

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: New staff will be introduced.

Oath of Office: Linda Carpenter, Julie Santoro, James Collins

Officer Elections: President, VP, Secretary, Financial Officer, Assistant Financial Officer, Treasurer

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 – Julia*, Fred, Vacant, Vacant

- c. Personnel – Julia*, Vacant, Linda, Janice
Executive Session

- d. Policy – Janet*, Linda, Dee

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

- f. Long Range Plan Implementation Committee – Janet*, Fred, Janice, Julia
Meetings

Ad Hoc Committee Reports:

- a. Building Committee – Fred*, Janice*, Harriet, Janet, Vacant – 7/7 meeting
- b. Reopening Committee – Kim*, Dee, Janet, Julia – we are open
- c. 100th Anniversary Committee – Julia*, Harriet, Pete Lindemann, Julie Cohn – 6/30 Meeting

Unfinished Business:

New Business:

Adjournment:

Next board meeting: 8/12 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 starting in September
Development Meetings the Third Tuesday of the month at 10 am

The Community Library
Board of Trustees Meeting
June 10, 2021
Call to Order:

As quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m. Present: Ruth Ashworth, Fred Barnes, Harriet Berard, Linda Carpenter, Janice Clark, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, Julia Walter, Kim Zimmer.

Guests:

Mr. Jim Collins was elected to the board in the May election and will be sworn into office at the July meeting. Mr. Collins attended today to meet the trustees and to become familiar with the agenda of the meetings.

Minutes:

Mrs. Neary made a motion, seconded by Ms. Walter, and was unanimously approved to accept the May 2020 minutes.

Director's Report:

Ms. Zimmer announced that the library had received a donation of \$250 from Sterling Insurance. She requested that the money be used to purchase an outdoor screen as she would like to have the summer reading program meet outside. Mrs. Neary made a motion, seconded by Mr. Barnes, and was unanimously approved to use the donation for this project.

Ms. Zimmer indicated that the basement needs to be cleaned for the return of inside programming, and the outside will also need to be cleaned for programs.

Ms. Zimmer initiated a discussion pertaining to Juneteenth as a staff holiday. The personnel committee will look into this possibility for next year.

Ms. Zimmer is working with the Sharon Springs library to plan the ALA program "Can We Talk."

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for May. 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:

Mrs. Lynn Lawyer, CPA, attended the meeting to ask trustees if they had questions about the treasurer's reports or if they would like changes to the format.

The trustees agreed they were satisfied with the format and indicated they would like to have a couple of days before the monthly meeting to review the report.

Ms. Carpenter explained that she had been in consultation with the policy committee regarding an external review (audit) of the library's finances. The trustees agreed that a policy needed to be developed and then the review would be available for bid.

Facilities:

Ms. Walter will meet with Ms. Zimmer regarding cleanup outside before summer programs begin.

Personnel:

Ms. Zimmer is in contact with a couple of candidates for library page positions.

Policy:

Mrs. Sand presented three policies: Code of Conduct, Internal Claims Audit, and Purchasing. After discussion the trustees unanimously approved these three policies.

Board Development:

Mrs. Neary announced that Linda Carpenter, Jim Collins, and Julia Santoro won the May election as library trustees, and they will assume their positions at the July meeting.

Mrs. Neary will present the slate of officers at the July meeting.

The new banner will be hung along the side of the library after the July 4 parade.

Mrs. Berard met with Ms. Van Deusen, (CRCS business office) and explained the voting procedure for library trustees.

Mr. Hotopp thanked Mrs. Ashworth for many years of dedication to the library as a trustee. Mr. Hotopp presented Mrs. Ashworth with a token of appreciation from the trustees.

Long Range Planning:

Mrs. Sand indicated the committee is editing the draft of the Plan of Service developed by the committee with MVLS reps Wade Abbott and Eric Trahan.

Building:

The trustees agreed that a complete study of the HVAC by John Edwards would be helpful for future planning (though expensive).

