

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)

- a. Finance – Linda *, Harriet, Ginny, John
Meeting, Budget for 2022, raises, bank accounts,
- b. Facilities – Ruth*, Julia*, Fred, John,
- c. Personnel – Julia*, Ruth, Linda, Janice
Director evaluation
- d. Policy – Janet*, Linda, Dee
- e. Board Development – Dee*, Harriet, Ginny
Meeting, vacant trustee position
- f. Long Range Plan Implementation Committee – Janet*, Fred, Janice, Julia
Update

Ad Hoc Committee Reports:

- a. Building Committee – Fred*, Janice*, Harriet, Janet, John - Ambient
- b. Reopening Committee – Ruth, Dee, Janet, Julia, Rebecca Young – curbside
- c. 100th Anniversary Committee – Julia*, Harriet, Pete Lindemann, Julie Cohn

Unfinished Business:

New Business:

Next board meeting: 2/11 at 1:00pm

Friends Meeting at 10:30 on 3/13

Adjournment:

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

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

The Community Library
Board of Trustees Meeting
December 10, 2020

Call to Order:

As a quorum was present, Vice-president Julia Walter called the meeting to order at 1:06 p.m. Since the trustees were following the mandate of self-quarantine due to Covid 19, 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

Additional Agenda Items:

Ms. Zimmer requested the trustees go into executive session to discuss a personnel item during the Personnel Committee report.

Minutes:

Ms. Walter made a motion, seconded by Mr. Barnes, and was unanimously approved to accept the November 2020 minutes.

Director's Report:

Ms. Zimmer has submitted the SEEC grant for chrome books and a charging station.

A law has been enacted that stipulates employees are entitled to a maximum of fourteen days paid leave to care for family members ill with Covid. Ms. Zimmer is revising staff payrolls to reflect this. The library had 512 patrons during the month of November. This was an average of 34 patrons per day. Also, there has been an increase of curbside pickups.

Treasurer's Report:

Ms. Carpenter reviewed the expenses and income for January-November 2020. After discussion, it was decided to move \$115,000 from The Bank of Richmondville to the Keybank which will be used to pay Ambient.

Ms. Carpenter indicated that she had reviewed the bills (due to the coronavirus the entire board was unable to do so). Ms. Carpenter made a motion, seconded by Ms. Clark, and was unanimously approved to pay the bills.

Standing Committee Reports:

Finance:

Ms. Carpenter indicated that the committee and Ms. Zimmer are developing the 2022 budget. Following state guidelines, Ms. Carpenter and Ms. Zimmer are dividing the bookkeeping and treasurer responsibilities.

Facilities:

Ms. Zimmer will be purchasing a large mailbox and will no longer rent a post office box. Ms. Zimmer has contacted a locksmith to repair the key locks or perhaps install a number pad.

Mrs. Sand suggested we contact Adirondack Junk Luggers to question the feasibility of using their service to empty the annex.

Mr. Hotopp mentioned that there are several boxes with books that are in the annex which should be disposed

The trustees discussed New Looks Landscaping increase from \$470 to \$500 per month for their service.

Personnel:

Ms. Walter made a motion, seconded by Mrs. Ashworth, and was unanimously approved to go into executive session to discuss a staff member. Ms. Carpenter made a motion, seconded by Ms. Walter, and was unanimously approved to return from executive session.

Ms. Zimmer has completed staff evaluations. During these meetings Ms. Zimmer asked the staff for suggestions. These suggestions included: additional paid time off; raises and increase in hours; regular staff meetings; increase in communication with Friends.

Policy:

No report.

Board Development:

Mrs. Neary explained that the money left from last year's advocacy grant will be used for pencils and pens.

The 2021 advocacy grant will be used for an exterior banner, tote bags, and magnets all promoting the library.

Ms Carpenter mentioned to Mrs. Neary that Donna Lavigne has expressed an interest in becoming a trustee.

Long Range Planning:

Mr. Wade Abbott has met with eight focus groups and is preparing a summary.

Ad Hoc Committee Reports:

Building:

Ms. Zimmer is waiting for Ambient and the sprinkling company's estimates.

