

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, Julie
1/5 Meeting

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

- d. Policy – Janet*, Linda, Dee

- e. Board Development – Dee*, Harriet, Ginny
12/21 Meeting

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

Ad Hoc Committee Reports:

- a. 100th Anniversary Committee – Julia*, Harriet, Pete Lindemann Event Rescheduled for 4/2/2022.

Unfinished Business:

Front Entry and heating element

New Business:

Adjournment:

The Library is closed 1/15
February Board Meeting 2/10 at 1pm
Building & Grounds Committee First Wednesday of the month at 11am
Development Meetings the Third Tuesday of the month at 10 am
Policy Meetings the Last Thursday of the month at 11am

The Community Library
Board of Trustees Meeting
December 9, 2021

Call to Order:

As a quorum was present, President Ken Hotopp called the hybrid meeting to order at 1:00 p.m. Present: Janice Clark, Jim Collins, Ken Hotopp, Julie Santoro, Julia Walter, Kim Zimmer, (via Zoom: Harriet Berard, Linda Carpenter, Virginia Downs, Dee Neary). Excused: Fred Barnes, Janet Sand.

Minutes:

Mrs. Neary moved to accept the November 2021 minutes. This was seconded by Ms. Clark, and was unanimously approved.

Director's Report:

Ms. Zimmer has been reviewing updated contracts for 2022.

Ms. Zimmer has been working with Midtel to resolve some phone issues.

Since the heated stairs, walkways, ramp aren't working, the entire system has been turned off. Since the county covid rate continues to increase, questions about staying open need to be resolved by state, county, and MVLS.

After explanation from Ms. Zimmer, Ms. Clark made a motion, seconded by Mrs. Neary, and was unanimously approved to pay the Joint Automation agreement with MVLS for 2022.

Ms. Zimmer has been elected as a trustee to the Schoharie County Historical Society.

Mr. LaPlant has secured a grant from Poets and Writers for poetry workshops.

Ms. Brandel is in contact with the CRCS librarians regarding The Battle of the Books scheduled for this spring.

Mr. LaPlant and Ms. Brandel are continuing to update collections.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for November. The trustees in attendance at the library reviewed the current bills. Ms. Carpenter made a motion, seconded by Mrs. Berard, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Ms. Carpenter and Ms. Zimmer are working on the 2023 budget .

Building & Grounds:

Mr. Barnes has been in contact with a representative (nee Jamie Davis) from Ryan Biggs Clark Davies Engineering regarding repairs on the heated walkways. They will provide an estimate for the repairs (this estimate is necessary before a legal procedure can proceed). Ms. Walter made a motion, seconded by Mrs. Berard, and was unanimously approved to pay the \$3500 required to procure this study.

Mr. Barnes has been seeking information regarding a storage unit for the furniture stored in the annex. Ms. Walter made a motion, seconded by Mrs. Santoro, and unanimously approved to continue investigating temporary (rather than permanent) pods or sheds.

Personnel:

Colleen Benton has submitted her letter of retirement effective December 24.

Ms. Zimmer asked the trustees to appoint Jacquelyn Barbato as library clerk. Ms.

Walter made a motion, seconded by Mrs. Neary, and was unanimously approved to appoint Ms. Barbato.

Policy:

The fine free policy will commence January 4, 2022.

Long Range Plan of Service:

Ms. Clark announced she had met with committee chairs who indicated that the policies were progressing.

Adjournment:

Mr. Hotopp adjourned the meeting at 2:15 p.m.

Submitted by Virginia Downs

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

Finance:

- Informed of a new bookkeeper. Documents were transferred to BQ Accounting and system is different than Strauss. Spent a good amount of time learning the new process and removing old bookkeeper from accounts and adding the new one.
- New bank account opened at Trustco.
- Notified that the Library is receiving \$500,000 from EPF. Will meet with them in January to discuss appropriate projects for this funding.

