

The Community Library
Board of Trustees Meeting
February 13, 2020

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:05 p.m.
Present: Ruth Ashworth, Fred Barnes, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Jerry Peters, Janet Sand, Julia Walter, Kim Zimmer. Excused: Dee Neary, John Scott.

Minutes:

Mrs. Berard, made a motion, seconded by Mr. Barnes, and was unanimously approved to accept the January 9, 2020, minutes. The trustees held a special meeting January 23, 2020. Mr. Peters made a motion, seconded by Ms. Walter, and was unanimously approved to accept the minutes of this meeting.

Communications:

Mr. Michael Vandow has recently had phone conversations with Mr. Hotopp and with Ms. Zimmer regarding a room/space in the renovated annex for SCHOPEG. This plan would be mutually beneficial. Mr. Vandow will be meeting with Ms. Zimmer to provide details for further discussion.

Director's Report:

Ms. Rebecca Young began work as a library clerk January 31.

Ms. Zimmer thanked the trustees for their encouraging three month evaluation and indicated she had compiled a list of goals for herself:

- *Mastering the Civil Service process to fill available positions to create a cohesive, functioning team
- *Collaborating with Librarian1 to establish a children's program and to initiate story time, STEM programs, and outreach to schools and daycare.
- *Obtain additional knowledge of the HVAC system and to control the building temperature.
- *Coordinate and manage completion of Phase I and Phase II of the construction project by 6/30/2020.
- *Oversee the bid process for Phase III.
- *Clean and organize her office.

Ms. Zimmer explained that the current projector is old and not compatible with the library's newer equipment. Mr. Peters made a motion, seconded by Mr. Barnes, and was unanimously approved to purchase a projector not to exceed \$600 in cost.

Treasurer's Report:

The trustees reviewed the current treasurer's report.

Mr. Peters presented the bills. After each trustee reviewed the bills, Mr. Peters made a motion, seconded by Mr. Barnes, and was unanimously approved to pay the bills.

Mr. Peters made a motion, seconded by Ms. Walter, and was unanimously approved to pay the monthly fee for Quick Books and for Ms. Zimmer's health insurance.

Committee Reports:

Finance:

Mr. Peters explained the committee is developing the 2021 budget. It is estimated that the tax levy may increase \$3,026 next year.

Mr. Peters presented a motion:

Whereas, the adoption of this 2021 budget for The Community Library of Cobleskill, NY, may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c, adopted in 2011; and
Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it
Resolved, that the Board of Trustees of the Community Library voted and approved to exceed the tax levy limit for 2021 if necessary, by at least sixty percent of the board of trustees as required by state law on February 13, 2020.
Mr. Barnes seconded this motion, and it was unanimously approved.

Facilities:

Mrs. Ashworth and Ms. Walter are compiling a list of suggested cosmetic improvements for the interior of the library. The trustees will prioritize this list at the March meeting.

Long Range Plan Implementation:

Mrs. Sand presented each trustee a worksheet designed to evoke ideas for a new mission statement. The committee will compile the ideas and present them to the board for consideration at the March meeting.

Building:

Mr. Peters made a motion:

I move that the Board of Trustees of the Community Library of Cobleskill accept a deduct change to reduce the contract sum of the "Exterior Accessibility Improvements," Project 18-41-09, received on October 11, 2019, from Bonacquisti Brothers Construction of Albany, NY, from \$427,400.00 to \$280,624.00 The Library shall accept Change Order #001 attached, reducing the contract sum by an amount of \$146,776.00.

Mrs. Sand seconded the motion, and it was unanimously approved (In Favor-8, Against-0, Abstentions-0)

Ms. Zimmer announced that she has been in contact with Ambient Environment, Inc. regarding the survey of the annex to determine if there are any hazardous materials.

Ambient Environment would take samples to determine the environmental quality and identify necessary remediation. The base price is \$2550, but it could be higher depending on the environment. Mr. Peters made a motion, seconded by

Mr. Barnes, and was unanimously approved to contract with Ambient Environment to proceed with this evaluation.

New Business:

February 25 is Library Advocacy Day

The trustees reviewed the Agreement between MVLS and the SALS Joint Automation Project and our library. Mrs. Berard made a motion, seconded by Mrs. Downs, and was unanimously approved to enter into this agreement.

Ms. Zimmer explained that the two automatic front doors haven't been serviced in three years.

Mr. Peters made a motion, seconded by Mr. Barnes, and was unanimously approved to pay \$480.00 to Stanley Swing Door for a year's service agreement.

Important Dates:

3/12 1:00 p.m. Board of Trustee Meeting

2/19-2/26; 4/17-4/20 Ms. Zimmer unavailable

Adjournment:

Mr. Hotopp adjourned the meeting at 3:05 p.m.

Submitted by Virginia Downs