Reopening:

Ms. Zimmer explained the latest state guidelines: Yellow- library's discretion as to hours and numbers; Orange-curbside; Red-curbside or close.

100th Anniversary:

No report.

New Business:

TBS submitted a quote of \$1700 to repair the boiler. A new more efficient boiler would cost \$45,000.

Important Dates:

12/12 - Friends Meeting 10:30
12/24 and 12/31- early closing 1:00 p.m.
12/25 and 1/1 - closed
1/14 - Next board of trustees meeting 1:00 p.m.

Submitted by Virginia Downs

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

Finance:

- Attended meeting.
- Working on receipts for SCIDA reimbursement for COVID expenditures.
- Completed application for Target Circle partnership. Remember to shop and vote.
- Submitted grant application to SEEC for chrome books and charging station. \$2,500 award announcement and paperwork received.
- \$3,500 donation from the Friends resulted in photo in the TJ.

Facilities

- Contacted Locksmith about options to change out the key locks on building doors to a number pad. He has provided a quote. Need to follow up
- Purchased and installed new mailbox.
- Discussions with Midtel about phone, TV, Internet, credit card line options.
- Spoke with New Looks Landscaping about the contract. Signed and sent back.
- Ordered two air purifiers and will order more next month. Covered under SCIDA grant.

Personnel

- I submitted advertisements for Librarian I to the Mountain Eagle, Times Journal, NYLA, CDLC, and NYLINE.
- Attended the following trainings: NYLA fundamentals of advocacy, Smart Goals
- Attended the following meetings: MVLS Directors meeting, MVLS fees meeting, Friends Meeting, phone calls with BRM and BRM and Ambient

Development

- Attended meeting
- Submitted the 2021 MVLS Advocacy application to cover artist expense for drawing new sketch of the Library to be used on note cards, tote bags etc. Budget also included purchase of note cards, tote bags, large banner for side of building, magnets and new website platform.
- 2020 Advocacy funds: spent \$403.40 on pens and submitted final report to MVLS.

Long Range Plan

- Attended meeting.

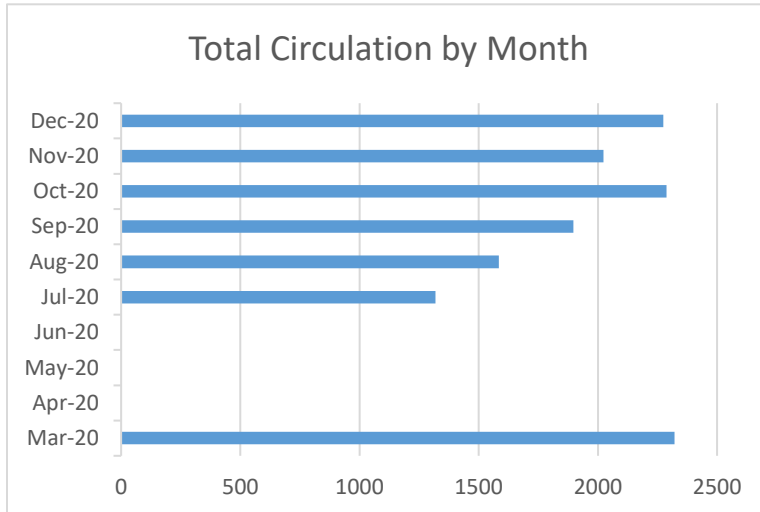
Building/Construction Projects

- Ambient took two days to complete mapping in the Annex.

- Issue with heating in landing and stairs shared with BRM. Electrician came and got part of landing working. I am waiting for report.
- Need to finish DLD paperwork for 2019 project.

Programs

- Please see the Youth Services report that follows mine.



Collection

- Digital magazines will be moving from Overdrive to Flipster.
- Exploring Fold3 (military records) to add to Ancestry database.
- Prior to 12/31 we had approximately 528 visitors averaging 33 a day and 3 curbside pickups. Returning to curbside we had 25 deliveries.