Building and Grounds

- Submitted the Snow Removal/Mowing Contract for New Looks Landscaping – no increase.
- Attended meeting – discussed front entry, storage, cleaner, additional building issues.
- It seems the phones may be working no complaints recently.
- The heating system for the ramp has been turned off.
- The contractor who is working on the estimate for repair of landing and stairs has not submitted anything yet.
- Met with capital district engineering firm to discuss landing and stairs repair.

Personnel

- The 7-day average for the County is over 16% which would previously have us closed but since we are working under new guidance I have updated the Pandemic Operations Plan. The POP includes a succession plan incase the Director can't fulfill her duties.
- The Library Clerk exam is scheduled for January 22.
- Catherine Sharkey Lockhart was provisional hired on December 14.
- Completed Colleen's retirement paperwork.
- Completed Don and Amy's evaluation. Informally talked with the Pages. Julia's is scheduled for early 2022 and the new clerks will have an informal discussion the middle of January.
- Updated all employee timesheets for 2022.
- Updated civil service paperwork for employees with rate changes and submitted new employee paperwork.
- Researching health care plans.
- Attended the following trainings: Ask the attorney,
- Attended the following meetings: Scho Co Directors meeting, MVLS Directors meeting.

Policy

- No update

LRPOS

- No update.

Development

- Attended meeting, discussed logo, next advocacy grant.
- Contacted Race Printing to discuss a mailing to the school district prior to May vote.
- Working with TJ to print notecards, they are looking for envelopes.
- Tote bags have arrived and we have collected the names of top 100 library users.
- Updated bookmarks and letterhead.
- Completed staff roster.
- Requested Communication/Marketing plans from other libraries

MVLS Updates:

- Advocacy grant deadline in January. Requested support for a postcard that would be mailed prior to May Vote.
- The preliminary results for the Plan of Service was shared.
- New employee starts the middle of January.
- Advocacy Day is March 2. However, Wade would like to schedule something in District sooner than that.

Programs

- All Schoharie Co libraries submitted an advertisement to the MyShopper. Schoharie will manage the billing.
- Will meet with school librarians to discuss the Battle of the Books budget.
- Don and Julia are working on programming for the winter and Spring.

Collection

- Completed end of year tasks for Polaris.
- Fine Free started January 4. The guilt jar is out and staff are waiving fines.
- Attendance:
 - December: 708 adults, 26 teens, 76 kids, 46 reference, 15 digital literacy, 4 curbside deliveries, we were closed 3 holidays.
 - November: 717 adults, 36 teens, 79 kids, 57 reference and 13 digital literacy interactions, 7 curbside service. We were closed two holidays.
 - October: 969 adults, 34 teens, 145 kids, 67 reference and 23 digital literacy interactions, 2 curbside service. We were closed two days for COVID
 - September: 945 adults, 66 teens, 126 kids, 55 reference and 20 digital literacy interactions, 2 curbside service. Closed one holiday.
 - August: 888 adults, 79 teens, 117 kids, 21 reference and 43 digital literacy, 1 curbside service
 - 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.
- 53 Ancestry searches and off-site access stops at the end of the year.

Equipment

- 741 (December), 746 (November), 870 (October), 796 (September), 813 (August), 770 (July), 718 (June), 705 (May) users of the Wi-Fi.
- 81 (December), 57 (November), 74 (October) 146 (September), 142 (August), 146 (July), 98 (June), 62 (May) computer sessions.

History Room

- Pam is adding spine labels to resources.

Friends

- Meeting 12/11 at 10:30 attended shared information about Battle of the Books. Friends will provide a check to the Library in January for Battle of the Books expenses.
- Love Your Library Month – February book bundle sale
- They are sharing Library programs with members.

Outreach:

Reached out to Health Dept and Emergency Management to see if the Library could assist with distribution of test kits when they arrive in the County.

