

Board Meeting Agenda

Members: Fred Barnes 2022, Harriet Berard 2025, Linda Carpenter 2026, Janice Clark 2024, James Collins 2025, Ginny Downs 2023, Ken Hotopp 2024, Dee Neary 2024, Janet Sand 2022, Julie Santoro 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: MVLS Board Trustees

Minutes of the previous meeting:

Communications: Midtel

Director's Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (* indicates chair)

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

- b. Building & Grounds – Fred*, Harriet, Janet, Janice, Julie
Constellation Energy, DLD Construction Grant, front stair status

- c. Personnel – Julia*, James, Linda, Janice
Librarian I Adult Service update

- d. Policy – Janet*, Linda, Dee
Financial Review Policy, Fine Free

- e. Board Development – Dee*, Harriet, Ginny
By Laws

- f. Long Range Plan of Service Committee - Janice*, Fred, Julia, Janet, James

Ad Hoc Committee Reports:

- a. 100th Anniversary Committee – Julia*, Harriet, Pete Lindemann

Unfinished Business:

New Business:

Adjournment:

Next board meeting: 10/14 at 1:00pm

NOTE November Board Meeting 11/10 is a Wednesday at 2pm

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

Policy Meetings the Last Thursday of the month at 11am

Development Meetings the Third Tuesday of the month at 10 am

The Community Library
Board of Trustees Meeting
August 12, 2021

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, Jim Collins, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, Julie Santoro, Julia Walter, Kim Zimmer. Excused: Janice Clark.

On August 11, a large portion of Cobleskill was without power for most of the day. As soon as Ms. Zimmer became aware of the problem on this exceptionally hot day, she immediately used Facebook to invite anyone without power to come to the library to use the free wifi or to cool off. The trustees complimented Ms. Zimmer for her thoughtfulness.

Minutes:

Ms. Neary made a motion, seconded by Mr. Barnes, and was unanimously approved to accept the July 2021 minutes.

Director's Report:

Ms. Zimmer reported that she had interviewed two teenagers, Annabella Mele and Elizabeth Eckel, for the Page position. She asked the trustees to appoint them to this position. Ms. Walter made a motion, seconded by Mrs. Downs, and was unanimously approved to accept both applicants.

Ms. Zimmer is pleased that the number of patrons has continued to increase, but expressed concern that the library might have to restrict the use of the library if the covid cases continues to escalate.

Treasurer's Report:

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

Committee Reports:

Finance:

No report

Building & Grounds:

Mr. Barnes and Ms. Zimmer outlined the problems regarding the heated stairs and ramp that was constructed last summer. Ms. Zimmer has initiated contact with BRM and Bonacquisti requesting information regarding repairs, but no information has been forthcoming. Mr. Hotopp consulted the library's attorney, Mike West, who suggested we need an estimate of the cost to make the repair; Mr. West also suggested we contact an attorney who specializes in construct/building issues.

Brandon Becker (Lamont Engineering) is working on grants for the removal of the asbestos in the annex.

The trustees agreed that landscaping is needed to improve the appearance of the library.

Personnel:

Ms. Zimmer outlined a job description for the Librarian I position for adult programming. This proposal was unanimously approved.

Ms. Zimmer and the committee are discussing floating holidays and increases in salaries.

Policy:

No report

Board Development:

Mrs. Neary presented the changes the committee has made to the by-laws; the trustees will vote on the amended by-laws at the September meeting.

Diana Cook will have the new sketch of the library completed by September.

Long Range Plan of Service:

Since Mrs. Sand had presented the document in July, she asked the trustees to accept the plan, and the document was unanimously approved.

100th anniversary:

Ms. Walter and Mrs. Berard described the plans for the celebration. On September 17 6:00-9:00 there will be a Speak Easy Party. This event will include a silent auction, live music, beverages (cash bar). There will not be a charge but donations will be happily accepted. Then on October 3 there will be an afternoon tea (no charge). Chris Tague will present a citation during the tea. These events reflect the society of the era.

New Business:

Ms. Zimmer explained the need of new book cases for the children's room. Mrs. Downs made a motion, seconded by Mrs. Sand, and was unanimously approved to spend \$500-\$600 for new book cases.

Ms. Zimmer described a new app that would expand service to patrons. It is quite expensive and Ms. Zimmer suggested we consider it in the future.

Important Dates:

Next regular board meeting - September 9, 1:00 p.m.

Adjournment:

Mrs. Berard made a motion to adjourn at 3:00 p.m., and the motion was unanimously approved.

Submitted by Virginia Downs

Kimberly Zimmer's Director Report for the month of August, 2021

Finance:

- Continual conversations with Linda about the budget and future budgets.

