

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:

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, Julie

- b. Building & Grounds – Fred*, Harriet, Janet, Janice, Julie

- c. Personnel – Julia*, James, Linda, Janice

- d. Policy – Janet*, Linda, Dee

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

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

Ad Hoc Committee Reports:

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

Unfinished Business:

New Business:

Adjournment:

Next board meeting: 9/9 at 1:00pm

Building & Grounds Committee First Wednesday of the month at 11am
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
July 8, 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, Janice Clark, Jim Collins, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, Julie Santoro, Julia Walter, Kim Zimmer.

Guests:

New staff members were present. Colleen Benton, Julia Brandel, and Donald LaPlant introduced themselves and were welcomed by the trustees.

Oath of Office:

After welcoming newly elected trustees Jim Collins and Julie Santoro, President Ken Hotopp administered the oath of office to them and reelected Linda Carpenter.

Officer Elections:

Mrs. Neary, Chair of the Board Development Committee, presented the proposed slate of officers for 2021-2022: President-Ken Hotopp; Vice President-Julia Walter; Secretary-Virginia Downs; Financial Officer-Linda Carpenter; Historian-Harriet Berard. Mrs. Neary made a motion, seconded by Ms. Carpenter, and was unanimously approved to accept this slate of officers.

Minutes:

Mrs. Neary made a motion, seconded by Mrs. Berard, and was unanimously approved to accept the amended June 2021 minutes.

Director's Report:

Ms. Zimmer mentioned that she is in contact with trustees from the Schoharie Library regarding the return of TCL materials.

Ms. Zimmer was pleased to announce that library information is now included in CRCS email information.

Since the library has completely reopened, attendance is increasing rapidly.

Friends of the Library will have their basket raffle and book sale September 25. Friends will be selling tickets and would appreciate trustees volunteering to help. At their meeting, Friends announced they will be donating \$1000 to the library.

Ms. Zimmer is working with SEEC to obtain binoculars to loan to individuals who would walk the Eagle Trail.

Ms. Zimmer complimented Ms. Brandel's development of the youth programs.

Mr. Hotopp complimented Ms. Zimmer for her initiative and organization of the library's participation in the July 4 parade.

Treasurer's Report:

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

Committee Reports:

Finance:

Ms. Carpenter explained that a change in the bylaws is needed to initiate external audits, and she will be submitting this proposal to the policy committee.

Board Development:

Mrs. Neary nominated Mrs. Downs as assistant financial officer. Ms. Walter seconded this nomination, and it was unanimously approved.

Mrs. Neary asked the trustees to appoint Ms. Lynn Lawyer as treasurer for the 2021-2022 year. Ms. Walter seconded this appointment, and it was unanimously approved.

Facilities:

Mr. Barnes suggested that the building committee (ad hoc) should be absorbed into the facility committee. After discussion, Mr. Barnes made a motion, seconded by Ms. Clark, and was unanimously approved to absorb the building committee into the facility committee effective immediately.

Personnel:

Ms. Walter made a motion, seconded by Mr. Barnes, and was unanimously approved to go into executive session to discuss the appointment of personnel. Ms. Walter made a motion to leave executive session, seconded by Ms. Clark, and was unanimously approved.

Ms Zimmer asked the board of trustees to appoint Colleen Benton and Donald LaPlant as library clerks. The trustees unanimously approved these appointments.

Board Development:

Mrs. Neary indicated the updated roster will be available at the next meeting.

Long- Range Planning:

Mrs. Sand announced that the Plan of Service is complete and will be presented at the August meeting.

Facilities (nee Building):

Lamont Engineering has submitted information about initial plans and a contract.

The next step is to present the plan to the town board on Monday, July 12 at 7:00 p.m. Then there will be a special public hearing on July 26 at 7:00 p.m.

Mrs. Sand made a motion, seconded by Mrs. Berard, and was unanimously approved to sign the contract and pay \$1000 to Lamont Engineering.

Reopening:

The library has completely reopened. Ms. Walter made a motion, seconded by Mrs. Neary, and was unanimously approved to terminate the committee.

100th Anniversary:

Ms. Walter explained that the committee is planning a formal evening on September 17.

The event will have a speakeasy theme with a band, food, and beverages (admission charged). On October 3 there will be a free tea available to the public. Both events will focus on society of a century ago.

Mrs. Neary made a motion, seconded by Mrs. Clark, and was unanimously approved to set up a special account to pay for these events. Mrs. Berard and Ms. Walter will open a bank account to initiate the cost of the festivities.

