

Board Meeting Agenda

Members: Fred Barnes 2023, Harriet Berard 2025, Linda Carpenter 2026, Janice Clark 2024, James Collins 2025, Ginny Downs 2023, Ken Hotopp 2024, Rebecca Leggieri 2027, Janet Sand 2027, 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

- b. Building & Grounds – Fred & Janet*, Harriet, Ginny
Annex Progress Report

- c. Personnel – Julia*, James, Linda, Janice
Director's Evaluation
Standard Workday Resolution

- d. Policy – Janet*, Linda, Leo
Policy review – Privacy and Confidentiality, Operating Schedule and Investment.

- e. Board Development –Harriet *, Becky, Ginny
Trustee Report Card report
Harassment Training – Walters and McAllister
Trustees to share any training information (5mins)

- f. Long Range Plan of Service Committee - Janice*, Julia, James
Progress Report

Unfinished Business:

Front Entry and heating element – attorney update - Fred

New Business:

Adjournment:

Next Board Meeting 1/12/23 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 12/23, 12/24, 12/31 and 1/14.

The Community Library
Board of Trustees Meeting
November 10, 2022

Called to order at 1:03 by President Ken Hotopp.

Present:

Fred Barnes, Harriet Bedard, Linda Carpenter, Jim Collins, Ken Hotopp, Becky Leggieri, Leo McAllister, Janet Sand, Julia Walter. Virginia Downs and Janice Clark were excused.

Minutes:

The minutes from October were approved unanimously after a motion from Janet and a second from Leo.

Director's Report:

Becky and Janice attended the MVLS dinner and accepted the award for programming/ monthly trivia. Library staff sent out letters asking that materials borrowed from patrons be returned. It was very successful: one girl brought back twenty items. Don has been doing a lot of programming. Courtney is starting to engage teens. Kim held a meeting for the Cobleskill Historical association, Harriet, and other local history associations about the annex. Many great ideas were had and questions were asked.

Treasurer's Report:

Presentation of the Bills:

Linda made a motion to pay the bills. Jim seconded it. It was passed. unanimously.

Committee Reports:

Finance:

The director's pay rate is too low and we need to either pay her more or she needs to work fewer hours. Julia moved we pay BQ \$6200 to get \$62,000 from the Employee Retention Credit. Janet seconded it. It passed

Building and grounds:

1) Bonaquisti is sending out an electrician to fix the ramp and stairs on 11/18/22. The ramp has to be able to turn itself off. 2) Gray O'Connor was asked to fix a window. 3) Leo moves we go ahead with having Michael Quigley paint the windows in the main building in the spring. Janet seconded it. 4) Trustees have homework: on handouts with blueprints place outlets, suggest furniture location in the Annex and sign it, get it back to Kim. 5) Fred Breglia is donating to The Community Library an outdoor plan.

Policy:

Whistleblower & Code of Ethics passed. Room reservation policy passed. Confidentiality and privacy policies will be researched further.

Board Development:

Trustee report card is due next month. But only classes and workshops from NYLA count toward training as board members.

Long Range Plan of Service:

All committees and or chairs fill out Quarterly evaluations.

New Business:

We discussed fundraising.

We adjourned at 3:06 after a motion from Linda and a second from Harriet.

Minutes Respectfully submitted by Julia Walter

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

Finance:

- Met with Gloversville Trustees and staff regarding budgeting and a tour for their new space.

- Constellation Energy sent a collection notice for service in March. It appears this was during the transition between contracts with them and they were using the PO Box.
- BQ provided a draft 990 for review and provided changes before submittal.
- BQ Employee Retention Credit submitted bill.

Building and Grounds

- Issues with shingles. Working with Gary O'Connor to replace missing ones.
- Adjusted all outside light timers for the time change.
- Paint the building and tree removal work scheduled.
- Ginny has contacted DOT for a request to install the green library signs along route 7.
- Bonacquisti electrician reviewed the ramp, stairs and landing connections. Ramp and part of landing is working but manually, not through the sensors.

Annex Renovation

- Issues with windows Brendon working on solution.
- Brendon received CDBG extension.
- Received EPF contract and Ken signed.
- Met with local history folks to start the planning for the history room.
- Staff took one day to discuss furniture and needs for the space.
- DLD application needs to be amended.