Building and Grounds

- Constellation Energy is the supplier on our National grid bill. Discussion to renew the contract for another 4 years.
- DLD Amendment paperwork for 2019 project approved and final paperwork submitted.
- Extension paperwork for 2020 project was submitted and approved. However, we need to sign off on the project that it can be completed by June 30,2023. The Committee has discussed this and agrees to moving forward.

Personnel

- Librarian I position approved by Civil Service and announced. Deadline September 2.
- Attended the following meetings: MVLS Directors meeting, MVLS Board meeting.
- PTO- Kim and Amy used several days.

Policy

- Met to discuss the Financial Review Policy and discuss going fine free permanently.

Development

- Attended meeting to trustee training, MVLS Trustee attendance at meetings and status of the sketch.

Anniversary Committee

- Jazz Speakeasy Friday, September 17th 6-9pm and Roaring '20s Tea, October 3.
- Don working on the invitations.
- Library history to Assemblyman Tague's office.
- Donation letter request for silent auction items.

Reopening Committee

- New CDC based Services Plan.
- MVLS notes it is up to libraries to decide on rules and policies.

MVLS Updates:

- Spoke with Katherine Hawkins the MVLS Board rep and she is willing to attend meetings.
- MVLS Listening sessions.
- MVLS has advertised the new Consultant position.

Programs

- Fall programming plans include staying outside as much as possible.
- Currently planning a circus program with Middleburgh for September 18th.
- The Sharon Springs ALA grant "Can we talk?" has been described by the Sharon Director as hugely successful. The August 27th book discussion was held in Sharon Springs. We had 8 in person participants and 6 by zoom.

Collection

- Attendance:

- August: 888 adults, 79 teens, 117 kids, 21 reference and 43 digital literacy, 1 curbside service
- July: 1011 adults, 105 teens, 172 kids, 44 reference interactions and 41 digital literacy interactions
- June: 807 adults, 45 teens, 81 kids, 4 reference interactions.
- May: 615 adults, 30 teens, 43 kids, 3 reference interactions.
- 229 Ancestry searches and off site access extended to the end of the year.

Equipment

- 813 (August), 770 (July), 718 (June), 705 (May) users of the Wi-Fi.
- 142 (August), 146 (July), 98 (June), 62 (May) computer sessions.

Friends

- Raffle Ticket sales are underway.
- Next meeting 9/11 at 10:30

Outreach:

- Voter Registration Day 9/28 – looking for volunteers to staff the table.
- Pam O'Connor is working in the History Room on Fridays. She is pulling information for people who plan to visit.

Julia Brandel, Youth Services Librarian Report August 2021

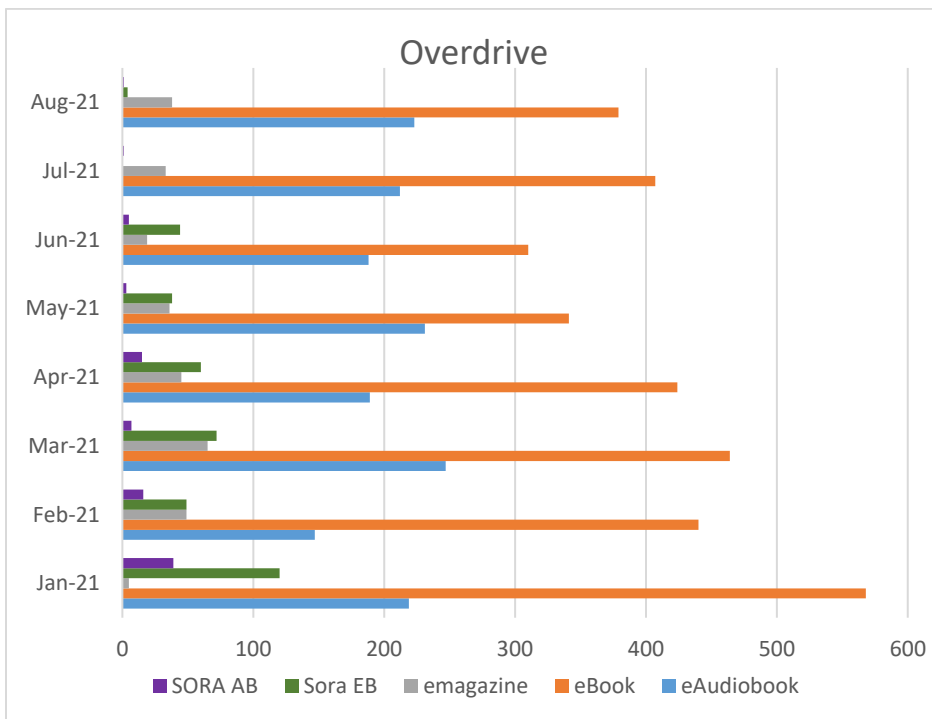
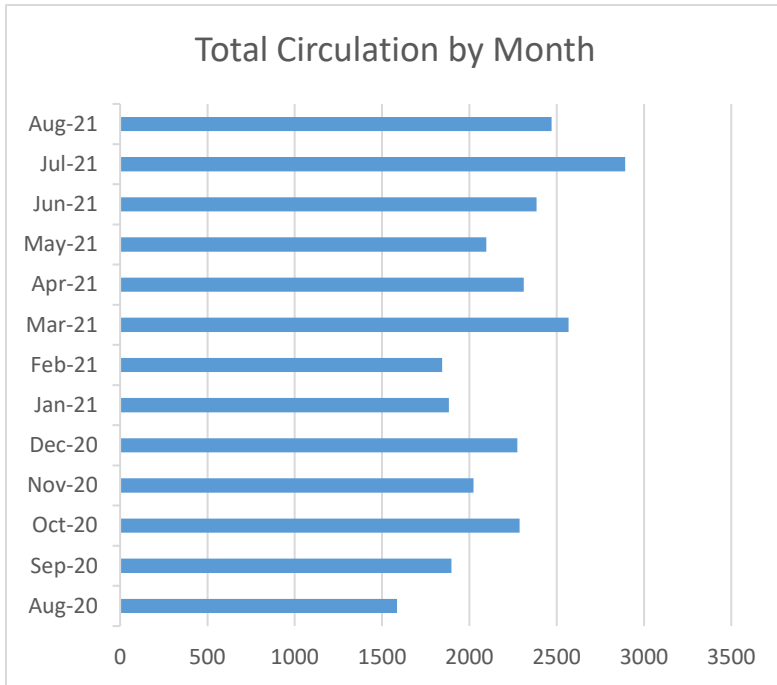
Five programs were planned in August in order to wrap up the 2021 Summer Learning Program. “Wildlife Alive,” presented by Kelly Martin on 08/03/2021, was our big hit of the summer, with 21 patrons in attendance. We ended our Summer Learning Program with an ice cream social, sponsored by Stewart’s. Our Summer Learning Program statistics were submitted to MVLS well before the deadline of September 20th.