Asbestos abatement will be a very expensive but necessary project. Ms. Zimmer has been reaching out to community officials seeking grants. Mr. Brendan Becker of Lamont Engineering has contacted Ms. Zimmer to discuss various grants that might be available.

Reopening:

Ms. Zimmer presented a Covid 19 questionnaire that would be available at the library entrance.

As the basement and the upstairs rooms become available, the cleaning schedule will return to once a week. Ms. Zimmer is expecting the building to be fully reopened by July.

New Business:

The library has been asked to participate in the July 4 parade. Ms. Zimmer is working on the details.

Important Dates:

Next board meeting - July 8 at 1:00 p.m.

Adjournment:

Mr Hotopp announced the meeting adjourned at 2:50 p.m.

Submitted by Virginia Downs

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

Finance:

- I was contacted by Walgreens to setup a similar donation program like the one we had for Target. I completed all the paperwork and the fundraiser will occur September through November.

Facilities

- Purchased construction fence and built supports to create outdoor program areas.
- Boiler alarms went off. Called TBS and they are not sure what is going on with the system.
- Contacted the landscaper regarding Harriet's request for shrubbery around the AC units. No progress
- An individual was caught smoking in the bathroom and asked not to return to the Library.
- ARC Lexington has moved to cleaning three hours on Wednesdays.
- A pigeon broke a window in the Annex and the window was replaced with wood.
- Furniture in the basement has been moved and prepared to return to programming space.

Personnel

- Conducted interviews and requested an extension to the Clerk announcement due to Julie's resignation. I would like to provisionally appoint Donald LaPlant and Colleen Benton to the position of library clerk. I hope to conduct more interviews to fill the last clerk position.
- Continuing education credits – working with Don and Julia to make sure their NY librarian certificates are updated.
- Julia Brandel has completed her telecommuting application and is working part-time, one day (Wednesday) a week in the Library and three days at home. During SRP she will come in for the Tuesday afternoon programs and the Thursday night movies.
- Received Page position applications and will conduct interviews as soon as possible.
- Attended the following trainings: effective HR selection, reopening webinar, library reinvent post COVID webinar
- Attended the following meetings: Demo presentations on new resources through Joint Automation, Schoharie County Directors meeting, MVLS Directors meeting, MVLS Board meeting, MVLS Foundation presentation

Development

- Attended meeting to discuss by laws. The banner has been completed and will be used in the parade and then hung on the building.

Policy

- No meeting this month

Long Range Plan

- Attended meetings with the committee.

Building/Construction Projects

- Meet with Brendon Becker to discuss grant opportunities. Public hearing is July 12th, 7pm at the firehouse. Provided him with copies of NatGrid and NYSEG bills.
- Met with Town Supervisor and Village Mayor to discuss Annex project.

- Submitted amendment paperwork for 2019 project and still awaiting approval. 2018 final paperwork was submitted. Funds should be automatically deposited into BOR.
- Extension paperwork for 2020 project was submitted and waiting for approval.
- 2019 project –Still waiting for information from Bonacquisit on repair schedule.

Reopening Committee

- Purchased a banner for the front sign with the new hours. This will free up the sign for events.
- The building is open and meeting rooms are available.
- The County is still not at 50% vaccinated, we have recently had a death and the cases have increased.

Anniversary Committee

- The committee met to discuss ideas.

MVLS Updates:

- An exorbitant amount of MVLS staff time has been spent on the situation in Schoharie. It is unclear how our items are being returned to us. I would like to discuss this further and request the Board consider sending a letter to the Schoharie Library Board sharing the impact the situation is having on the System.
- Several Trustees and I attended the Foundation panel discussion on programming on June 17th it was interesting to hear what others are doing. Ideas are in the works for something similar in Schoharie County.