Personnel

- Revised standard work day resolution for employees needs approval.
- Civil Service paperwork to address increases to minimum wage.
- Plan to have staff evaluations completed in December.
- Attended the following trainings: NYS Retirement Gold status training, ALA sustainable libraries workshop (11/14, 12/1 and 12/14),
- Attended the following meetings: MVLS Trustee Meeting, Schoharie Co Health Services, NYLA Conference in Saratoga (keynote on the future of libraries, tech trends, construction projects, trustee education, tiktok, diversity audits), Schoharie Co. Library Directors meeting.

Policy

October meeting to review policy on Privacy and Confidentiality, Operating Schedule, Investment.

LRPOS

- No meeting in November. December meeting to review updates and discuss new objectives and tasks.

Development

- Discussed report card results and training.

MVLS Updates:

- Trustee meeting- discussed new library websites, budgets, directors' council, 4.5% increase for MVLS staff.

Programs

- Offered SCHOOL program on Libby for March 22 at 1.

Collection

- New library card registrations: 21 November, 22 October September 29, Aug 29 (12 during early voting), July 52, June 38.
- Attendance:
 - November: 1,174 adults, 67 teens, 163 kids, 89 reference, 27 digital literacy, 2 curbside, 497 early voting

- October: 1,137 adults, 60 teens, 185 kids, 89 reference, 37 digital literacy, 4 curbside, 195 early voting
- 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
- Ancestry: 1 August, 7 July, 33 June, 95 May, April 87 searches.

Equipment Usage

- WiFi: 762 (November), 836 (October), 848 (September), 987 (August), 894 (July), 890 (June), 811 (May), 952)
- Public Computers: 146 (November), 109 (October), 138 (September), 219 (August) 201 (July), 189 (June), 118 (May)

History Room

- Regional Collections digitization of Daisy Brown scrapbooks Grant:
 - 11 of the 66 books are available at [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](https://www.nyheritage.org/)
 - contentDM Courtney has been working on the project and focusing on the metadata.
 - Starting in December Pam is going to assist with scanning the books to speed up the process.

Friends

- Friends decorated the Library.
- Friends holiday ornament sale and book sale is ongoing.
- Next meeting is December 10 at 10:30
- Holiday concert schedule for December 20th at Time to be determined.
- Working with the Friends on a Homebound Service plan.

Outreach:

- Answering visitors and new residents' questions about wifi and housing.
- Met with Lisa Cardilla from Literacy Volunteers.
- Met with Matt Avitabile from the Mountain Eagle for a walk through of the Annex.
- Continue to provide COVID test kits.
- Early voting October 29 through November 6.

Don LaPlant Adult Services Librarian Report for the month of November 2022

Professional Activities

- presented Short Fiction Workshop, Adult Gaming, Craft Buffet, the Hero's Journey, and Trivia Night programs.
- two members of our Short Fiction Workshop recently had short stories published!
- curated three book displays
- developed marketing materials for Adult programs
- developed new monthly events calendar with clerk Jackie Barbato
- coordinated social media posts with library assistant Courtney Little
- produced December edition of library newsletter
- met with Sally Ziegler and Courtney Little to discuss craft program scheduling
- attended CREATE Council seminar on applying for arts funding
- attended NYLA Conference on Friday, Nov. 4, including sessions on marketing, branding, library podcasting, and serving LGBTQ+ patrons.

- submitted ARSL/Penguin Random House grant application for expansion of our workforce development, job training, and test prep collection

Programs/Events Total Attendance: (81A, 2T, 4K)

<i>Adult Gaming Club</i> , Nov. 1	14A
<i>Fan Favorites Book Club</i> , Nov. 4	5A
<i>Short Fiction Workshop</i> , Nov. 8	5A
<i>Hero's Journey class</i> , Nov. 9	14A
<i>All Ages Craft Buffet</i> , Nov. 10	9A, 1T, 4K
<i>Adult Gaming Club</i> , Nov. 14	12A, 1T
<i>Trivia Night</i> , Nov. 17	17A
<i>Short Fiction Workshop</i> , Nov. 22	5A

