

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, Vacant 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, Vacant
2/25 Meeting, 2022 Budget, tax levy, bank accounts, PTO/Sicktime,
- b. Facilities – Ruth*, Julia*, Fred, Vacant,
2/24 & 3/4 Meeting
- c. Personnel – Julia*, Ruth, Linda, Janice
2/19 meeting:
- d. Policy – Janet*, Linda, Dee
2/25 Meeting: Policy review – Petty Cash, Budget Development, Open Meetings, Record Retention, Code of Conduct for Programs
- e. Board Development – Dee*, Harriet, Ginny
Petitions
- f. Long Range Plan Implementation Committee – Janet*, Fred, Janice, Julia
3/2 Meeting

Ad Hoc Committee Reports:

- a. Building Committee – Fred*, Janice*, Harriet, Janet, Vacant – Update
- b. Reopening Committee – Ruth, Dee, Janet, Julia, Rebecca Young – Pandemic Operations Plan Draft
- c. 100th Anniversary Committee – Julia*, Harriet, Pete Lindemann, Julie Cohn – Needs to meet

Unfinished Business:

New Business:

Next board meeting: 4/8 at 1:00pm
Facilities Meetings First Thursday of the month at 11 am
Policy Meetings The Last Thursday of the month at 11am
Development Meetings The Third Tuesday of the month at 10 am
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
February 11, 2021

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 mandate of self-quarantine due to Covid 19, the meeting was held remotely via Zoom. Present: Ruth Ashworth, Fred Barnes, Harriet Berard, Janice Clark, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, Julia Walter, Kim Zimmer. Excused: Linda Carpenter.

Guests:

Mr. Wade Abbott, MVLS, updated the trustees of his progress with the community focus groups. Thus far, he has chaired ten committee meetings with 52 participants. These meetings represented: trustees, staff, Friends, CRCS, SUNY, elected political individuals, teens, and business leaders. These focus groups discussed the future role of the library as a community center and a source for technology and information. Mr. Abbott will be meeting with the Long Range Committee on Tuesday, March 2 at 1:00 p.m. and will meet with the board with his analysis and recommendations at a future date.

Minutes:

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

Director's Report:

Ms. Zimmer announced that the library will be a site for early voting in June and October. She plans to use these dates as an opportunity to showcase the 100th Anniversary of the library. The snow piles have been removed from the parking lot to the fairgrounds. Since the Cobleskill Agriculture Society is charging for this, Ms. Zimmer is seeking an alternative, less expensive site. There have been four applications for the Library I position. The library reopened Tuesday, February 9, and is continuing with the coronavirus safety protocol. However, there is still resistance to masks with some patrons. Wifi use has decreased, but patrons' use of curbside service remains high.

Treasurer's Report:

Since Ms. Carpenter was excused, Mrs. Downs outlined the expenses and income for January 2021. Ms. Carpenter has reviewed the current bills (due to the coronavirus the entire board was unable to do so); Ms. Zimmer added the Verizon bill of \$144.57 to the list. Mrs. Downs made a motion, seconded by Ms. Walter, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

The committee will have the proposed 2022 budget ready for review at the March meeting.

Facilities:

The committee will meet on February 24 at 11:00 a.m.

Personnel:

Mr. Barnes made a motion, seconded by Mrs. Berard, and was unanimously approved to go into executive session to discuss the director's salary. Ms. Walter made a motion, seconded by Mr. Barnes, and was unanimously approved to return from executive session.

Mr. Hotopp reported that the director's raise in salary would commence April 1.

Policy:

Mrs. Sand outlined three updated policies: Patron Registration, Non-resident Use, Borrowing from Other Libraries. After a brief discussion the three updated policies were unanimously approved .

Board Development:

Mrs. Neary reminded trustees to inform Ms. Zimmer of their updated training sessions. Mrs. Ashworth and Ms. Carpenter's terms expire this year. Petitions for library trustees will be available at the CRCS District Office in March.

Long Range Planning:

Mr. Abbott updated the trustees at the beginning of this meeting.

Building:

The mat in the new landing and stairs is damaged and not working. Ms. Zimmer is in contact with the electrician, the contractor, and BRM attempting to have the problem rectified.

Ambient has indicated that the asbestos in the basement and the second floor is an extensive problem. When Ambient completes their evaluation, RBM will become involved. Then, there will be an estimate on costs followed by bidding on the project.

