

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,
6/3 meeting:
- c. Personnel – Julia*, Ruth, Linda, Janice
5/18 meeting
- d. Policy – Janet*, Linda, Dee
5/27 Meeting: Purchasing, Code of Conduct, Internal Claims Audit
- e. Board Development – Dee*, Harriet, Ginny
5/25 Meeting:
- f. Long Range Plan Implementation Committee – Janet*, Fred, Janice, Julia
Meetings with MVLS

Ad Hoc Committee Reports:

- a. Building Committee – Fred*, Janice*, Harriet, Janet, Vacant – 5/28 meeting
- b. Reopening Committee – Kim*, Ruth, Dee, Janet, Julia, Rebecca Young – 6/4 meeting
- c. 100th Anniversary Committee – Julia*, Harriet, Pete Lindemann, Julie Cohn –

Unfinished Business:

New Business:

Adjournment:

Next board meeting: 7/8 at 1:00pm
Building Committee First Wednesday of the month at 10am
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
Library Closed July 3 for the Holiday
Friends Meeting 6/12 at 10:30

The Community Library
Board of Trustees Meeting
May 13, 2021
Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:05 p.m. Since some of the trustees are fully vaccinated against Covid, they attended the meeting at the library, while others attended 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 Ms. Walter, and was unanimously approved to accept the revised minutes.

Director's Report:

Ms. Zimmer announced the annual MVLS meeting will be May 19 at 5:00 p.m. The library received \$600 from the MVLS Mini Grant Summer Program.

Ms. Zimmer worked with Ms. Clark and Mr. Hotopp writing letters to Assemblyman Tague and Senator Oberacker on behalf of the library.

ARC Lexington has begun cleaning. Ms. Zimmer thanked the trustees for their time performing extra cleaning and mentioned the basement should be their next project.

Mr. Dan O'Keefe, plumber, has resolved the sump pump issue.

There was a problem with the April payroll, but this issue has been resolved.

There are now two vacant clerk positions since Ms. Rebecca Young has submitted her resignation effective June 25.

An applicant for the Librarian I position will be interviewed next week.

Patron attendance is continuing to increase.

Treasurer's Report:

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

Committee Reports:

Finance:

Ms. Lynn Lawyer will attend the June meeting to answer questions posed by the trustees. The trustees agreed that they would like to see the financial report ahead of the monthly meeting to study the details. The trustees decided that they would like to continue receiving the detailed financial report rather than a summary.

Facilities:

Ms. Walter thanked the trustees for their spring cleaning projects.

Mrs. Berard mentioned the trustee office should have a printer and a shredder.

Mrs. Berard also suggested that as the library reopens and Covid recedes, the finances should be kept in the office.

Personnel:

Ms. Walter indicated that the applicant for the Librarian I position will be interviewed May 18 at 10:00 a.m.

Policy:

Mrs. Sand outlined the changes in the Paid time Off, Sick Leave, Internet Access, and Hours of Operation Policies. Also, Mrs. Sand explained there were no changes in the Code of Conduct for Youth and Abandoned Property policies. Each of these policies was unanimously approved by the trustees.

Board Development:

Mrs. Neary announced that The Friends of the Library newsletter and the Times-Journal had biographical information about each of the trustee candidates. The vote for the library budget and trustees is Tuesday, May 18.

Mrs. Neary has been in contact with Diana Cook regarding a new sketch of the library that would be used on totes and stationery.

Mrs. Neary suggested that the library showcase local artists once the covid restrictions are relaxed.

Mrs. Berard volunteered to contact the school district office regarding the format for future trustee elections.

Long Range Plan:

Mr. Wade Abbott has completed the report on the focus groups. The committee is working with Mr. Abbott and Mr. Trahan (MVLS) to create a strategic plan.

Building:

Ms. Zimmer reported that she has been in consultation regarding the library's HVAC options. Ms. Zimmer is working with BRM to submit a proposal for an extension and amendments to the building grant.

Reopening:

Ms. Zimmer explained that the library continues to update their covid policies as the state relaxes the rules and the new guidelines from MVLS. By July Ms. Zimmer plans to extend the libraries hours until 8:00 p.m. on Tuesdays and Thursdays, and the library would be open for in person library programs in July and for outside groups probably in the fall.

100th Anniversary:

No report

New Business:

Ms. Zimmer announced that the library had received a check from the Benevity Community Fund for \$1000.

Important Dates:

5/18 Budget vote and trustee election.

6/10 1:00 p.m. Next board of trustees meeting

Adjournment:

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

Submitted by Virginia Downs

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

Finance:

- Donation from Sterling Insurance Foundation for \$250
- Notice from Merck. On June 2 Merck shareholders will receive shares of Organon.
- Budget vote passed

Facilities

- Basement Cleaning needs to be done by end of June for inside programs
- Property Cleanup needs to be done by end of June for outdoor programs.
- Contacted the landscaper regarding Harriet's request for shrubbery around the AC units.
- Restored extension cord and a printer was donated for the trustee office.
- Bought shelving and reorganized the janitorial closet.
- Purchased shelving to organize youth service storage room.
- Discussed with facilities committee the tv installation locations.
- There is no June primary.
- Picked up a book case for the children's room from Colonie Library.