Displays

- Lady Spies*, Adult Fiction Display. Yielded 14 circ.
- National Novel Writing Month*, Adult Nonfiction Display. Yielded 2 circ.
- Veterans' Biographies*, Adult Nonfiction Display. Yielded 3 circs.
- November Events Calendar*. 34 distributed

<u>Platform</u>	<u>November 2022</u>	<u>October 2022 followers</u>
Facebook	1083	1,081
Instagram	130	130
Twitter	3	3

Mailchimp Newsletter Subscriptions

<u>Subscribers at the end of</u>	<u>November 2022</u>	<u>October 2022</u>
	360	345

Courtney Little Library Assistant Report for the month of November 2022

Children's Programs

- Storytime:
 - o November 2: 2K, 2A
 - o November 9: 5K, 4A
 - o November 16: 3K, 3A
 - o November 23: 10K, 9A
- LEGO Club
 - o November 2: 2K, 1A
 - o November 16: no participants

Teen Programs:

- Teen Advisory Board, November 15: 1T
- Teen Craft: 1T

Other Programs:

- Paws for Reading, November 4: no participants
- All Ages Craft Buffet, November 10: 9A, 1T, 4K
- Egg Carton Crafts, November 12: 2K
- Comics Workshops with Ira Marcks, November 18:
 - o 3rd-5th grade: 9K
 - o Casual Cartooning: 6T
 - o 6th-12th grade: 10T