Reopening:

Ms. Zimmer must submit a reopening plan to NYS by April 1.

100th Anniversary:

The trustees were delighted with Mr. Pete Lindemann's article in the Times-Journal celebrating the Library's century of commitment to the community.

Important Dates:

Next board meeting 3/11 at 1:00 p.m.

Friends Meeting 3/13 at 10:30 a.m.

Adjournment:

Ms. Walter made a motion, seconded by Mrs. Berrard, and was unanimously approved to adjourn at 3:00 p.m.

Submitted by Virginia Downs

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

Library Advocacy

Attended advocacy day program on February 23 with Senator Oberacker on February 26th with Assemblyman Tague.

Annual Report

- The portal is open and information added.
- Waiting for financial information from the Treasurer.

Finance:

- Attended meeting.
- Attended meeting with CRSD regarding bonding.
- Reviewed 2020 profit and loss statement and corrected errors.
- Received a \$711 donation from Walmart
- Committee reapportioned 2021 and drafted the 2022 budget.
- Corrected Casella bills.
- Target Circle partnership is active and ends this month. Remember to shop and vote.
- SEEC grant chormebooks purchased and working on processing into the collection.

Facilities

- Attended meeting
- Addressed issues with cleaning contract.
- Discussions with Midtel about phone, TV, Internet, credit card line options.
- New Looks removed snow. Copies of bills shared with Schoharie Co Childhood Development

Personnel

- Setting up new hours for staff and raise information.
- Interviewed three candidates for Librarian I. We will reopen the search.
- Attended the following trainings: NYLA fundamentals of advocacy, resources for wellbeing,
- Attended the following meetings: MVLS Directors meeting, MVLS Board meeting, phone calls with BRM and BRM and Ambient, phone calls with DLD

Development

- Attended meeting to discuss vacant trustee position
- Received information that we have been awarded the 2021 MVLS Advocacy grant 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.

Long Range Plan

- Attended meeting.

Building/Construction Projects

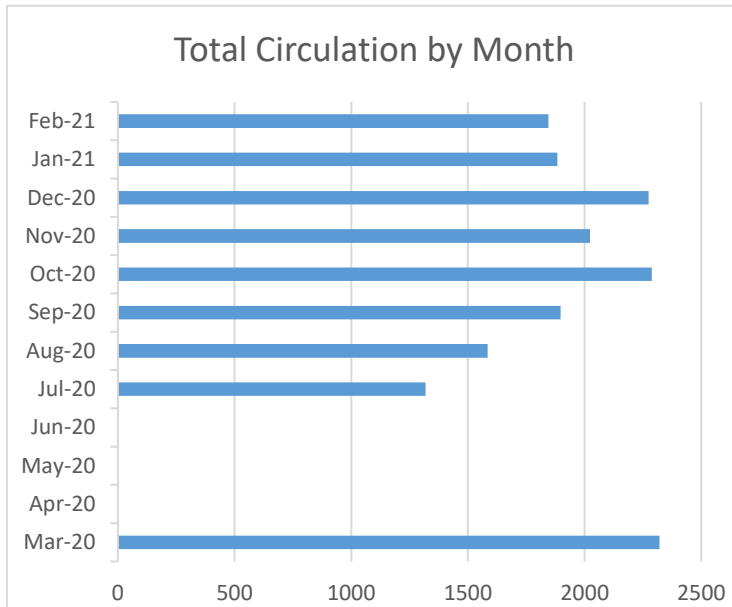
- Ambient has been back several times. Coordinating a call with BRM and Ambient for next steps.
- Working with BRM to finish DLD paperwork for 2019 project.

Anniversary Committee

- We need to decide what it is that we want to do to celebrate.

Programs

- Provided a letter of support for the Sharon Springs Library application to ALA for “Can we talk?” a program to encourage discussion on race and racism.
- Schoharie, Middleburgh and us are hosting a Grow with Google event on March 24 at 6:30pm.
- Schoharie Free Library has invited us to participate in a virtual program with Middleburgh resident Reggie Harris for a performance on April 21 at 6:30pm.
- Rebecca and I attended the Summer Reading training on 2/23.



