

Board Meeting Agenda

**Members:** Fred Barnes 2024, Harriet Berard 2025, Linda Carpenter 2026, Janice Clark 2024, James Collins 2025, Ginny Downs 2023, Ken Hotopp 2024, Rebecca Leggieri 2027, Janet Sand 2022, Leo McAllister 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, Becky, Leo  
10/5 meeting
- b. Building & Grounds – Fred & Janet\*, Harriet, Ginny  
10/5 meeting  
Annex Progress Report
- c. Personnel – Julia\*, James, Linda, Janice  
Recognition Dinner
- d. Policy – Janet\*, Linda, Leo  
9/29 meeting  
Policy review – Postings and Complaints
- e. Board Development – Harriet \*, Becky, Ginny  
Harassment Training – Walters and McAllister  
Trustees share any training information
- f. Long Range Plan of Service Committee - Janice\*, Julia, James  
Meeting first Friday of the month at 11

Unfinished Business:

Front Entry and heating element – attorney update - Kim

New Business:

**Adjournment:**

Next Board Meeting 11/10 at 1pm  
Building & Grounds Committee First Wednesday of the month at 11am  
Long Range Plan of Service First Friday of the month at 11am  
Development Meetings the Third Tuesday of the month at 11 am  
Policy Meetings the Last Thursday of the month at 11am  
Library Closed 11/11 for Veteran's Day

The Community Library  
Board of Trustees Meeting  
September 8, 2022

**Call to Order:**

As a quorum was present, President Ken Hotopp called the meeting to order at 12:30 p.m. Present: Fred Barnes, Harriet Berard, Linda Carpenter, Janice Clark, Jim Collins, Virginia Downs, Ken Hotopp, Becky Leggieri, Leo McAllister, Janet Sand, Julia Walter, Kim Zimmer

**Guests:**

Mr. Eric Trahan, MVLS, was in attendance to discuss various topics with the trustees. Among the topics Mr. Trahan discussed with the trustees were trustee education requirements and opportunities, user privacy and intellectual freedom. Of particular interest to the trustees, Mr. Trahan discussed possible issues with expansion.

**Minutes:**

Ms. Clark moved to accept the August 2022 minutes. This was seconded by Ms. Walter and was unanimously approved.

**Director's Report:**

Mr. Donald LaPlant, Librarian for Adult Services, was pleased that the number of participants in the summer reading programs had increased more than 30%. More than 500 patrons had attended 60 programs with 181 patrons participating in the summer reading challenge.

Ms. Zimmer mentioned that Rosemary Joyce has been nominated for an MVLS award for volunteer activities (as former Friends president).

Ms. Zimmer has been chosen as a representative to the MVLS board.

Ms. Pam O'Connor is continuing to organize and sort the materials in the history room.

Ms. Zimmer reminded the trustees that the Friends basket raffle and used book sale will be on September 24.

Beginning on October 29 the library will once again be a site for early voting.

**Treasurer's Report:**

Ms. Carpenter outlined the expenses and income for August. 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:**

Building & Grounds:

The asbestos abatement is still in progress. Some restoration work will be needed in the attic; Sullivans might be able to do this restoration.

However, the sprinkler system must be installed prior to any work being done in the annex. Brendan Becker is in contact with two sprinkler companies seeking estimates.

Mr. Becker will update the time line when the asbestos removal and sprinkler system projects are completed.

The deed transfer for the annex is not completed as there are some issues with outdated easements that must be resolved.

Ms. Zimmer brought to the trustees' attention that the front door is in desperate need of repair and new paint. Mr. Barnes will contact Michael Quigley for an estimate.

The trustees discussed the possibility of contacting a landscape architect for ideas pertaining to exterior planning. Mr. Barnes agreed to contact Chris Cash and Guernsey Nursery as possibilities.

Policy:

Mrs. Sand presented three External Policies-Collections: Local Materials Policy, Gifts of Library Materials Policy, and Retention Policy. These three updated policies were unanimously approved .

After discussion, Mrs. Sand made a motion, seconded by Ms. Walter, and was unanimously approved to accept the amended Reconsideration Policy.

Board Development :

Mrs. Berard reminded the trustees that the appreciation dinner is scheduled for Wednesday, September 28 at 5:00 p.m. Staff, Friends, and volunteers are invited for pizza, salad, and desserts.