Displays

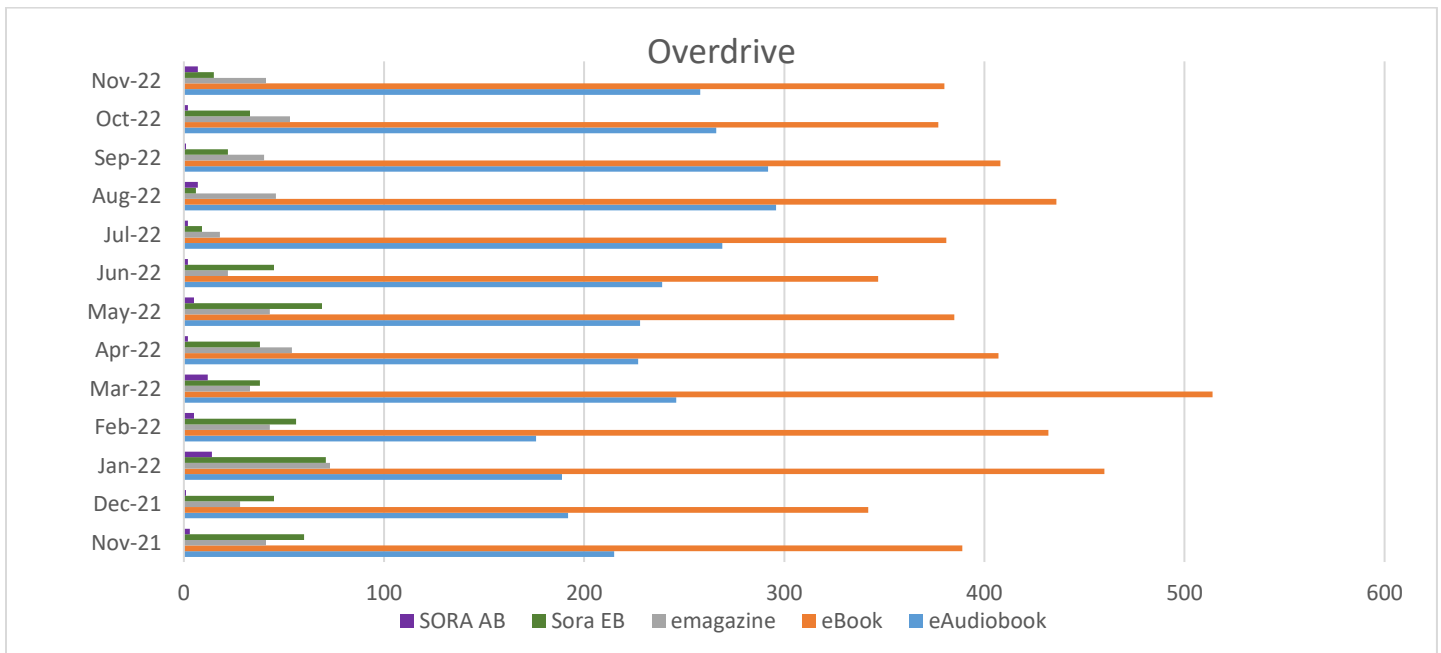
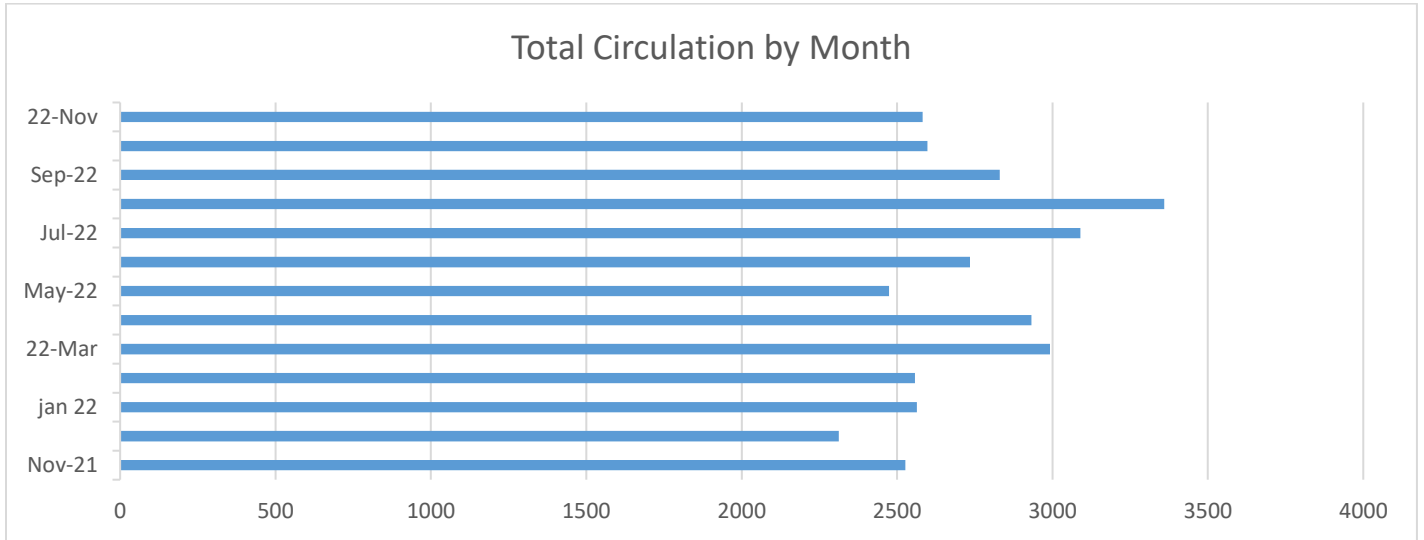
- J Fiction: Tiny Heroes