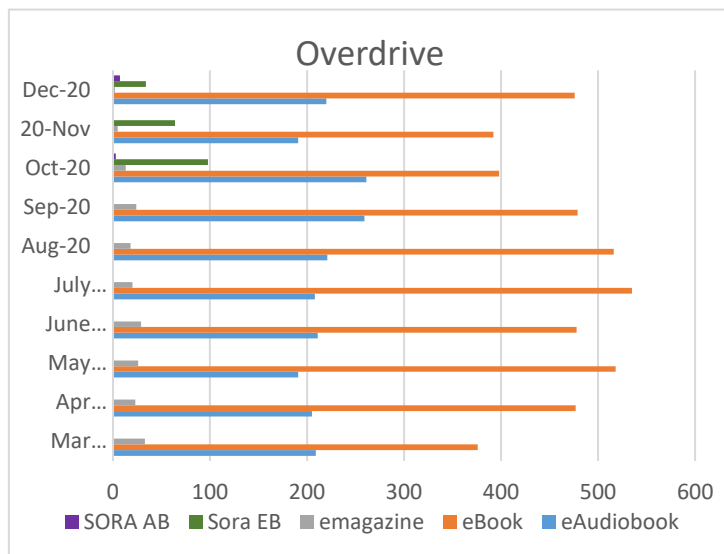
Equipment

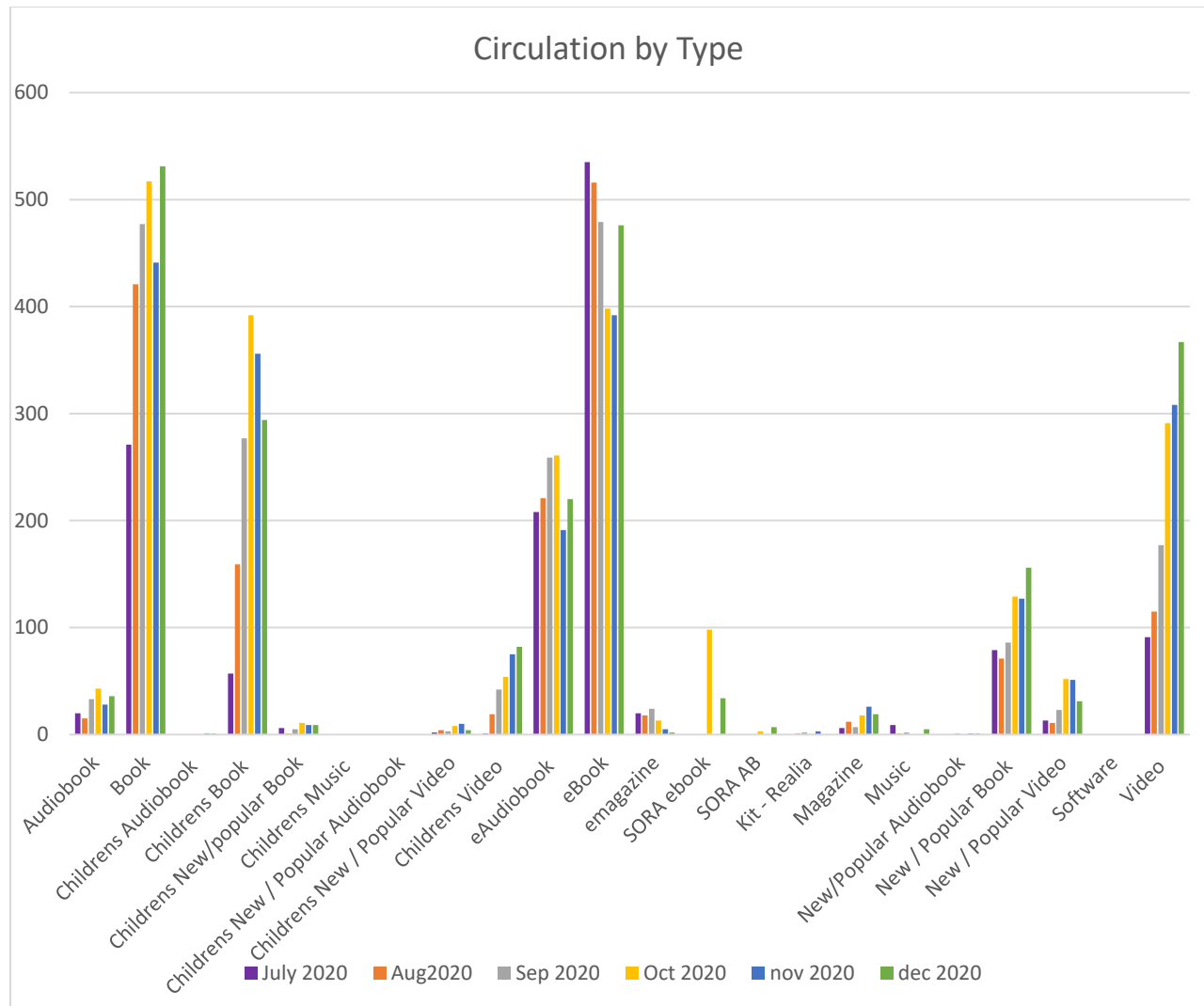
- The public printer is setup to print from your own device. Forward whatever you want to print to coblibrary@hpeprint.com