Collection

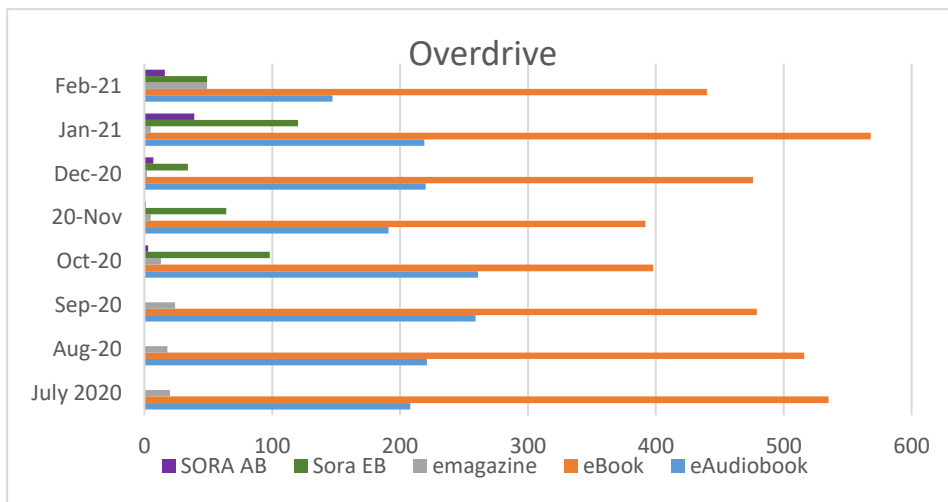
- February service: 50 curbside deliveries, 310 adults, 5 teens, 5 kids
- Digital magazines 3,000+ options in Overdrive/Libby
- Creating an account with Baker and Taylor for audiobooks.

Equipment

- We had 568 users of the Wi-Fi.
- Setting up the Chromebooks

Friends

- Advertising Amazon Smile program. 0.5% of your purchase benefits the Friends.
- Meeting March 13 at 10:30 via zoom

