines and limitations) so after discussion with Kim, we decided to put our meetings on hold until January. I have sent an email to parents/caregivers/teens letting them know that I will reach out at the end of December to connect and check interest.
- V. HARMONY ACRES & PARTYLAND September program was full with four participants
- VI. THE STUDIO FOR THE ART AND CRAFT September program was full with 10 participants.

**Current Financial Documents for approval**

Linda shared through email

**Current Financial Claims for approval****Summary of Claims**

10/8/2020

<b>Budget Line</b>	<b>Claimant</b>	<b>Note/Acct#</b>	<b>Invoice#/Subtotal/Due</b>	<b>Amount</b>
7250007	MVP	Linda Babbage Health Ins	14148135	\$ 609.30
7540001	Lynette Lawyer	Treasurer July thru Sept	1355	\$ 537.50
8110001	DEMCO	label protectors, CD cases	6846725	\$ 152.65
8130001	Verizon	651-747-977-0001-55	September statement	\$ 121.04
8130002	Midtel	00078693-0	10135149	\$ 19.96
8180001	Ingram	20V8277	48264642, 48389122, 48427816, 48461934,	\$ 751.74
8180001	Baker and Taylor	L9452793	5016369762, 5016386700, 5016399011, 5016406151, 5016421004	\$ 259.06
8180001	Center Point Large Print	SOP Oct 20-Sept21	1791718	\$ 803.52
8180002	Gazette	94490	52weeks	\$ 364.00
8182001	Midwest tape	2000012078	0099330998, 0099421111, 0099429802, 0099447194	\$ 492.77
8210011	NYSID	Cust #:86331 Janitorial Service for July	879671	\$ 586.17
8210018	Casella	54-324137	1409631	\$ 157.58
8220001	NYSEG	1002-8403-052	September Bill	\$ 13.45
8220002	National Grid	07664-27114	September Bill	\$ 688.14
8220002	National Grid	07664-27123	outdoor light	\$ 9.60
8320000	NYLA	Annual Conference	REG-0124901	\$ 149.00
9910001	MVLS	JA Fee for October	3491	\$ 690.28
8110001	MVLS	barcodes	3483	\$ 43.80
811001	WaDaYaNeed?	Trustee Name badges	12738322	\$ 30.00
	Friends of the Community Library	Reimburse for membership. Patron paid for membership and lost book on one check.		\$ 25.00
8110000	Kim Zimmer	reimbursement for ALA Banned Book items		\$ 112.44
	Walmart			\$ 127.25
8110000		kids program supplies	\$86.47	
8110001		clock	\$19.94	
COVID		Lysol, command strips, spray bottles	\$20.84	
<b>Total:</b>				<b>\$ 6,744.25</b>

**Director's Account**

	Summary of Claims		10/8/2020	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
	Schoharie Co Chamber of Commerce	Workshop on grant writing		\$ 25.00
	Amazon	business card holder		\$ 24.95
	Amazon			\$ 167.73
		kids program supplies	143.74	
		Brochrue holder	23.99	
	Dollar Tree	Supplies for kids programs		\$ 37.00
	USPS	Roll of stamps		\$ 55.00
Total Reimbursement				\$ 309.68

**Upcoming Financials Claims that need approval**

	Summary of Claims		10/8/2020	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	10/31/2020	\$ 810.21
8110001	Staples	toner and trash bags		\$ 213.17
Total				\$ 810.21

**Construction Financials Claims**

	Summary of Claims		10/8/2020	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Bonacquisti Brothers		September Statement #7 & #8	\$ 17,388.35
	Butler Rowland Mays	construction administration	Invoice 12	\$ 2,250.00
Total				\$ 19,638.35