- We had 816 users of the Wi-Fi.

Friends

- Advertising Amazon Smile program. 0.5% of your purchase benefits the Friends.
- Christmas ornament donation event collected \$88. Besides the Peter's donation there were several others who donated ornaments to the cause.





Youth Services Report December 2020

- I. StoryTime online: four programs 10 kids and 6 adults watched live program.
- II. Afternoon Tales: two programs 8 children and 4 adults watched live programs.
- III. STEAM Challenge: Rebecca is working on January kits to distribute.
- IV. The Studio for Art and Craft. 6 children participated in the last program. Two could not make it due to the snow and the other two canceled due to COVID concerns.

Current Financial Documents for approval

Linda Carpenter has shared through email

Current Financial Claims for approval

Summary of Claims

1/14/2021

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
8110002	Demco	710217083 calendar, label protectors book repair	6885311	\$ 116.80
8130001	Verizon	651-747-977-0001-55	December statement	\$ 149.97
8180001	Ingram	20V8277	49280665, 49848522, 49922708, 50155030, 50261797, 50316900, 50341971, 50419062	\$ 221.08
8210011	NYSID (cleaning)	86331	892065,892088, 892087	\$ 1,767.82
8210012	New Looks Landscaping	November and December	2123	\$ 530.00
8210018	Casella	54-324137	1421123	\$ 163.80
8220001	NYSEG	1002-8403-052	December Bill	\$ 501.58
8220002	National Grid	07664-27114	December Bill	\$ 941.02
8220002	National Grid	07664-27123	outdoor light	\$ 10.13
8220003	Village of Cobleskill	Sewer and Water		\$ 91.30
	MVLS	Cassie Support & HP Care Pack	3582, 3585	\$ 372.62
	Staples			\$ 49.00
8530000		Membership	49	
8530002	CPI	Membership		\$ 25.00
8530005	American Libraries Assoc	Membership includes PLA	Director's Membership	\$ 321.00
	Walmart			\$44.93
8110000		kids program supplies	\$7.71	
COVID		Lysol, wipes, masks	\$37.22	
			Total:	\$ 5,306.05

Director's Account

Budget Line	Summary of Claims	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8140001	USPS	Roll of stamps, mailed book back to LB	paid with check	\$ 58.33

	USPS	LB Cobra paperwork	paid with check	\$ 7.75
	Kelley Farm and Garden	Mailbox	F14916 paid with check # 248	\$136.85
	Amazon	Dymo Labels	paid with debit card	\$14.99
	Amazon			\$ 33.98
		paperbags COVID	23.99	
		security screwdrivers	9.99	
	Amazon	2 air purifiers	COVID	\$ 474.00
Total Reimbursement to Director's Account				\$ 725.90

Upcoming Financials Claims that need approval

	Summary of Claims		1/14/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	1/31/2021	\$ 838.22
Total				\$ 838.22

Grants Financial Claim

	Summary of Claims		1/14/2021		
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount	Grant
7540000	national Pen	350 pens	111785768	\$ 403.40	MVLS Advocacy
Total				\$ 403.40	

Renovation Financials Claims

None this month.