Don LaPlant Adult Services Librarian Report for the month of December 2021

Professional Activities

- secured \$500 grant from Poets & Writers to support poetry readings and workshops
- hosted inaugural meeting of new book club and new writing group
- attended taskforce meeting regarding future of MVLS literary & writing programs
- updated shelf and collection signage
- designed December sneak preview book newsletter
- distributed event email blast to patrons who had attended previous programs
- compiled end-of-year circ statistics
- setup free account with Canva

Programs/Events (Total Attendance: 29A)

Fan Favorites Book Club, Dec. 3 - 6A
 Knitters Group, Tues., Dec. 7, 14, 21, 28 - 6A total
 Crafty Crochet, Dec. 9 - 4A, 1K
 Short Fiction Workshop, Dec. 14 - 8A
 Comfort Foods: Remixed, Dec. 16 - 4A

Displays

December Sneak Preview: handouts listing major book releases during the month of Nov. - 11 of 15 handouts taken. Of the 10 books featured on the list, 6 have not arrived due to supply chain issues.

Cozy Murder Mystery Display - 7 of the 12 displayed books circulated while the display was up.

Hunting Season Display (new mini-display beside new non-fiction shelves) - 4 of the 7 displayed books circulated while the display was up.

Social Media

Facebook	Dec 2021	Nov. 2021
original posts	27	30
post reach	9,438	8,947
page reach	5,977	5,158

engagements 563 475

Platform	Dec. 2021 Followers vs. Nov. 2021	
Facebook	859	929
Instagram	56	53
Twitter	5	5

Julia Brandel, Youth Services Librarian Report for the month of December 2021

Programs

- Take & Make Kit December · Available all month - ·48 kids, 48 adults
- Created new programs for December. Worked with Janice Clark to create a special “Holiday Story Time” on December 10th at 11am. 0 kids, 2 adults
- Teamed up with a local artist to have a Crafty Crochet Ornament class for all ages on December 9th – 2 kids and 5 adults.
- Crafts left in the Children’s Room – Gingerbread houses, stockings, card frames, decoders, bookmarks, New Year’s hats, expandable cards and all about me booklets.

Trainings taken this month-

12/09/2021 Playful STEM for All Young Children: Family and Equity, STEMIE (1 hr)

Outreach

Did outreach with Laura Gagnon, the librarian at Golding Middle School. Overall, I was able to meet more than 12 unique classes, 160+ students, over 12/06-12/10, to encourage kids to join Battle of the Books 2022.