Long Range:

Ms. Clark indicated that the committee will meet with Ms. Zimmer to discuss suggestions.

**Unfinished Business:**

The proposed court date regarding the problems with the front entry is September 20. Ms. Clark and Ms. Walter are looking at various benches.

**Adjournment:**

Ms. Carpenter moved to adjourn at 2:50 p.m. This was seconded by Mrs. Berard, and was unanimously approved.

**Submitted by Virginia Downs**

**Kimberly Zimmer's Director Report for the month of September, 2022**

Finance:

- Discussed meeting with Gloversville Trustee regarding budgeting for new space.
- Submitted application for MVLS Dream and Do grant to obtain equipment for programs.
- Attended CREATE recognition at Landis Arboretum.
- Completed first CDBG payment and two more have been sent to the Town. Brendon will work with CDBG for an extension.
- Working with Linda, Treasurer and BQ regarding Employee Retention Credit. BQ contract states a 10% withholding from obtainable credit. No updates at this point.

Building and Grounds

- Ginny has contacted DOT for a request to install the green library signs along route 7.
- AC Unit 2 still having issues and TBS ordered new part.
- Request for metal detecting on library property.
- Email with Attorney to settle on a meeting date.

Annex Renovation

- Received Empire State Development packet, Ken signed papers and returned to our contact for process.
- Asbestos abatement completed.
- Walk through with Brendon to discuss new options and next steps.
- Walk through with staff, next step to discuss electrical and IT drops and furniture layout
- DLD once the sprinkler information is available this application needs to be amended.

Personnel

- Attended recognition dinner
- Took several vacation days.
- Began work on staff evaluations.
- Oaths for Trustees were mailed to County Clerk for file.

- Attended the following trainings: selected to participate in the ALA sustainable libraries workshops.
- Attended the following meetings: Schoharie Co. Library Directors meeting, MVLS board meeting.

#### Policy

September meeting to review policy on postings and complaints.

#### LRPOS

- Next meeting October 7 at 11am

#### Development

- Next meeting October 18 at 11am.

#### MVLS Updates:

- Attended my first MVLS Board meeting.
  - MVLS has received a grant for Digital learn workshops. Funding covers laptops and two 20hour sessions for 50 participants.
  - MVLS awarded 9 Dream and Do grants.
  - 3 construction projects thru DLD funds will be awarded
  - A program with Literacy volunteers will be held in October
- Two TCL applications were submitted for the annual awards.
- The annual board meeting is October 27<sup>th</sup> at 6pm at Schenectady Public Library. Currently Becky, Janice, Kim and Amy are planning to attend.

#### Programs

- Provided a libby class to 10 SCHOOL members.
- Rebekah is helping to request brochures and rack cards from various local social services organizations. This was identified in the LRPOS as a goal to be a clearinghouse for social services organizations. We are discussing what is missing and how to best promote and display this information. Some materials are posted in the bathrooms.

#### Collection

- New library card registrations: September 29, Aug 29 (12 during early voting), July 52, June 38.
- CreativeBug is available to TCL card holders. Promotion will take place during craft buffet programs.
- Attendance:
  - September: 1168 adults, 90 teens, 172 kids, 79 reference, 31 digital literacy, 2 curbside
  - August: 1363 adults, 92, teens, 319 kids, 94 reference, 33 digital literacy, 1 curbside
  - July: 1155 adults, 86 teens, 368 kids, 89 reference, 49 digital literacy, 1 curbside
  - June: 1106 adults, 49 teens, 299 kids, 82 reference, 52 digital literacy, 4 curbside
  - May: 899 adults, 45 teens, 151 kids, 84 reference, 37 digital literacy, 2 curbside
  - April: 1137 adults, 42 teens, 212 kids, 84 reference, 62 digital literacy, 3 curbside
  - March: 1109 adults, 80 teens, 209 kids, 141 references, 34 digital literacy, 4 curbside
  - February: 786 adults, 20 teens, 130 kids, 53 reference, 42 digital literacy, 5 curbside
  - January: 741 adults, 29 teens, 125 kids, 42 reference, 18 digital literacy, 4 curbside
- Ancestry: 1 August, 7 July, 33 June, 95 May, April 87 searches.

