

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

- b. Facilities – Ruth*, Julia*, Fred, Vacant,
4/1 Meeting – Spring cleanup
- c. Personnel – Julia*, Ruth, Linda, Janice
PTO and Sick Leave changes
- d. Policy – Janet*, Linda, Dee
3/25 Meeting: Policy review and new policies Code of Conduct for Programs,
Telecommuting, attendance
- e. Board Development – Dee*, Harriet, Ginny
3/16 meeting: Petitions, Friends articles, Advocacy grant
- f. Long Range Plan Implementation Committee – Janet*, Fred, Janice, Julia

Ad Hoc Committee Reports:

- a. Building Committee – Fred*, Janice*, Harriet, Janet, Vacant – 4/7 meeting
- b. Reopening Committee – Ruth, Dee, Janet, Julia, Rebecca Young – 4/7 meeting
- c. 100th Anniversary Committee – Julia*, Harriet, Pete Lindemann, Julie Cohn – Needs to meet

Unfinished Business:

New Business:

Approval of the Annual Report

Adjournment:

Next board meeting: 5/13 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 6/12 at 10:30

The Community Library
Board of Trustees Meeting
March 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, Linda Carpenter, Janice Clark, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, Julia Walter, Kim Zimmer.

Minutes:

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

Director's Report:

Ms. Zimmer attended virtual Advocacy Day, February 23, and was pleased by the passionate support for the library by Senator Oberacker and Assemblyman Tague.

After interviewing three candidates for the Library I position, Ms. Zimmer and the personnel committee have decided to reopen the search.

With Schoharie and Middleburgh, Cobleskill will be hosting a Grow with Google event March 24. Schoharie Library has invited The Community Library to participate in a virtual performance with Reggie Harris on April 21.

While continuing curbside service, the number of patrons choosing to come inside has increased.

Schoharie County Library Directors are working with MVLS and the Office of the Aging to create educational resources to help senior citizens sign up for the coronavirus vaccine.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for February. Ms. Carpenter has reviewed the current bills (due to the coronavirus the entire board was unable to do so). Ms. Carpenter made a motion, seconded by Mr. Barnes, and was unanimously approved to pay the bills.

Committee Reports:

Facilities:

Ms. Zimmer is in the processing of changing the phone service to a monthly bill from Midtel for inclusive services.

Ms. Zimmer is working with cleaners to resolve some issues.

Finance:

Ms. Carpenter outlined the proposed 2022 budget. This proposal has a tax levy of \$4,150. After discussion Ms. Carpenter made a motion, seconded by Ms. Walter, and was unanimously approved to accept this proposal.

Next, Ms. Carpenter presented a Tax Cap Resolution:

“Whereas, the adoption of this 2022 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 2022 if necessary, by at least sixty percent of the board of trustees as required by state law on March 11, 2021.”

Mr. Barnes seconded this resolution, and it was unanimously approved.

Next, Ms. Carpenter explained that she would like to move money from the Bank of Richmondville into two accounts, operation and renovation, to Trustco Each of these accounts would be approximately \$150,000. Ms. Walter seconded this motion and it was unanimously approved.

Personnel:

The search for the Librarian I position will continue.

Policy:

Mrs. Sand reviewed the Petty Cash policy. Mrs. Berard made a motion, seconded by Ms. Walter, and it was unanimously approved.

Next, Mrs. Sand outlined the Open Meetings Policy, the Budget Development Policy, and the Records Retention and Disposal Policy. Each of these policies was unanimously approved.

Board Development:

Mrs. Neary announced that petitions for library board of trustees are available. Petitions must have signatures of twenty-five eligible voters. Petitions need to be returned to the district office by April 19 and the vote will be held on May 18.

Long Range Planning:

The committee met with Mr. Wade Abbott and he is preparing a detailed report of the focus groups.

Building:

Ms. Zimmer is working with Roland, Butler, & Mays as well as Bonacquisti to solve the problem with the mat not working

Ambient has completed testing and provided a final report to RBM. Ambient and RBM are working together to seek contractors for estimates.