New Business:

Mrs. Berard requested that the trustees formalize The Times Journal as the official newspaper of the library. She also suggested recognizing the Bank of Richmondville, the Keybank, and Trustco Bank as the library's official banks. After discussion, Mrs. Berard made a motion, seconded by Ms. Walter, and was unanimously approved to formalize the newspaper and the banks as representing TCL.

Important Dates:

July 12 & July 26 - 7:00 p.m. town board meetings

August 12 - 1:00 p.m. next regular board meeting

Adjournment

The meeting was adjourned at 3:00 p.m.:

Submitted by Virginia Downs

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

Finance:

- Ordered deposit slips for operating account.
- Setup new account with Hill and Makers for supplies.
- Ginny is making weekly deposits.
- Assisted Lamont Engineering with grant writeups.

Personnel

- Staff training on circulation software.
- During staff transition and training I covered the circ desk.
- Interviewed Annabella Mele and Elizabeth Eckel for the Page Position. I would like to appoint both. Received another application from a teen who has been spending the Summer at the Library. Provided information on the Page Position and if interested will interview as a substitute.
- Committee met to discuss Librarian I position. Drafted and submitted Librarian I adult services position description to civil service for review.
- Attended the following meetings: MVLS Directors meeting, MVLS Board meeting.
- PTO- Kim used several days.

Development

- Attended meeting to discuss committee composition.

Building and Grounds

- Phone conference call with BRM to discuss Bonacquisti repair schedule.
- Attended Town Board meeting to request public hearing for CDBG. Attended special public hearing.
- Spoke with Shane Nickle from Schoharie Co regarding the Annex.
- Sent an email to a local foundation regarding the Annex.
- Called headstart regarding their staff parking in our lot in the area we plan to use for outdoor programs.
- TBS made adjustments to the HVAC system.
- Volunteer adjusted threshold to the basement, replaced cylinders in office chairs, and added supports to bookcase in the kids room.
- Worked with Harriet to address landscaping around the HVAC units on Lark St.
- Submitted amendment paperwork for 2019 project and still awaiting approval. 2018 funds automatically deposited into BOR.
- Extension paperwork for 2020 project was submitted and waiting for approval.

Reopening Committee

- Masks are now required inside the building per Schoharie County Health Department.

Anniversary Committee

- The committee met 7/14, 7/28, 8/5.

MVLS Updates:

- MVLS has Schoharie back online.

- MVLS is working on a new consultant position to focus on technology and data collection.

Programs

- SEEC dropped off two sets of binoculars for the Eagle Trail. Purchased two birding books to go with the kit.
- Writing group, knitters and literacy volunteers are back in the building.
- Attempted to use the outdoor movie screen but it was still to light out. Going to try for September.
- 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. Copies of *White Fragility* are on display for the August 27th book discussion. I am working with Sharon Springs to set up the Zoom connection.
- Literacy Volunteers are back and a few tutors.

Collection

- Museum passes have been added. Albany Institute of History and Art, Iroquois Museum, USS Slater, Adirondack Experience, MiSci, and the Empire Park Pass.
- Attendance:
 - 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.
- 127 Ancestry searches and off site access extended to the end of the year.

Equipment

- Used Stewart’s grant to purchase Cricut machine.
- 770 (July), 718 (June), 705 (May) users of the Wi-Fi.
- 146 (July), 98 (June), 62 (May) computer sessions.