#### Equipment Usage

- WiFi: 848 (September), 987 (August), 894 (July), 890 (June), 811 (May), 952 (April), 918 (March), 787 (February), 708 (January) 741 (December), 746 (November), 870 (October), 796 (September), 813 (August)

- Public Computers: 138 (September), 219 (August) 201 (July), 189 (June), 118 (May),139(April), 136 (March), 96 (February), 79 (January) 81 (December), 57 (November), 74 (October) 146 (September), 142 (August)

History Room

- Regional Collections digitization of Daisy Brown scrapbooks Grant:
  - Online site. [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](http://TheCommunityLibraryCobleskillNewYorkHeritage.nyheritage.org)
  - contentDM Courtney has been working on the project.
- Pam has completed a spreadsheet of the books that were removed from the Annex.
- Pam has boxed up books for the new history room.

Friends

- Working on the layout for the fall newsletter.
- Friends took over managing their email account.
- Basket Raffle and Book Sale Saturday, Sept 24 from 9-12:30 raised almost 3,000\$. Helped to get equipment ready for the event.
- Check presentation expected on October 18<sup>th</sup> at 10:30
- Working with the Friends on a Homebound Service plan.
- Friends holiday ornament sale will go up around Thanksgiving.
- September 11 meeting provided library update.
- Next meeting is December 10 at 10:30
- Holiday concert schedule for December 20<sup>th</sup> at Time to be determined.

Outreach:

- Working with SCHOOL to provide AV and tech for classes especially the hybrid classes.
- Provided Library presentation to members of the senior luncheon at Fusion Church. One participant came in after to renew their library card.
- Continue to provide COVID test kits.
- Early voting October29 through November 6.

**Don LaPlant Adult Services Librarian Report for the month of September 2022**

**Professional Activities**

- presented Short Fiction Workshop, book club, Adult Gaming, and Trivia Night programs
- hosted voter registration drive on National Voter Registration Day
- continued coordination of children’s/teen acquisitions
- curated four book displays: Library Fiction, Beekeeping, Raising Good Kids, Banned Books
- developed marketing materials for Adult programs
- developed new monthly events calendar with clerk Jackie Barbato
- produced October editions of library newsletter
- prepared board and card games to be added to our circulating collections
- attended Policy Committee meeting

**Programs/Events (Total Attendance: (77A, 3T, 7)**

Plant Health Program, Sept. 1 .....	6A
Fan Favorites Book Club, Sept. 2 .....	3A
Adult Gaming Club, Sept. 6 .....	12A, 1T
Navigating the Library, Sept. 8 .....	1A
Short Fiction Workshop, Sept. 13 .....	2A

Book Bans and Library Challenges, Sept. 15 .....	9A, 3K
Adult Gaming Club, August 16 .....	9A
Navigating the Library, Sept. 9 .....	0
Adult Gaming Club, Sept. 20 .....	12A, 1T
All Ages Craft Buffet, Sept. 22 .....	9A, 1T, 4K
Short Fiction Workshop, Sept. 27 .....	5A
Trivia Night, Sept. 29 .....	9A

**Displays**

*It Happened in the Library*, Adult Fiction Display. Yielded 1 circ.  
 Banned Books, Adult Fiction Display. Yielded 2 circ.  
*Beekeeping/National Honey Month* Adult Nonfiction Display. Yielded 2 circs.  
*Raising Great Kids*, Adult Nonfiction Display: Yielded 1 circulation  
*September Events Calendar*: 40 distributed

**Social Media**

Platform	September	August 2022 followers
Facebook	1070	1064
Instagram	128	126
Twitter	4	4

**Mailchimp Newsletter Subscriptions**

Subscribers at the end of	September	August
	334	306

**Courtney Little Library Assistant Report for the month of September 2022**

**Children’s Programs**

- Storytime:
  - September 7: 4K, 3A
  - September 21: 12K, 8A
  - September 28: 13K, 9A
- LEGO Club
  - September 21: 2K, 3A

**Teen Programs:**

- Teen Game Night September 15: 1T
- Duct Tape Crafts: 7T, 1A

**Other Programs:**

- All Ages Craft Buffet September 22: 8A, 1T, 4K
- Paws for Reading
  - September 9: 1K, 3A
  - September 23: 0 participants