Grants

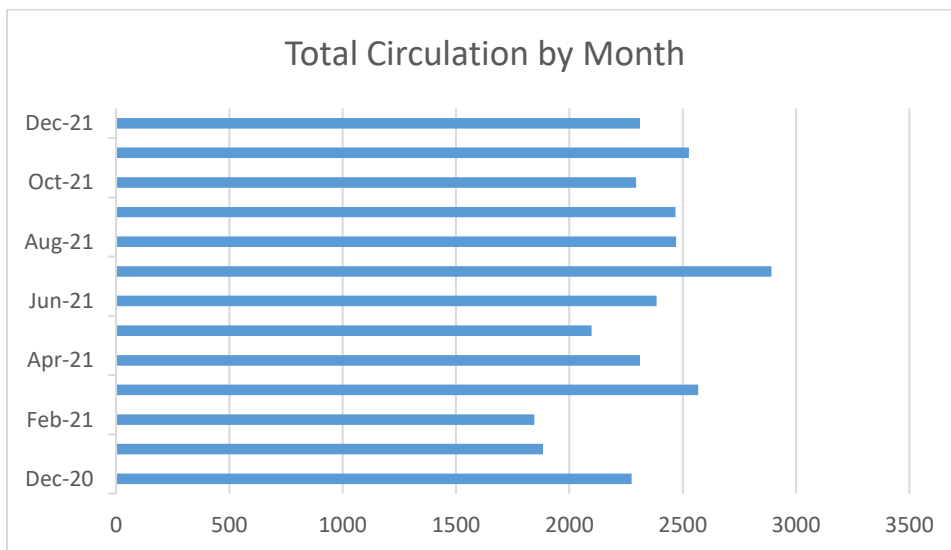
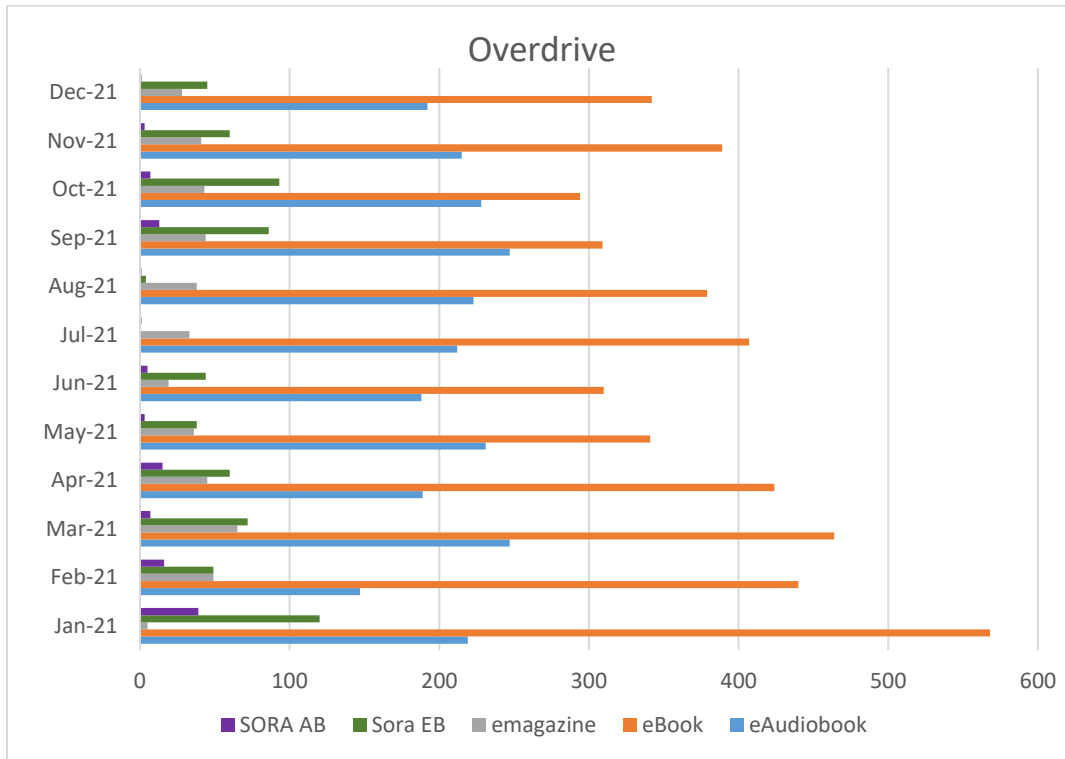
- Working closely with Kimberly Zimmer, submitted two grant applications to the CREATE Council on the Arts. Both were Community Art Grants. The first was a grant for Arts Education, and the second was a grant for Community Projects. All total, the submission for the grants was for just under \$5,000. I
- Coordinated with Jennifer Mosher at the Schoharie Library to share certain performers, thus reducing cost. She has done the same for us in her grant applications.
- I also submitted a grant application to “Sisters in Crime,” a women’s mystery writing guild. That grant was for \$500.