Reopening:

Ms. Zimmer presented the detailed Pandemic Operations Plan. Mrs. Ashworth made a motion, seconded by Ms. Clark, and it was unanimously approved.

100th Anniversary:

No report

New Business:

Facilities meetings - first Thursday of the month at 11:00 a.m.

Policy meetings - last Thursday of the month at 11:00 a.m.

Board Development - third Tuesday of the month at 10:00 a.m.

Important Dates:

4/8 1:00 p.m. next regular board meeting

3/13 10:30 a.m. Friends

Adjournment:

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

Submitted by Virginia Downs

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

Annual Report

- The information has been updated and a copy has been shared with the Board for approval.

Finance:

- Completed budget brochure
- Target Circle partnership ended 3/31, 32,633 Target guests voted for us and we are receiving \$1,454.55.
- SCIDA first COVID reimbursement (\$1368.70) received.
- Stewarts Foundation award (\$1,000) received.

Facilities

- Attended meeting
- Issues with skateboarding on ramp and railing.
- Turned on building occupancy for HVAC system for Wednesdays.
- Current cleaning contract ends April 15th, working on obtaining a new contract.
- I have requested help from JA regarding the Midtel phone update.

Personnel

- Updating Librarian I announcement.
- Updated personnel forms with civil service.
- Attended the following trainings: NYLA fundamentals of advocacy, Grow with Google, ebook savvy, evaluations
- Attended the following meetings: Friends Meeting, Leo McCallister and Ken, MVLS Directors meeting, MVLS Board meeting, phone calls with BRM and Ambient, phone calls with DLD

Development

- Attended meeting to discuss trustee positions, petitions and advocacy grant.

Long Range Plan

- No updates at this time.

Building/Construction Projects

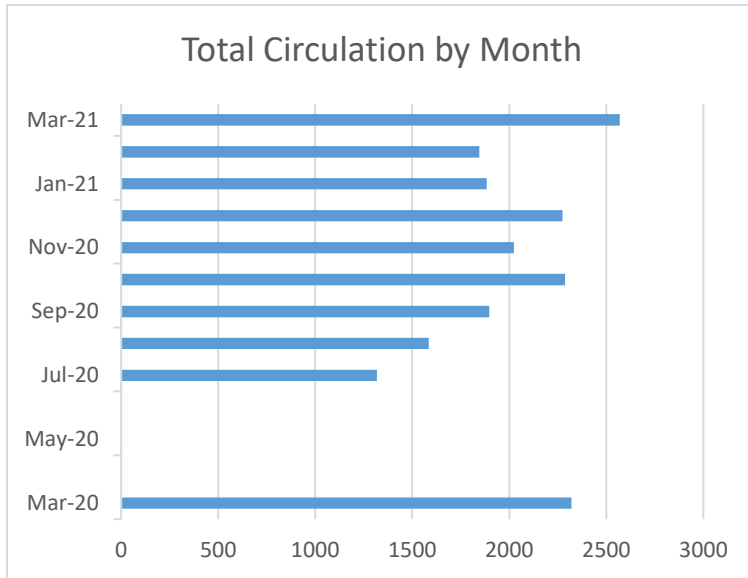
- Met with two contractors to review Annex situation and provide Ambient with estimates.
- Working with BRM to finish DLD paperwork for 2019 project.

Anniversary Committee

- Needs to meet.

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. 70 in attendance
- Schoharie Free Library has invited us to collaborate on a virtual program with Middleburgh resident Reggie Harris for a performance on April 21 at 6:30pm.