**Displays**

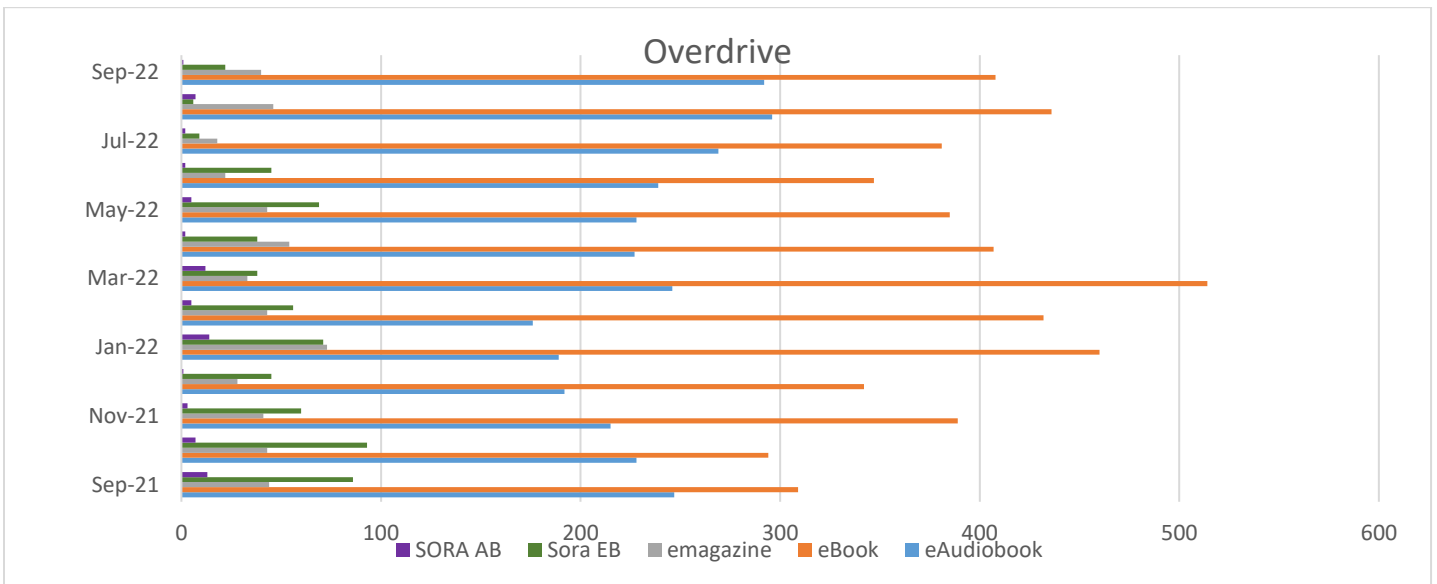
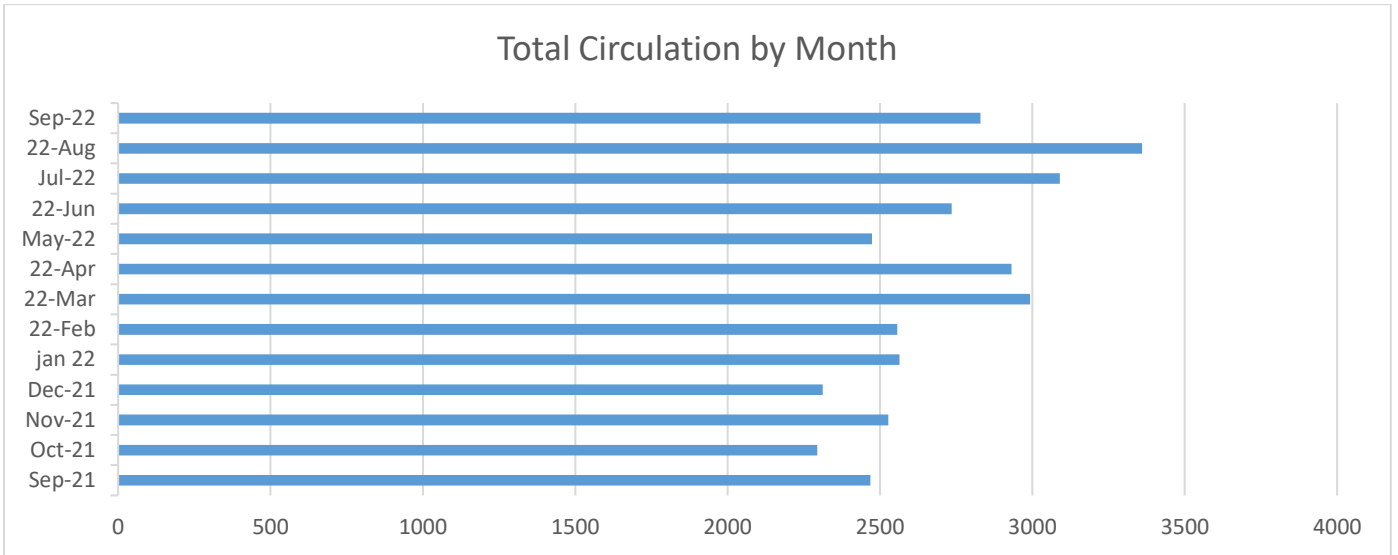
- J Fiction: School stories
- J Picture Books: Celebrate Fall (all titles checked out by September 23)
- J Picture Books: Halloween
- Teen Fiction: School-themed murder mysteries