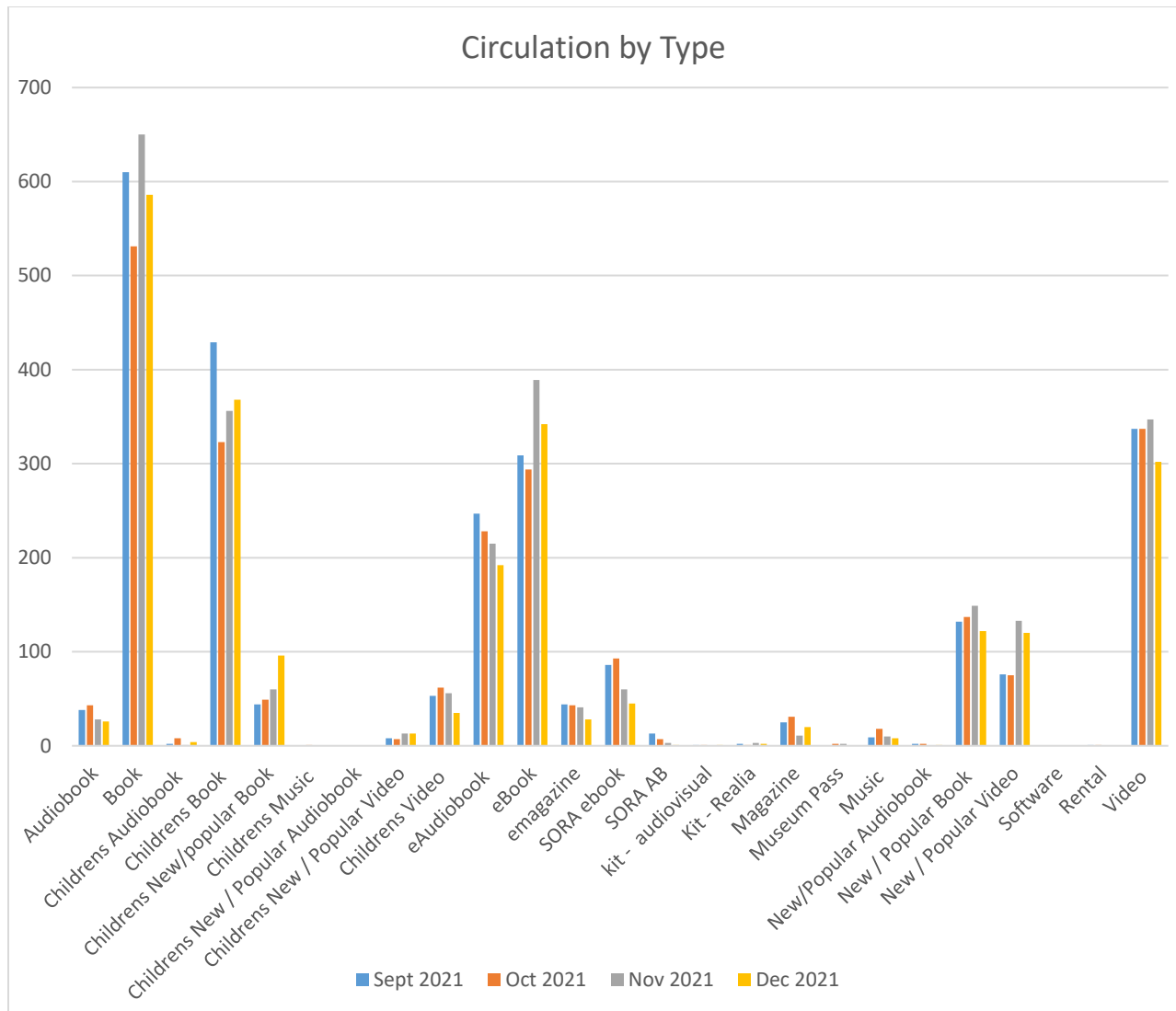
Etc.

- Continued rearranging the juvenile book section. New shelving was purchased and installed. Graphic novels, board books, easy readers, juvenile books, and picture books have all been moved to new locations. Juvenile non-fiction was brought downstairs and put in the Children’s Room. All the juvenile materials are now located in the Children’s Room (with the exception of DVDs and YA). YA will be expanding into half the space cleared by moving juvenile non-fiction, and Don will take the other half.
- Ordered books for Battle of the Books 2022, and created a display for them to be easily seen by participants. Registration forms have also been included on the display. Teams have already shown up in the library to practice for April’s Battle. Also coordinated with the Golding and Radez librarians to come up with a request for the Friends of the Library to help fund the Battle. Kim presented the request on 12/11/2021. The Friends were quite generous, and donated \$1,200 to cover costs.