Programs

- Worked with school and Race printing to get copies of the SRP calendar to the school. School also agreed to email blast the information along with library card signup information.
- The Sharon Springs ALA grant “Can we talk?” program is setup. 6 movies and one book discussion. All events will take place at Sharon Springs Library. We have DVDS and popcorn available here.
- Book Discussion – July 16th at 1pm
- Writing group returns to the Library on July 6th at 6pm. They will be meeting on Tuesdays.

Collection

- Setup Ingram accounts for Don and Julia to assist with ordering.
- I don’t have Overdrive statistics yet. As soon as I do I will share the June statistics.
- Attendance:
 - June: 807 adults, 45 teens, 81 kids, 4 reference interactions.
 - May: 615 adults, 30 teens, 43 kids, 3 reference interactions.
 - I know more reference interactions are taking place we just are not as good at tracking that data.
- 202 Ancestry searches.

Equipment

- 718 (June), 705 (May) users of the Wi-Fi.
- 98 (June), 62 (May) computer sessions.

Friends

- Requested Friends conduct ticket sales during specific hours rather than have library staff selling tickets.
- Attended meeting. Library received a \$1,000 donation. Some funds will be used for museum passes.
- Friends have been assisting with framing centennial celebration documents. A big thanks to everyone who has provided frames.
- Collecting used books for a fall sale.
- Requesting baskets to be dropped off in August.

Outreach

- Working with SEEC to setup a binocular lending program for the Eagle Trail.
- Members of local historical society conducted an inventory of the storage facilities to get a better idea of how much space would be needed at the Library. This resulted in a Times Journal article.
- Outreach at the Bones Brew and Food event on June 19th. Spoke with 10 adults and five kids took the activity kits.
- July 4th Parade we have about 20 people to walk. Will use library and SRP banner and handout bookmarks.

Julia Brandel, Youth Services Librarian List of Accomplishments since May 2021

- Went through every item in the children's closet, keeping what was useful.
- Completely reorganized the children's closet, putting in adjustable shelving, rolling carts, and a working desk, as well as fitting various children's items from several places into the closet.
- Contacted performers about a summer learning programming appearances, and arranged the summer schedule for youth programs.
- Coordinated with Lois Goblet to create an all-ages dog therapy reading program called "Paws for Reading." Wrote a press release and articles appeared in Times Journal and Mountain Eagle advertising this program.
- Created a "Tails & Tales" SLP calendar that was released via e-mail to Cobleskill-Richmondville students, as well as printed copies for patrons to pick up at the library.
- Worked with Kim Zimmer (director), came up with guidelines as to how the summer programs should be-
 - Limit of 30
 - To be conducted outside if possible
 - If not possible, those two and older are required to wear masks for the indoors program
 - Pre-registration for most programs is required
 - Hand sanitizer available at all programs
- Working with Kim, decided on the outdoor spaces where programs will be held.
- Recommended a summer movie program, and coordinated with Kim as to what inflatable movie screen should be purchased. Also obtained movie license approval for outdoor showings.
- Created "Take & Make" kits for three different age groups- 3-7 year olds, 8-12 year olds, and teens. New kits will be released July 1st, July 16th, and August 1st. Placed in prominent areas

so they will be easily accessible. (Note: Kids kits went in two days, Julia will need to make more)

- Made prizes more easily available for kids; entering the SLP reading program, attending a program, or completing a “Take and Make” craft will all qualify for small prizes (to encourage kids to come to the library frequently and keep them engaged).
 - Small prizes are kept in a treasure chest and will be refreshed on a regular basis.
- Made crafts for the “Bones & Brews” outreach program- a “Take & Make” dog puppet kit, and a colorable big mouth dog craft for the table.
- Working on updating the youth and teen book selections.