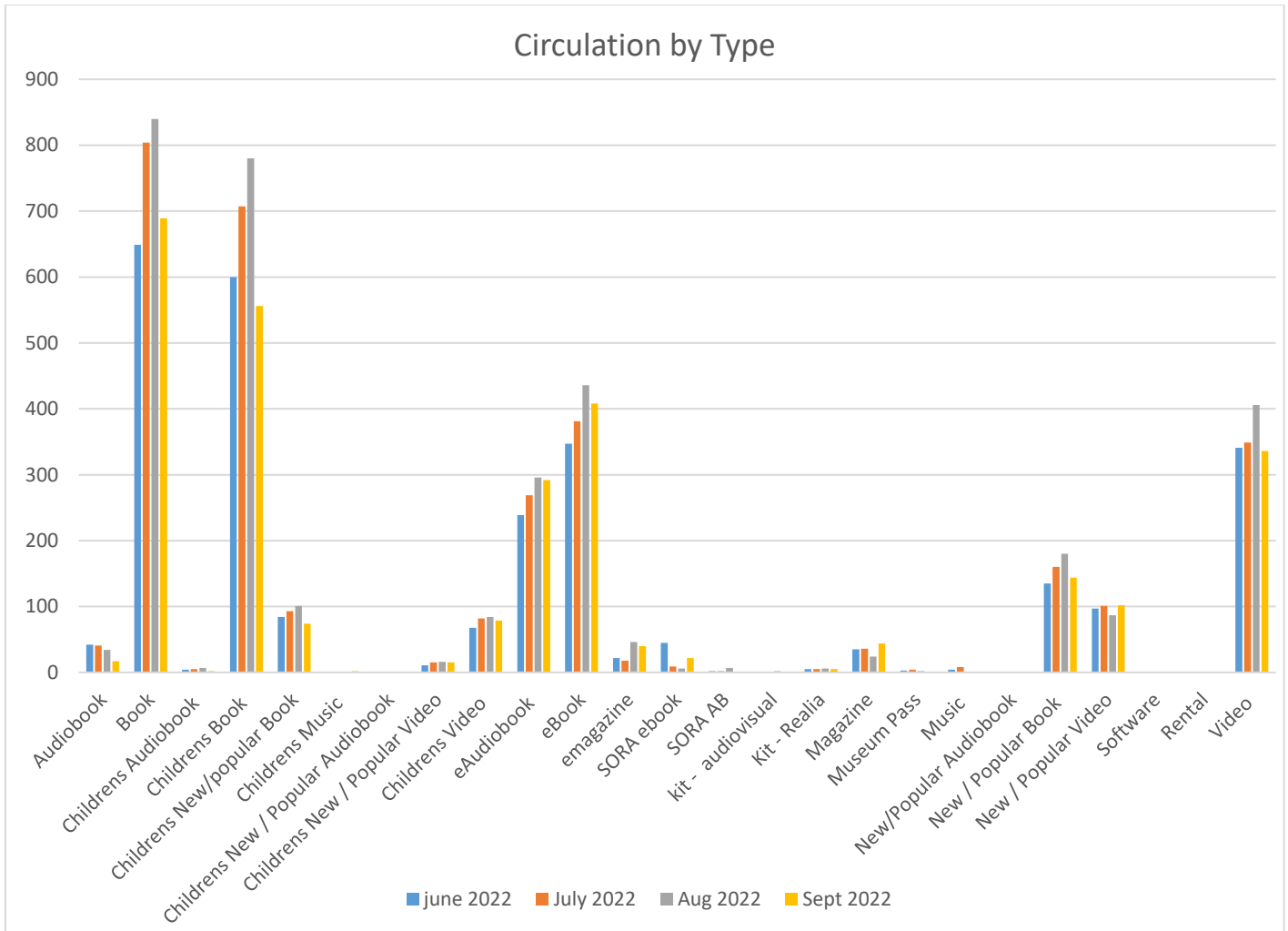
**Other Professional Activities:**

- Staffed library information table at open houses for Ryder, Radez, Golding, and High School
- Launched Create Cart and Build and Play Cart in Children’s Room
- Relunched Families Count kits in Children’s Room

- Worked with high school librarian Nancy Goldblatt to recruit teens for new Teen Advisory Board for October meeting
- Created social media and marketing materials for September/October programs

**Statistics**





**Current Financial Documents for approval**  
Linda Carpenter will share through email

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

10/13/2022

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	BQ Tax & Accounting	payroll and bookkeeping	20-6517	\$ 145.00
7520001	Lynette Lawyer		1808,2034, 2083	\$ 1,950.00
7540000	Sally Ziegler	10/ 20 needle felting program	444786	\$ 175.00
7540000	Ira Marcks	Comic book program and copies of his books 11/18		\$ 1,476.00
7540000	Schoharie Free Library	SRP Didgeridoo program cost share		\$ 50.00
8110001	Staples	toner, report covers, paper,		\$ 756.07
8110000	walmart	popcorn, soda, water, scissors, glue, duck tape, markers		\$ 139.65



8110002	Demco	tape and label protectors	7194196	\$ 60.71
8130002	Midtel	00078693-0	10285167	\$ 149.69
8130002	Midtel	00128367-2	10288148	\$ 80.95
8180001	Ingram	20V8277 - book purchases	60132738, 67519211, 60129342, 60128421, 67513968, 60124848, 60125169, 60123995, 60134412, 60134680, 60136434, 60137164	\$ 1,873.85
8182001	Midwest tape	2000012078 - DVD purchases	502722216, 502684078, 502655021, 502666474, 502623397	\$ 309.59