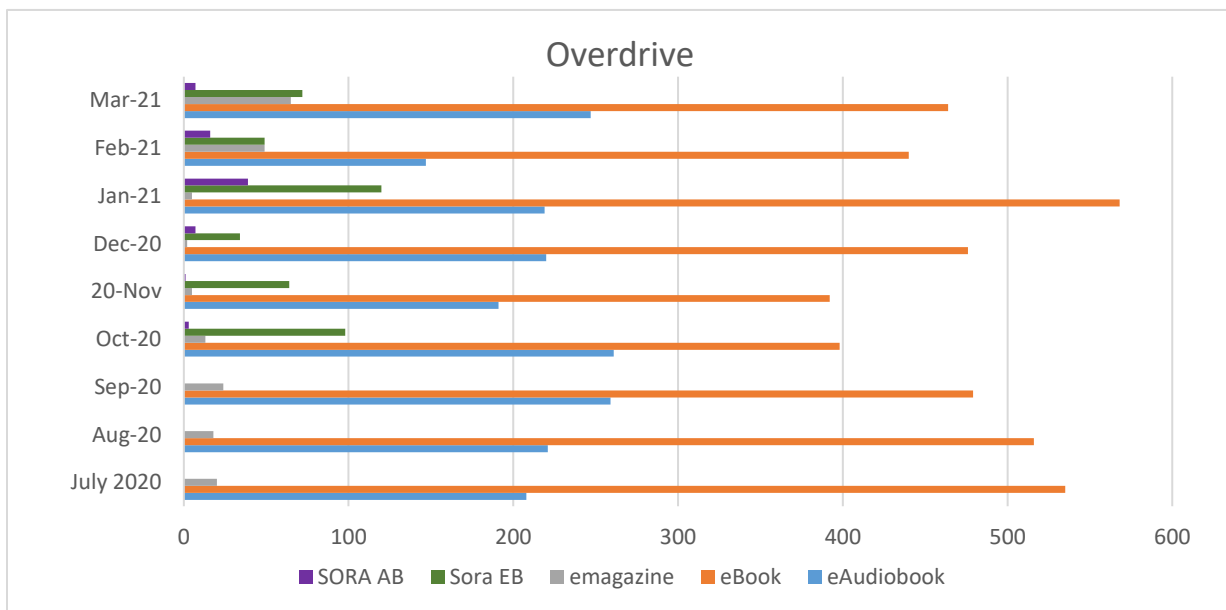
Collection

- March service: 0 curbside deliveries, 631 adults, 21 teens, 40 kids
- Two uses of Ancestry this month.
- Created an account with Baker and Taylor for audiobooks and placed order.

Equipment

- We had 619 users of the Wi-Fi.
- Converted one of computers to a new PAC.
- Submitted order for new computers.