Current Financial Documents for approval

Linda Carpenter has shared through email

Current Financial Claims for approval**Summary of Claims**

7/8/2021

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7540000	Kelly Martin	8/3 program		\$ 150.00
7540000	Bernadette Hoffman	7/6 program		\$ 250.00
7540000	George Steele	7/27 program	2021-0169	\$ 225.00
7540000	Swank Movie Licensing USA	193876001	3026173	\$ 378.00
8110000	Race Printing	Flyers for CRSD		\$ 98.00
8110001	WaDaYaNeed?	name badges	12741466	\$ 40.00
8110001	Race Printing	Banner with hours		\$ 65.00
8110001	MVLS	Receipt paper	3769	\$ 60.00
8110001	Walmart Capital One	items for kitchenettes and first aid kit		\$ 24.12
8110002	Demco	11590299	6964862	\$ 176.45
8130001	Verizon	651747977000155	June Statement	
8130002	Midtel	00078693-0	10191686	\$ 28.39
8180001	Ingram	20V8277	53196439, 53237258, 53247217, 53289522, 53289521, 53313552, 67320549, 53332944, 53352251, 53412339, 61923528, 61924141, 61926526, 61926855, 53555600, 61927711	\$ 370.28
8180002	Times Journal	renewal		\$ 50.00
8182001	Midwest tape	2000012078	500533807, 500576163, 500595604, 500637956	\$ 194.45
8182001	Baker Taylor	L592940	2035979391, 2036002333	\$ 49.44
8182002	Sachenectady Public Library	Damaged book		\$ 17.99
8182002	Mohawk Library System	Damaged book		\$ 15.00
8190000	Albany Institute of History and Art	Museum Pass		\$ 100.00

8190000	MiSci	Museum Pass		\$ 200.00
8190000	USS Slater	Museum Pass		\$ 75.00
8190000	Adirondack Experience	Museum Pass		\$ 65.00
8210011	The ARC Lexington		May	\$ 900.00
8210012	New Looks Landscaping		114	\$ 500.00
8210018	Casella	54-324137		87.63
8220001	NYSEG	1002-8403-052	June Bill	\$ 34.75
8220002	National Grid	07664-27114	June Bill	\$ 829.16
8220002	National Grid	07664-27123	outdoor light	\$ 10.09
8570002	Mountain Eagle	Employment ads	28-c	\$ 110.92
9910001	MVLS	JA Fee July		
			Total:	\$ 5,017.04

Director's Account

	Summary of Claims		7/8/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	Amazon	paper bags and card stock		\$ 23.04
8110001	Amazon	Wypall wipes		\$ 24.85
8110000	Amazon	art supplies		\$ 116.48
8110000	Amazon	outdoor movie screen	Sterling Insurance Foundation funds	\$ 169.99
8110000	Oriental Trading	prizes		\$ 155.50
8110000	Kelley Farm and Garden	Safety Fence	Sterling Insurance Foundation funds	\$ 39.99
8110001	Ace Hardware	pad locks for dumpsters		\$ 25.77
8140001	USPS	shipping ILL	Check 256	\$ 3.81
8140003	USPS	shipping NYS Grant PW	Check 255	\$ 4.00
8140001	USPS	shipping	check 256	\$ 55.00

Total Reimbursement to Director's Account				\$ 618.43
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Upcoming Financials Claims that need approval

	Summary of Claims		7/8/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	7/31/2021	\$ 838.22
9910001	MVLS	JA Fee July	3783	657.30
8530003	MVLS	NYLA PLS membership	3774	10
8220003	Village of Cobleskill	Sewer and water	b-00025947	91.30
Total				\$ 1596.82

Grants

	Summary of Claims		7/8/2021		
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount	Grant
7540000	Page Turner Adventures	4 week program	13255	\$ 395.00	MVLS Mini Grant \$600
7540000	Studio for Arts and Crafts	7/13 program	060421-2	\$ 300.00	Stewarts Grant
8110000	Race Printing	Banner		\$ 130.00	MVLS Advocacy Grant
8110000	MVLS	Read it forward books	3775	92.85	MVLS Mini Grant
Total				\$ 917.85	

Renovation Financials Claims

Nothing this month.