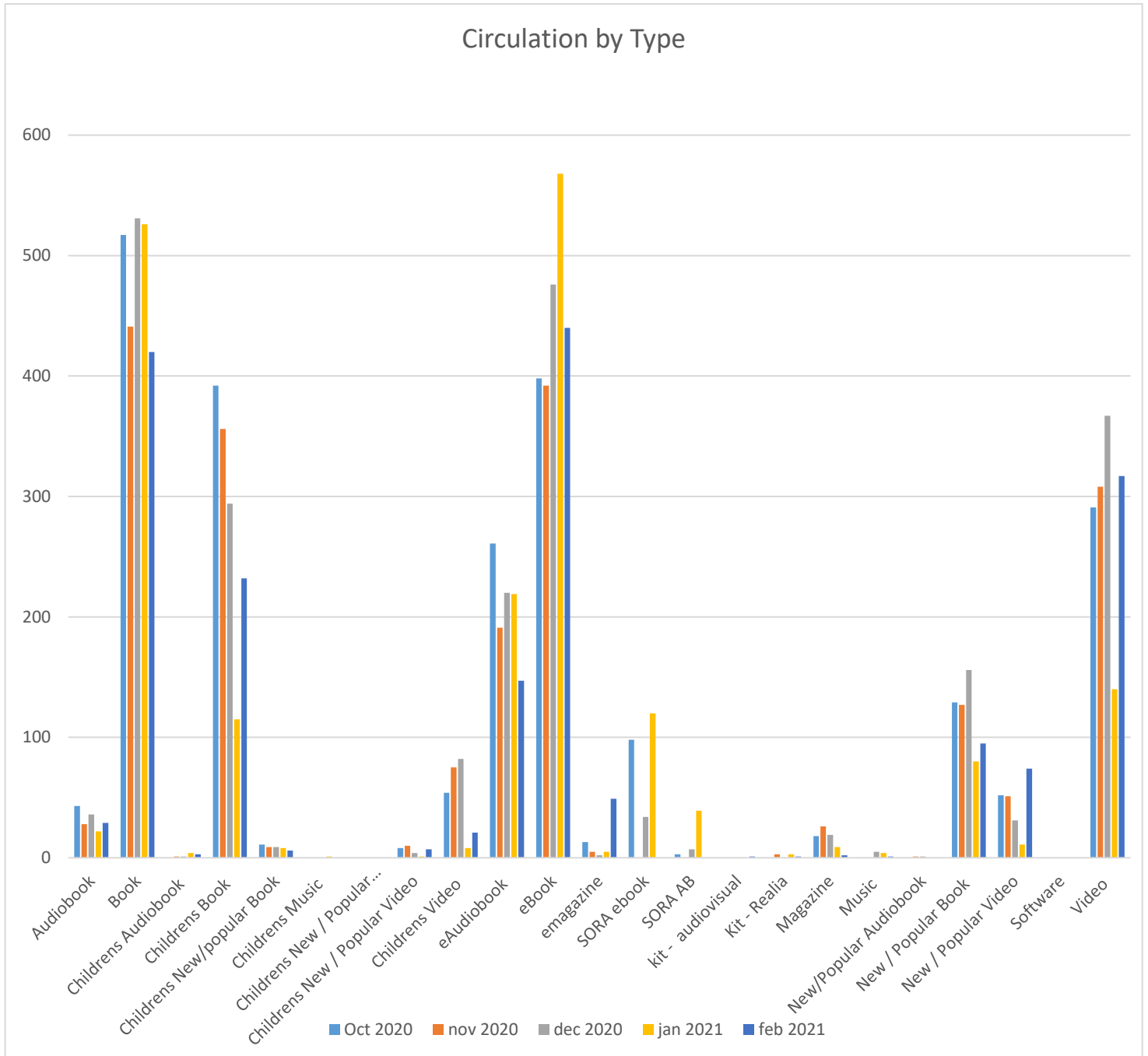


Outreach

- Library information in MyShopper Community Directory.
- Created a mailchimp form to start collecting email addresses.
- Cobleskill Historical Society made a copy of the old photo

album of Cobleskill Residents and provided us a copy.

- Spoke with Tim Snyder regarding the Historical Society and the Library.
- Dropped off Mrs Taylor Lamonica painting at The Old Stone Fort for an exhibit they are creating.
- Created a bookmark with updated information.
- Working with MVLS and SC Office of Aging to development resources on vaccine signup and testing.



Current Financial Documents for approval

Linda Carpenter has shared through email

Current Financial Claims for approval

Summary of Claims

3/11/2021

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	Lyn Lawyer	Treasurer	1439	\$ 570.00
7540000	Schoharie Free Library	Cosponsor Reggie Harris Program	March	\$ 200.00
8110002	Demco	book repair supplies	6910137	\$ 6.75
8130001	Verizon		February Statement	\$ 142.90
8180001	Ingram	20V8277	51145343, 51153602, 51169002, 51228169, 51308768, 51308769, 51377396, 51499959, 51556390, 51612712	\$ 790.29
8182001	Midwest tape	2000012078	99984296, 500041776, 500052449, 50080783	\$ 252.27
8210011	NYSID (cleaning)	86331	900357	\$ 586.17
8210012	Cobleskill Agriculture Society	Snow Disposal	993	\$ 50.00
8210012	New Looks Landscaping	February and Snow Removal	39	\$ 731.25
8210016	Professional Fire	Sprinkler System Inspection	26880	\$ 350.00
8220001	NYSEG	1002-8403-052	February Bill	\$ 522.29
8220002	National Grid	07664-27114	February Bill	\$ 1,527.54
8530001	Chamber of Commerce	membership	01063	\$ 149.00
9910001	MVLS	JA Fee February and March	3636, 3664	\$ 1,314.60
8320001	MVLS	Summer Reading Staff Training	3649	\$ 12.00
	Walmart			\$21.13
COVID		wipes, masks	\$21.13	
			Total:	\$ 7,226.19

Director's Account

	Summary of Claims		3/11/2021	
Budget Line	Claimant	Note/Acct #	Invoice#/Subtotal/Due	Amount

	Director's Account			
8140001	USPS	Stamps	check #250	\$ 55.00
	Amazon			\$ 77.70
8182001		3 DVDs		33.76
8110002		2 packages of Dymo labels		29.98
8182001		DVD		13.96
Total Reimbursement to Director's Account				\$ 132.70

Upcoming Financials Claims that need approval

	Summary of Claims		3/11/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	3/31/2021	\$ 838.22
8220002	National Grid	07664-27123	outdoor light	
8130001	Midtel		February Statement	
Total				\$ 838.22

Grants Financial Claim

Nothing this month.

Renovation Financials Claims

	Summary of Claims		3/11/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Ambient		2021-6866	\$ 2,046.00
Total				\$ 2,046.00