Friends

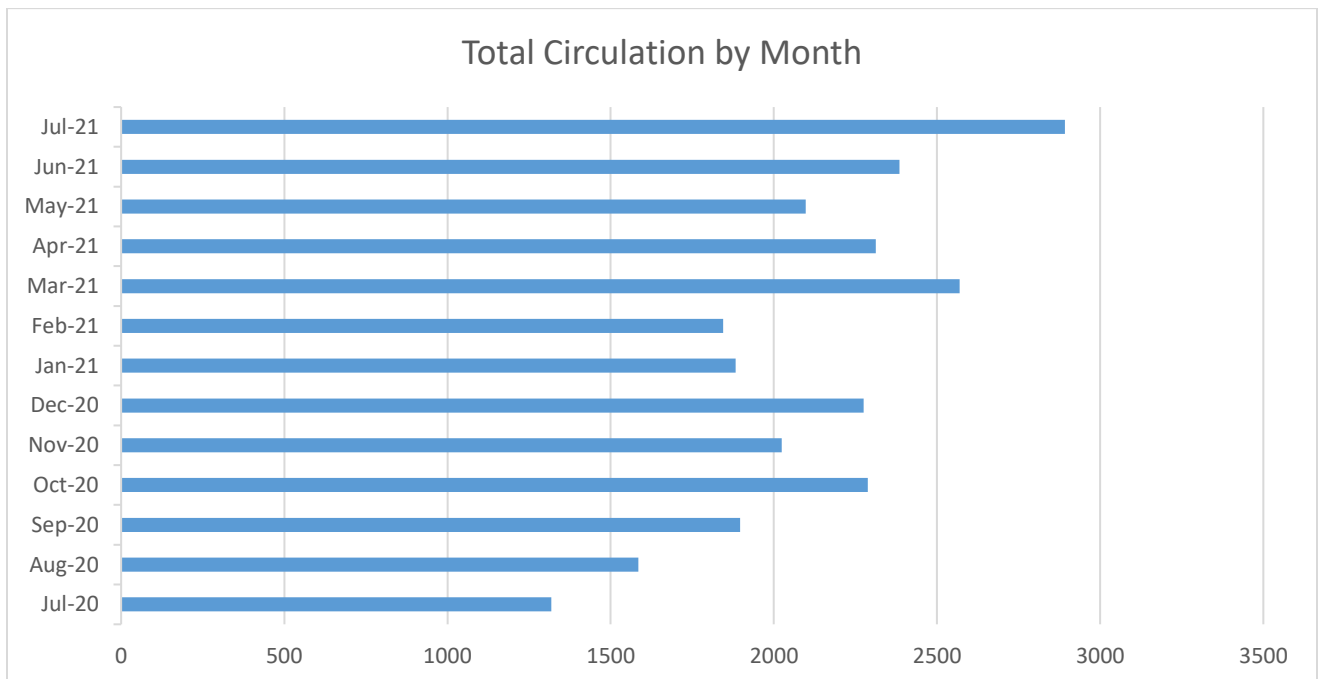
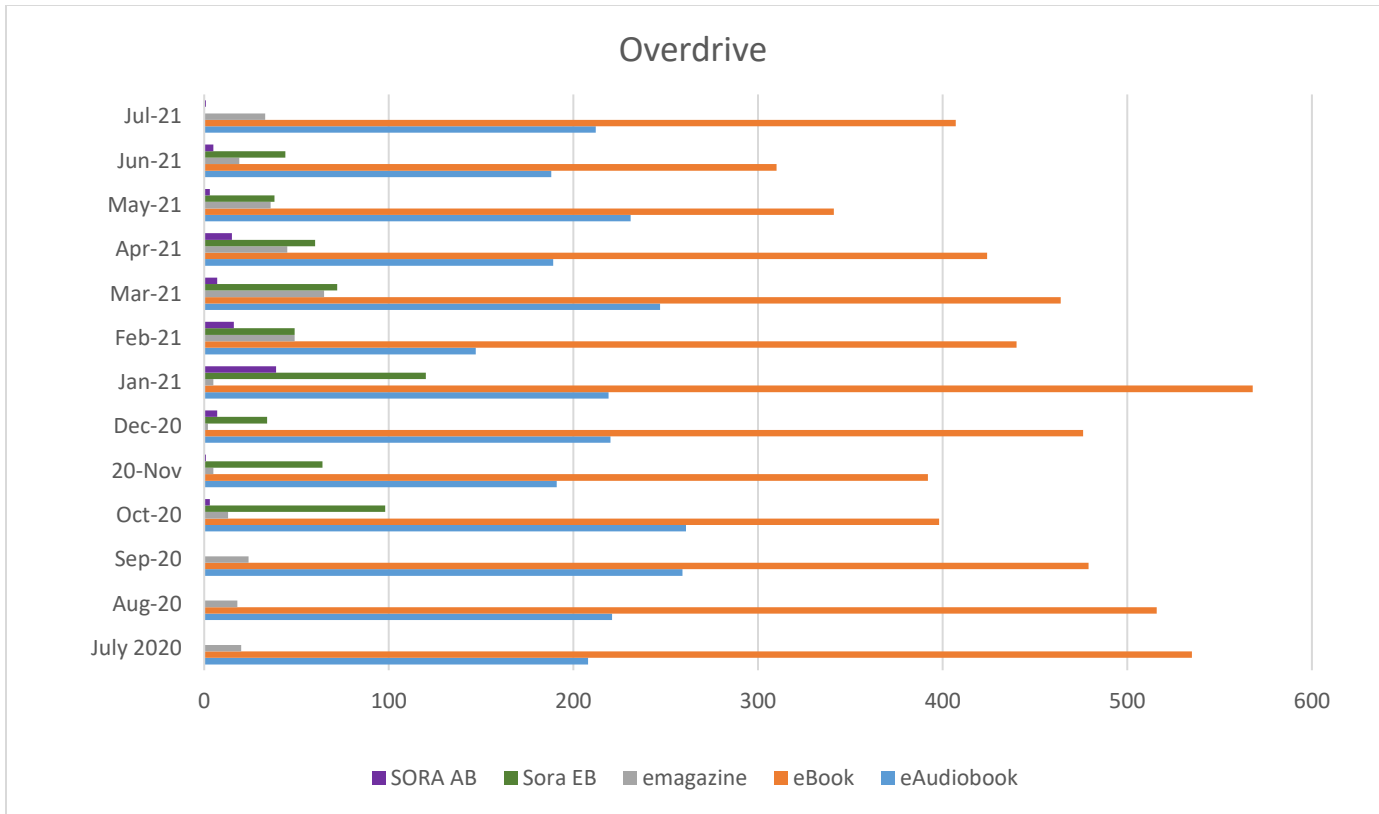
- Stopped collecting used books for a fall sale, they are over whelmed with donations.
- Requesting baskets to be dropped off starting August 10th. They will go on display after wrapping.