- Setting up the Chromebooks



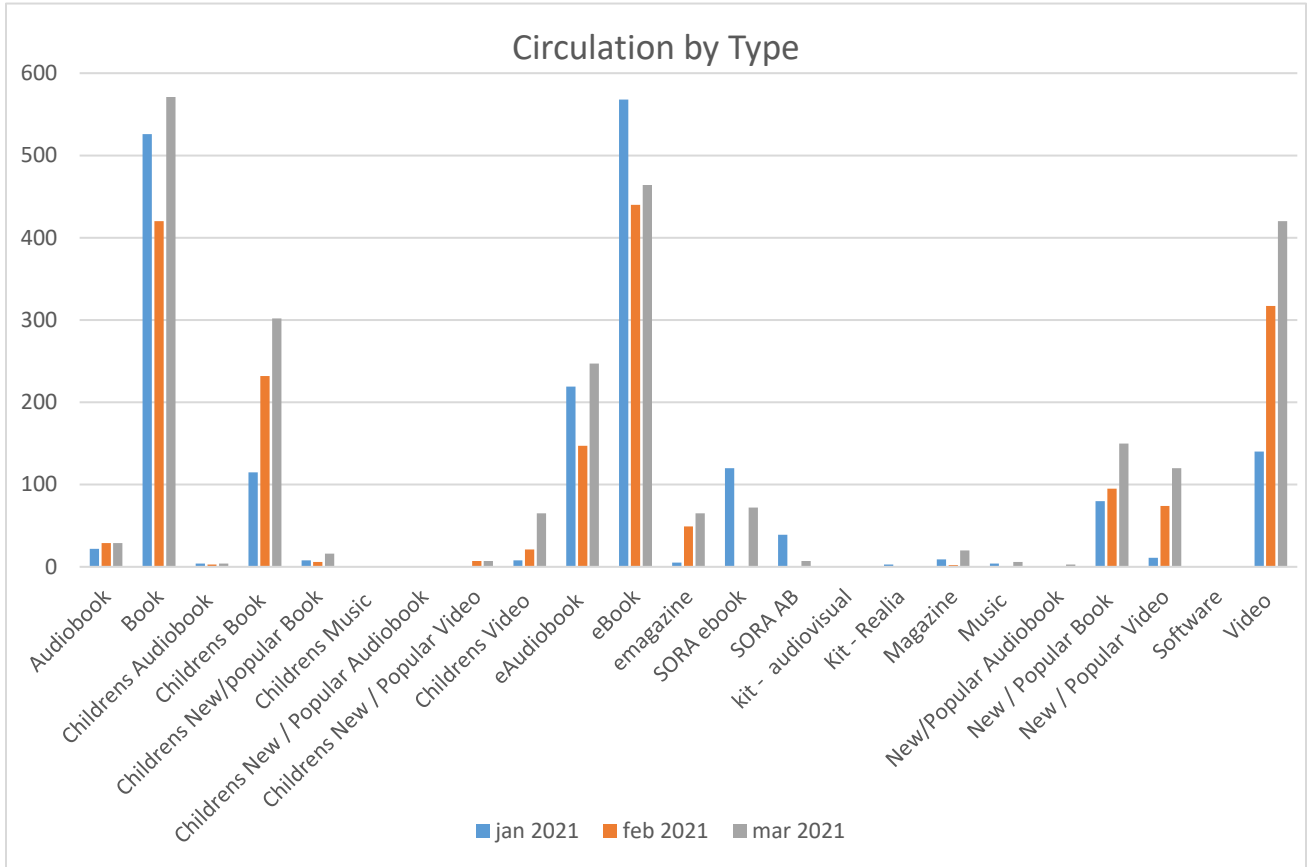
Friends

- Offered comments on new Friends brochure.
- Working on their next newsletter.
- We will start collecting used books for a fall sale.
- Meeting March 13 at 10:30 via zoom

Outreach

- Interview with The Mountain Eagle about the Library's 100th celebration.
- New hours updated on Facebook, website and google.

- Participating in community Egg hunt.



Current Financial Documents for approval

Linda Carpenter has shared through email

Current Financial Claims for approval

Summary of Claims

4/8/2021

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
8110001	Staples	paper, whiteout, label maker		\$ 107.25
8110002	Budget Library Supplies	DVD cases	19160	\$ 95.80
8130001	Verizon	651747977000155	March Statement	\$ 143.16
8130002	Midtel	00078693-0	10174806	\$ 84.37
8180001	Grey House Publishing		966304	\$ 139.50
8180001	Ingram	20V8277	51722003, 51845785, 51869453, 51949081, 51994770, 51994771, 52028957, 52043553, 52095623, 52095624, 52126207, 52152445, 52169316	\$ 1,099.75

8182001	Midwest tape	2000012078	0500149033, 0500200693, 0500221317, 0500246676	\$ 346.43
8182002	Middleburgh Library	Reimburse for lost book		\$ 3.99
8210018	Casella	54-324137	1426747, 1429872	\$ 110.78
8220001	NYSEG	1002-8403-052	March Bill	\$ 917.16
8220002	National Grid	07664-27114	March Bill	\$ 1,539.24
8220002	National Grid	07664-27123	outdoor light	\$ 10.11
8220003	Village of Cobleskill	48300 water and sewer	B-0024539	\$ 91.30
8570002	The Mountain Eagle		15-c	\$ 55.46
9910001	MVLS	JA Fee April	3686	\$ 657.30
			Total:	\$ 5,401.51

Director's Account

	Summary of Claims		4/8/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
	Amazon	SCIDA Grant for COVID Reimbursement		\$ 865.00
8110003		2 air purifiers	865	
Total Reimbursement to Director's Account				\$ 865.00

Upcoming Financials Claims that need approval

	Summary of Claims		4/8/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	4/30/2021	\$ 838.22
8210011	NYSID (cleaning)	86331		
8210012	New Looks Landscaping	March		
Total				\$ 838.22

Grants Financial Claim

Nothing this month.

Renovation Financials Claims

Nothing this month.