Personnel

- Announcements for Clerks is in papers and on various job boards.
- Setup workspace and paperwork for Julia Brandel. Julia is working part-time M-Th.
- Contacted two teens for Page position
- Libraries are discussing the Juneteenth holiday and if it is being added to list of library closures this year.
- Attended the following trainings: emergency broadband, post pandemic libraries, COVID and human resources, Grow with Google and promoting your business
- Attended the following meetings: MVLS Directors meeting, MVLS Annual meeting

Development

- Attended meeting to discuss advocacy grant. Started the banner project.

Policy

- Reviewed Paid Time Code of Conduct, Internal Claims Audit, Purchasing

Long Range Plan

- Attended meetings with MVLS and the committee.

Building/Construction Projects

- Submitted amendment paperwork for 2018 and 2019 projects. 2018 is approved and final paperwork must be done by end of the month.
- 2019 project – electrician spent two days attempting to fix the heating system. Waiting for information from Bonacquisit on repair schedule.

Reopening Committee

- Committee met to discuss mask situation, reduction in cleaning and the addition of programming and outside organization use of the building.

Anniversary Committee

- Weekend of Friends Basket Raffle and Book Sale in September 25?

MVLS Updates:

- MVLS is covering the NYLA membership for the Library staff and Trustees are added to the Trustee Association section.
- MVLS and SALS are working on library card registration that can be completed online.
- They hope to announce a new position in August.
- They will begin the focus groups for the plan of service soon.
- The Foundation will have a panel discussion on programming on June 17th at 7pm.
- Don LaPlant nominated a SUNY Cobleskill librarian to join the MVLS Board.

Programs

- Meeting with the Sharon Springs director to plan the ALA “Can we talk?” program on June 9.
- Julia is working on Summer Reading Schedule. Planning all outside programs including movie nights. Can we use Sterling Foundation funds to purchase an outside screen?
- Book Discussion – July 16th at 1pm
- Writing group returns to the Library on July 6th at 5pm.
- Working with Program Director from Schoharie on upcoming programs.

Collection

- I don't have Overdrive statistics yet. As soon as I do I will share the May statistics.
- Collection inventory completed.
- May service: attendance 615 adults, 30 teens, 43 kids, 3 reference interactions.
- We are now allowing Ancestry to be used by TCL patrons off site through September and during May we had 600 uses.
- Baker and Taylor items have been received.

Equipment

- 705 users of the Wi-Fi.
- 62 computer sessions
- Loaned one Chromebook.
- New staff computer arrived.

Friends

- Collecting used books for a fall sale.
- Reviewed draft brochure.
- Meeting June 12 at 10:30 via zoom

Outreach

- Outreach at the Bones Brew and Food event on June 19th.
- July 4th Parade. The Mayor has asked if we would like to participate.
- Schoharie Library Board VP asked about attending board meetings to see how other libraries operate.
- SEEC staff came and took photo of Linda and I for their business promotion.

Patron Comments

I love your library because different type of things are out on display that I would never think of picking up.
 You have a beautiful library.
 So glad you are open.

Current Financial Documents for approval

Linda Carpenter has shared through email

Current Financial Claims for approval

Summary of Claims

6/10/2021

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	Lyn Lawyer	book keeping Apr-June	1644	\$ 570.00
8110001	Staples	Office Supplies		\$ 289.13
8130001	Verizon	651747977000155	May Statement	
8130002	Midtel	00078693-0	10185011	\$ 23.72
8180001	Ingram	20V8277	53106041, 53111800, 53037353, 53037352, 53024173, 52818962, 52818963, 52827407, 52777640, 53147291, 53147290	\$ 1,024.83
8181001	ProQuest	Ancestry	70682149	\$ 1,276.29
8182001	Midwest tape	2000012078	0500395983, 0500435980, 0500477023	\$ 214.35
8182001	Baker Taylor	L592940	2035913750	\$ 101.68
8182002	Sachenectady Public Library	Damaged book		\$ 21.95
8210011	NYSID	86331	912549	\$ 593.74
8210018	Casella	54-324137	1436141	\$ 87.11
8210040	Mount Vernon Fire Insurance Co	NDO2558327	NDO2558327B	\$ 281.50
8220001	NYSEG	1002-8403-052	May Bill	\$ 338.29
8220002	National Grid	07664-27114	May Bill	\$ 635.25
8220002	National Grid	07664-27123	outdoor light	\$ 10.03
9830001	MVLS	Mini Desktop for staff	3748	\$ 701.03
9830003	MVLS	Kensington lock kit, barcode scanner	3740, 3738	\$ 122.19
9910001	MVLS	JA Fee June	3756	\$ 657.30
	Walmart			\$ 75.85
	811001	batteries	9.96	
	811003	COVID disinfectant	5.96	
	811003	COVID water and wipes	39.96	

	811001	Shelving	19.97	
			Total:	\$ 7,024.24

Director's Account

	Summary of Claims		6/10/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8180002	Amazon	Dymo Labels		\$ 29.98
8182001	Amazon	2 dvds		\$ 37.95
8110000	Amazon	Voice Amplifier	MVLS Mini Grant	\$ 104.88
8110001	Walmart	Shelving for youth service supplies		\$ 199.91
8110001	Ace Hardware	Step Stool		\$ 34.99
8140001	USPS	shipping ILL	Check 252	\$ 3.28
8140001	USPS	shipping	Check 253	\$ 5.47
8140001	USPS	shipping	check 254	\$ 4.29
Total Reimbursement to Director's Account				\$ 420.75

Upcoming Financials Claims that need approval

	Summary of Claims		6/10/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	6/30/2021	\$ 838.22
Total				\$ 838.22

Renovation Financials Claims

Nothing this month.