- Bi-monthly “Story Time” will be starting the beginning of January. They will occur the first and third Fridays of every month. Janice Clark has generously agreed to be the presenter, and I will find the books, structure the program, and create the post-story time craft.
- Due to in-house programming starting up for youth, the plan is that Take and Make kits will discontinue in 2022. I will reconsider if patrons complain.

Statistics





Current Financial Documents for approval

Linda Carpenter has shared through email

Current Financial Claims for approval

Summary of Claims

1/13/2022

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7540000	Kristi Goodrich	Beginner Crochet	124	\$ 50.00
8110001	Noble Ace Hardware	mouse traps, pad lock	582756/5, 582703/5	\$ 26.21
8110001	WaDaYaNeed?	name badge	12743550	\$ 10.00
	Walmart Capital One		December Statement	\$ 142.56
8110000	scissors, crayons	18		
8110001	electric heaters,batteries, picture hangers, coffee	124.56		

8130002	Midtel	00078693-0	10227642	\$ 148.64
8180001	Ingram	20V8277 - book purchases	60017384, 67408708, 67407486, 60017040, 67406764, 60013667, 60014123, 60010401, 60010712, 67402588, 60011277, 67402563, 6008960, 6008460, 6008187, 60007851, 60008239, 67399170, 60006071, 60005624, 60005652, 60004903, 60005012, 67405078, 67395967, 60004268, 67394516, 67393403, 67387372	\$ 1,282.63
8182001	Midwest tape	2000012078 - DVD purchases	501366864, 501399356, 501427238, 501454393	\$ 202.61
8182001	MVLS	Cd and DVD collection	3972	\$ 250.00
8182002	Saratoga Springs Library	lost book		\$ 13.95
8182002	Crandall Public Library	lost book		\$ 9.95
8210001	Robert Tanner	Lowes toilet seat for staff bathroom		\$ 23.83
8210012	New Looks Landscaping	snow removal	344	\$ 500.00
8210016	Professional Fire Protection	August 2021 bill		\$ 525.00
8210018	Casella	54-324137	1457069	\$ 99.63
8220001	NYSEG	1002-8403-052	December Bill	\$ 810.84
8220002	National Grid	07664-27114	December Bill	\$ 807.19
8220002	National Grid	07664-27123	outdoor light	\$ 10.73
8220003	Village of Cobleskill	48300	b-0028780	\$ 91.30
	American Library Association			\$ 360.00
8530005	membership & leadership	220		
8530004	PLA & YALSA	140		
8530007	Staples	account membership		\$ 49.00
9830003	MVLS	Cassie Software	3969	\$ 198.50
9910001	MVLS	JA Fee January		\$ 657.30
			Total:	\$ 6,269.87

Director's Account

	Summary of Claims		1/13/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8140003	USPS	shipping	check 259	\$ 8.70
8180001	Lowes	board for shelving		\$ 10.00

819000	NYS Parks	2022 Park pass	discount if ordered before end of year	\$ 65.00
8110000	Amazon	tacky glue		\$ 7.00
8110002	Amazon	Dymo labels for processing		\$ 31.98
	amazon			\$ 66.75
8110001	sign holders	42.78		
8110000	buttons, bobby pins, eyes & noses for programs	23.97		
8110000	Amazon	clothes pins for program		\$ 17.93
8180002	amazon	Magazine Renewal		\$ 386.43
8180002	Amazon	Magazine Renewal		\$ 23.00
Total Reimbursement to Director's Account				\$ 616.79

Upcoming Financials Claims that need approval

	Summary of Claims		1/13/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	12/31/2021	\$ 921.38
8210011	ARC Lexington	710217107		
7540000	KareBear's Krafts	2/1/2022 valentine prog	2	\$ 100.00
Total				\$ 1,021.38

Grants

Nothing this month.

Renovation Financials Claims

December 31, 2021 A-verdi \$1478 for storage container

Paid in advance

The Hartford \$408 for Workers Comp was due 1/1/2022.