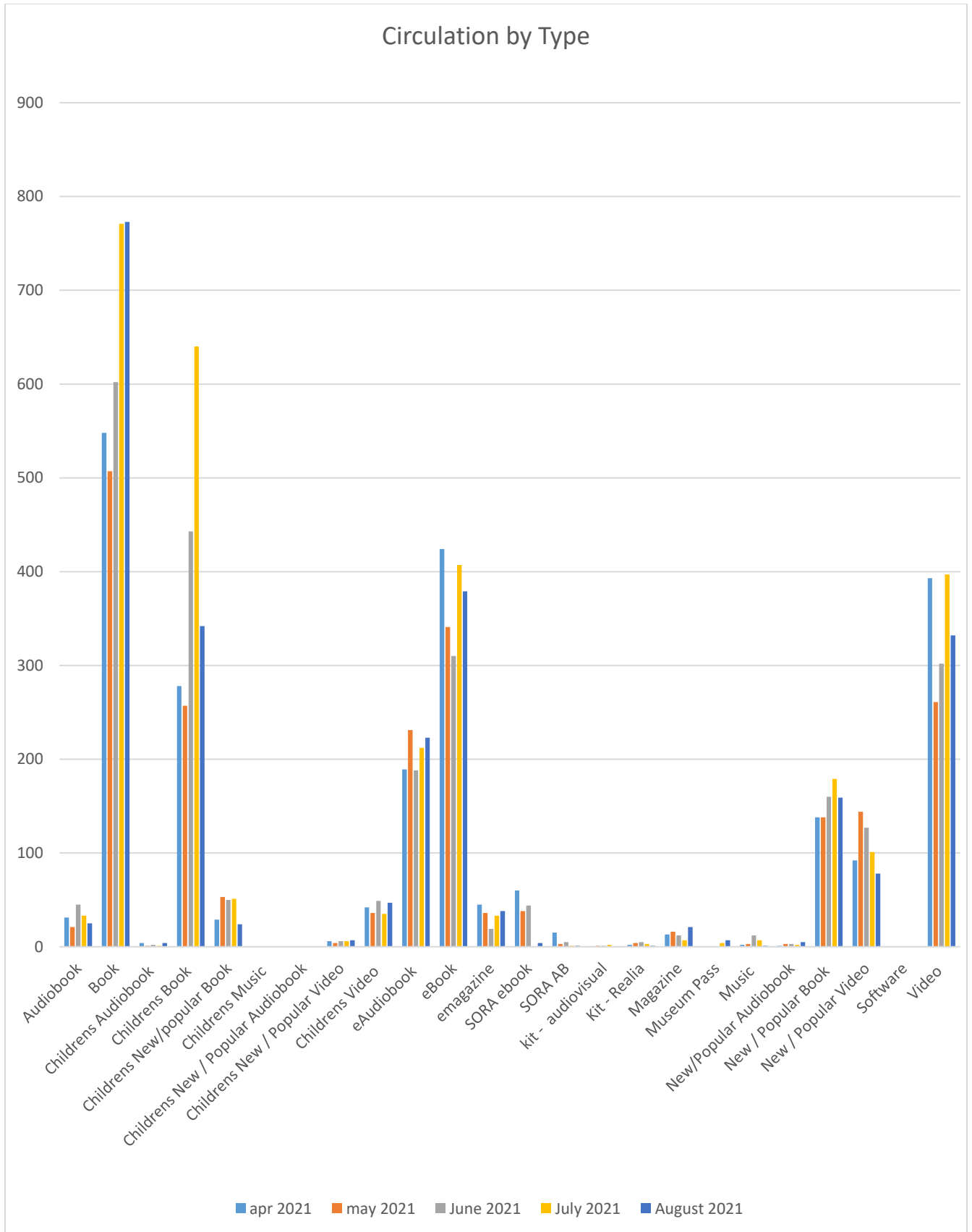
Collection development continued in the Children’s Room. The decision was made to relocate all nonfiction from the Picture Book City, in order to make shelving easier as well as giving us a more complete look at the Juvenile Nonfiction collection overall. In addition, the Juvenile Nonfiction has been gone through as well, with many books ordered to fill out the collection. The plan is to move all of the Juvenile Nonfiction books into the Children’s Room so that it will be easier for patrons to locate books they need, whether they are fiction or nonfiction.