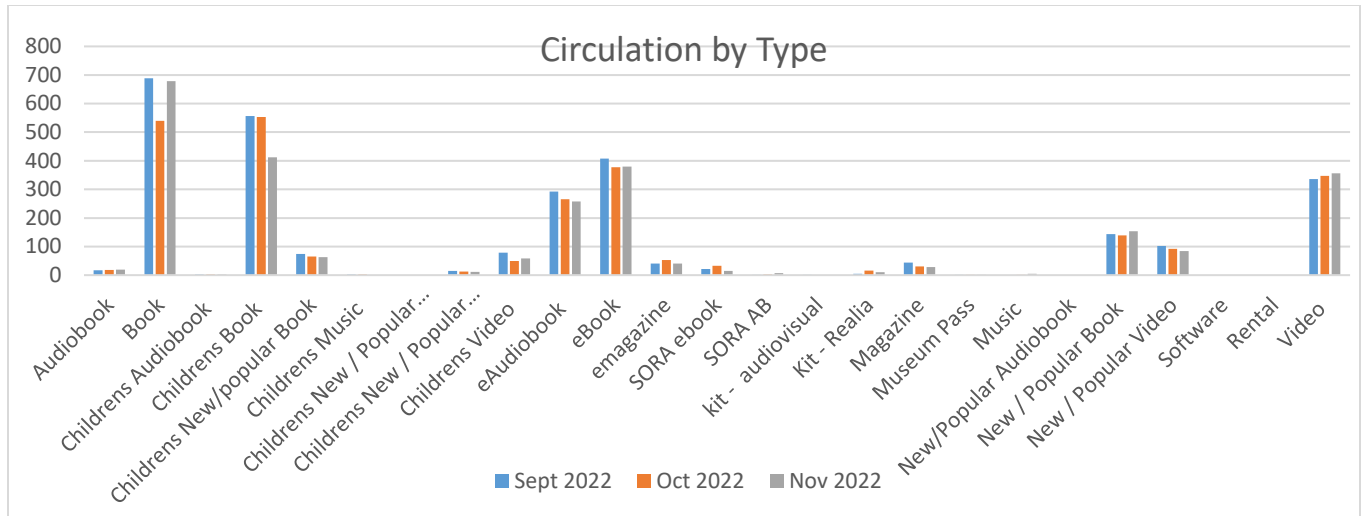
- J Picture Books: Thanksgiving
- Teen Fiction: Graphic Novels

Other Professional Activities:

- Attended NYLA Annual Conference sessions on reader’s advisory, teen summer reading, the future of classic literature for high schoolers, and core library missions
- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for November and December programs
- Promoted Battle of the Books with Laura Gagnon at Golding MS library

Statistics





Current Financial Documents for approval
 Linda Carpenter will share through email

Current Financial Claims for approval

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7230001	NYS & Local Retirement System	2023 Invoice		\$ 11,315.00
7250005	Hartford Insurance Co	Workers Comp		\$ 397.00
7250006	Standard Security Life Insurance			\$ 295.20
7520001	Lynette Lawyer	Treasurer - Oct-Dec	2130	\$ 600.00
7520001	Bq Tax & Accounting		20-6826	\$ 6,253.52
8110000	walmart	candy, soda,socks, chips		\$83.30
8180001	Ingram	20V8277 - book purchases	60155070,67535844, 60156156, 60156829, 60156839, 60156981, 60160135, 60160689, 60160697, 60160996, 60161775, 60165430, 67542870, 60167190, 60168847	\$859.55
8182001	Midwest tape	2000012078 - DVD purchases	502883548, 502900294, 502916410, 502947446, 502990598, 502996813, 503025940	\$324.56
8210011	Cleaning by Maria	Cleaning	November Bill	\$ 300.00
8210017	tbs		22514	\$857.50
8220001	NYSEG	1002-8403-052	November Bill	\$414.48
8220002	National Grid	07664-27114	November Bill	\$680.60
8220002	National Grid	07664-27123	outdoor light	\$10.98
822002	Constellation New Energy	5463881	March bill	\$641.43
	Directors Account	reimbursement		\$ 252.81
			Total:	\$ 23,285.93

Director's Account

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8140003	USPS	DVD return	check #273	\$ 4.95
8140001	USPS	ILL and 2 rolls of stamps	check #272	\$123.95
8180001	Amazon	2 books	Battle of the books	\$26.93
8540001	Pizza Shack	Staff meeting	check 274	\$31.98
8190000	NYS Parks	2023 empire pass	museum pass	\$ 65.00
Total Reimbursement to Director's Account				\$ 252.81

Upcoming Financials Claims that need approval

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	BQ	Payroll & NYS Retirement training	20-6895	\$ 190.00
7520001	BQ	990	20-6832	\$ 650.00
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	12/31/2022	
8210018	Casella	trash/recycle	1490131	\$ 107.62
9910001	MVLS	JA Fee November		\$ 604.71
8210012	New Looks Landscaping	Snow Mow Contract	600	\$ 500.00
8130001	Midtel	00078693-0		\$149.69
8130001	Midtel	00128367-2		\$80.95
Total				\$ 2,282.97