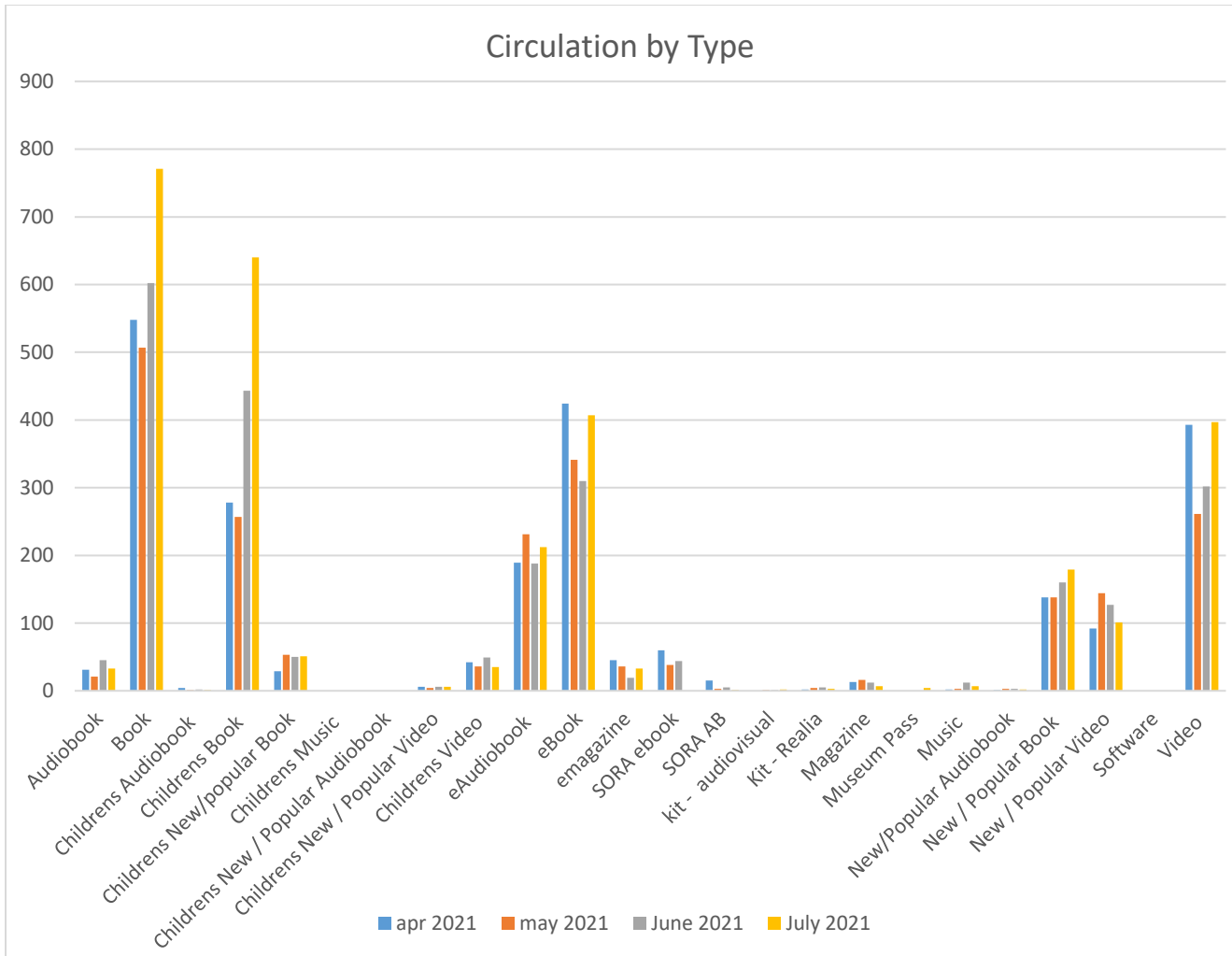
Outreach:

- Asked to attend meeting of the Schoharie County Addiction Prevention Coalition

Julia Brandel, Youth Services Librarian List of Accomplishments July 2021

- “Take & Make” kits - 3-7 year olds (gave out 26 bags), 8-12 year olds (gave out 27 bags), and teens (gave out 7 bags).
- Paws for reading – 20 adults, 5 teens and 24 kids
- 2 Movies 3 adults and 6 kids
- Animal tales program 4 adults and 9 kids
- Handcrafted clay bowl – 5 adults and 9 kids
- Stone Soup – 3 adults and 1 children
- DIY Bird feeder – 3 adults and 2 children
- 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**

8/12/2021

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	J. Strauss	bookkeeping april-june	1413	\$ 435.00
8110001	Hill & Markes	cleaning supplies	2489818-00	\$ 241.58
	Walmart Capital One		July Statement	\$ 119.03
8110000	make and take supplies	67.32		
8110001	dusting cloth	7.47		
8110000	make and take supplies and prizes	42.97		
8110001	binder	1.27		
	Demco	11590299	698	\$ 277.87
8110000	program supplies	153.96		
8110002	processing supplies	123.91		
8130001	Verizon	651747977000155	July Statement	\$ 141.68
8130002	Midtel	00078693-0	10198488	\$ 25.77
8180001	Ingram	20V8277	67328994, 61930948, 61931952, 67331214, 67334000, 61937006, 61937516, 61937580, 61938418, 61939308, 61939170, 61939831, 61940159, 67338961, 61940588	\$ 2,494.37
8180002	The Sun	subscription renewal		\$ 42.00
8180002	Daily Gazette	Subscription renewal		\$ 364.00
8180002	Cobleskill Herald	subscription	59-b	\$ 50.00
8182001	Midwest tape	2000012078	500655627,500701169, 500750877, 500775143	\$ 228.98
8210011	The ARC Lexington		June	\$ 1,125.00
8210012	New Looks Landscaping		152, 186	\$ 1,000.00
8210013	TBS	mechanical, boiler alarm	17604	\$ 402.50
8210014	Otis	elevator inspection		\$ 525.00
8210018	Casella	54-324137	1442647	\$ 87.79
8210040	Mount Vernon Fire Insurance Co	D&O Insurance		\$ 563.00
8220001	NYSEG	1002-8403-052	July Bill	\$ 90.93
8220002	National Grid	07664-27114	July Bill	\$ 1,123.34
8220002	National Grid	07664-27123	outdoor light	\$ 10.48
8570002	My Shopper	Clerk Ad		\$ 48.50

8570000	Mountain Eagle	Graduation Congrats	20-b	\$ 25.00
9910001	MVLS	JA Fee August		\$ 657.30
			Total:	\$ 10,079.12

Director's Account

	Summary of Claims		8/12/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	Amazon	scissors		\$ 29.99
8180001	Amazon	book		\$ 16.80
8182001	NYS Parks Store	Empire Car Pass		\$ 80.00
	Cricut, Inc			\$ 740.86
8110000		700	Stewarts grant	
8110000		7.27	MVLS Mini Grant	
8110000		33.59	Program Supplies	
Total Reimbursement to Director's Account				\$ 867.65

Upcoming Financials Claims that need approval

	Summary of Claims		8/12/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	8/31/2021	\$ 838.22
7250007	BOI Benefits	Julia's Health Insurance	9/1/2021	\$ 684.02
8110001	Staples	envelopes and toner		\$ 717.46
Total				\$2,239.70

Grants

None this month

Renovation Financials Claims

	Summary of Claims		8/12/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Lamont Engineering		July Down Payment	\$ 1,000.00
Total				\$ 1,000.00