Board books were gone through, and over 80 new titles were purchased for the collection. The decision was made to give board books their own shelf labeling (BB instead of J Fic) in order to make it easier for patrons to locate the board books.

YA Graphic Novels and Manga were moved from non-fiction to the beginning of the YA collection so that patrons will easily be able to see items of interest.

Tentative plans were made for the rest of the year, including bi-monthly “Take & Make” kits from September until the beginning of December.





Current Financial Documents for approval

Linda Carpenter has shared through email

Current Financial Claims for approval

Summary of Claims

9/9/2021

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	BOI Benefits	Julia's Health Insurance	10/1/2021	\$ 684.02
	Walmart Capital One		August Statement	\$ 41.00
8110000	make and take supplies	21.73		
8110001	wipes	11.3		
8110000	make and take supplies	7.97		
8110001	Staples	Toner, envelopes	August Bill	\$ 717.46
8130001	Verizon	651747977000155	August Statement	\$ 142.29
8130002	Midtel	00078693-0	1020593	\$ 23.72
8180001	Tom Ernst	Clearance Books	36 @ \$6	\$ 216.00
8180001	Ingram	20V8277	61942722, 61943990, 61944482, 67342501, 61945431, 61946220, 61946678, 61948516, 61950219, 61951334, 67346722, 61954201, 67347766, 61953298, 61955085,	\$ 3,300.77
8180002	Middleburgh Library	replacement cost		\$ 11.99
8182001	Midwest tape	2000012078	500797830, 500873213, 500898586,500920405	\$ 556.23
8210011	The ARC Lexington		July	\$ 855.00
8210012	New Looks Landscaping			\$ 500.00
8210015	ADT	Fire Monitoring	949313431	\$ 340.12
8210018	Casella	54-324137		\$ 87.79
8220001	NYSEG	1002-8403-052	August Bill	\$ 63.61
8220002	National Grid	07664-27114	August Bill	\$ 916.41
8220002	National Grid	07664-27123	outdoor light	\$ 10.47
8540002	MVLS	Fortres Software maintenance	3815	\$ 14.96
9910001	MVLS	JA Fee September		\$ 657.30
			Total:	\$ 9,139.14

Director's Account

Budget Line	Summary of Claims	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account		9/9/2021	

8110000	Amazon	Cricut paper		\$ 7.96
	Amazon			\$ 129.94
8180001		book	9.89	
8110001		wypall and batteries	90.63	
8110002		Dymo labels	29.42	
8110000	Amazon	kids craft kits		\$ 66.22
8110001	Amazon			\$ 77.23
8140001	USPS	Stamps		\$ 165.00
8110000	Cricut, Inc			\$ 43.44
8110000	Oriental trading			\$ 137.21
Total Reimbursement to Director's Account				\$ 627.00

Upcoming Financials Claims that need approval

	Summary of Claims		9/9/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	9/30/2021	\$ 838.22
Total				\$ 838.22

Grants

	Summary of Claims		9/9/2021		
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount	Grant
7540001	Diana Cook	Sketch		\$ 500.00	MVLS Advocacy Grant
Total				\$ 500.00	

Renovation Financials Claims

None this month

Paid in advance

	Summary of Claims		9/9/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250008	Quick Books	Account	10001113948270	\$ 81.00
Total				\$ 81.00