8182002	Clifton Park Halfmoon Public Library	lost book		\$ 9.59
8182002	Schoharie Free Library	Postage		\$ 1.00
8210011	Cleaning by Maria	Cleaning	Septmber	\$ 400.00
8210013	TBS	condenser pressure transducer and labor	21943, 22086	\$ 723.44
8220001	NYSEG	1002-8403-052	September Bill	\$ 78.95
8220002	National Grid	07664-27114	September Bill	\$ 1,238.54
8220002	National Grid	07664-27123	outdoor light	\$ 11.86
9830003	MVLS	Fortres software	4178, 4184	\$ 60.21
9910001	MVLS	JA Fee September	4192	\$ 604.71
	Directors Account	reimbursement		\$ 559.15
			<b>Total:</b>	<b>\$ 10,853.96</b>

**Director's Account**

	Summary of Claims		10/13/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	credit to the account			\$ (40.73)
8110000	Oriental Trading	spiders, confetti, plastic tablecloth		\$ 2.23
8110002	Amazon	scratch remover		\$ 9.90
8110000	Amazon	switch charger	christmas wish grant	\$ 11.99
8180001	Amazon	book		\$ 12.99
8110002	Amazon	scratch remover		\$ 10.99
8110000	Amazon	black spiders		\$ 6.98
8110000	Amazon	food coloring, plastic jars		\$ 23.72
8110000	Amazon	paper floss bobbins		\$ 4.99
8110000	amazon	embroidery floss, sound bar, 3d pen	partially make & do grant	\$ 319.93

8110000	Amazon	4 bulletin boards	make and do grant	\$ 196.16
Total Reimbursement to Director's Account				\$ 559.15

**Upcoming Financials Claims that need approval**

	Summary of Claims		10/13/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	10/31/2022	\$ 921.38
	Casella	trash/recycle	1483968	\$ 105.34
8220003	Village of Cobleskill	Sewer and water	b-0034420	\$200.86
8210012	New Looks Landscaping	mowing	September Bill	\$ 500.00
Total				\$ 1,727.58