

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: **Oath of Office** for Janet Sand, Fred Barnes, Rebecca Leggieri and Leo McAllister and **Committee Assignments**

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
7/8 Meeting
- b. Building & Grounds – Fred & Janet*, Harriet, Ginny
Annex Progress Report
- c. Personnel – Julia*, James, Linda, Janice
Directors Evaluation
- d. Policy – Janet*, Linda, Leo
Library Card Registration
Library Charges and Fees
- e. Board Development –Harriet *, Becky, Ginny
Slate of Officers
Trustees Share training information
- f. Long Range Plan of Service Committee - Janice*, Julia, Janet, James

Unfinished Business:

Front Entry and heating element – attorney update - Kim

New Business:

Adjournment:

Next Board Meeting 8/11 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
June 9, 2022

Call to Order:

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

Minutes:

Mrs. Sand moved to accept the May 2022 minutes. This was seconded by Ms. Carpenter and was unanimously approved.

Director's Report:

Ms. Zimmer is pleased with the increased attendance of youth programs. The air conditioning unit has presented some problems which should be rectified shortly. The library staff participated in the community's Marathon for a Better Life on June 4. The student art exhibit was impressive and a number of adults attended the exhibition.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for May. The trustees in attendance reviewed the current bills. Ms. Carpenter made a motion, seconded by Ms. Clark, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Ms. Carpenter continues to work with Mrs. Lynn Lawyer, treasurer, in organizing the financial reports.

Building & Grounds:

Ms. Zimmer noted that the interior door is presenting problems and needs to be updated. Ms. Pat Hults has been working on the garden. Ms. Zimmer is working with Mr. Becker to complete the paperwork necessary for the annex renovation. Mr. James Morrell is removing the trash from the annex. Mr. Sean Smith, attorney, has completed the document for workers in the annex acknowledging that they are aware of asbestos. The NYS Historic Preservation Office has to sign-off on work in the annex for twenty-five years since the renovation is being funded by the Environmental Protection Fund. They have approved the installation of double pane windows and replicating the tin ceilings. There are still questions to be resolved regarding the stairway on the north side.

Personnel:

Mr. Collins announced that a draft for a new director evaluation has been completed and has been shared with Ms. Zimmer.

Board Development:

After discussion regarding Mrs. Neary's resignation, Ms. Walter made a motion, seconded by Mrs. Downs, and was unanimously approved to appoint Mr. Barnes to a one-year term as trustee.

Long Range:

Ms. Clark requested that the committee chairs submit a paragraph indicating how the committee's plan of service is evolving.

Unfinished Business:

The attorney's letter regarding the problems with the entry and heating element is completed and will be sent.

Adjournment:

Mrs. Sand made a motion, seconded by Ms. Carpenter, and was unanimously approved to adjourn at 2:55 p.m.

Submitted by Virginia Downs

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

Finance:

- Received 500\$ donation from Fennimore Asset Management.
- Completed final reports for Advocacy grants and received final payment for 2021 and 2022 MVLS foundation advocacy grants. Total 444.68
- Received 2000\$ from the Friends
- Requested P&L detail to review all expenditures. Still working on corrections.
- Working with Treasurer and BQ regarding Employee Retention Credit. BQ contract states a 10% withholding from obtainable credit.
- Received checks for Trustco account.

Building and Grounds

- Fire alarm panel had been sending text messages that it could not communicate. Called ADT/RedHawk for service and found out that panel had not been inspected in several years. Service spent all day here testing and inspecting the system. It appears we have an old system, the batteries were dead and replaced but there are no parts available for the panel should we have a problem. Suggestion that when sprinkler system goes into the annex the panel is replaced.
- Car parked in Library lot unable to contact owner, had it towed, it was in the way of the cleanout..
- Morrell removed trash and moved items into storage.
- Walk through of annex with SHPO staff, Scott Barton, Clemens McGiver and Brendon Becker.
- New skate board sign installed.
- Calls with attorney regarding litigation on the front entry accessibility project.
- Met with asbestos monitoring and abatement contractors. Providing Brendon with keys to the annex for himself and contractors. Library entrances will remain locked.
- Contacted cleaning staff to alert them to early voting in the library and the need to adjust their schedule.

Personnel

- Ordered name badges for new trustees.
- Library Assistant Civil Service exam application is open. Exam will be given in August.
- Scheduling pay rate increases for staff.
- Attended the following trainings: Social Media 101, Content Dm with Catherine, managing and archiving email
- Attended the following meetings: Schoharie Co. Library Directors meeting. MVLS Board meeting. Schoharie Co Directors met with St Rose regarding social worker. Cathy Weidman to discuss Friends basket raffle. MVLS Foundation presentation.

Policy

- Meeting to review registration and fees policies. Revisions are including in the packet.

LRPOS

- Nothing this month

Development

- Attended meeting to discuss committee membership and orientation for new trustees.
- Met with Dee to obtain her files. Files are in Harriet's mailbox.
- Contacted Eric Trehan about trustee training. He will attend the September board meeting at 12:30 for 30 minutes.

MVLS Updates:

- MVLS board meetings switching to every other month.
- The annual board meeting will be in October.
- Foundation annual golf tournament on July 25th looking for volunteers
- Open Meetings law changes. Trustees can attend virtual but do not count towards quorum.
- 8 MVLS libraries had budget votes this year. All passed with a significant margin.

Programs

- Worked with staff to decorate the library for Summer Reading Program (SRP)
- Ordered ice cream for Aug. 16 wrap up program.
- SRP programs – working with Schoharie to collaborate on CREATE grant programs
Schoharie Library will be in the morning:
 - July 12th at 1:30 Tim VanEgmond – Storytelling and Sea Shanties
 - August 9th at 1:00 Traveling Lantern Co. – Camp Ocean
 - August 16th at 3:00 Pitz Quattrone – Didgeridoo
- SRP Programs funded by Stewarts
 - Wildlife with Bernie July 5 at 1pm 25 adults, 37 kids
 - George Steel – Pond Ecology – July 28 at 1pm
- Working on obtaining prizes for SRP

Collection

- Amy and Don are working on adding games to our collection. Games were moved to the second floor. Clerks went through all of the games to make sure complete.
- 38 new library card registrations in June.
- CreativeBug is available to TCL card holders.
- Attendance:
 - 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: 33 June, 95 May, April 87 searches.

Equipment

- The TBS router has been replaced giving access to the HVAC. Still waiting on repairs to AC unit 2. Currently provides sporadic AC to offices.
- Installed new printer in the History Room.

- WiFi: 890 (June), 811 (May), 952 (April), 918(March), 787 (February), 708 (January) 741 (December), 746 (November), 870 (October), 796 (September), 813 (August), 770 (July), 718 (June)
- Public Computers: 189 (June), 118 (May),139(April), 136 (March), 96 (February), 79 (January) 81 (December), 57 (November), 74 (October) 146 (September), 142 (August), 146 (July), 98 (June),

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)
 - Laptop has been received.
 - contentDM training has started for both Catherine and I. Training will be complete the end of the month and Catherine can start scanning.
- Pam continues to work in the History room.

Friends

- Friends annual meeting provided 2000\$ donation.
- Friends offering a refer a friend registration and receive raffle tickets incentive to increase memberships.
- Friends at Richmondville Days gave away all the advertising materials they were given.
- Books sold during early voting.
- Collecting books for the September book sale.
- Preparing for the next Basket Raffle for Sept 24

Outreach:

- Submitted application for walking in the parade. Purchased new library banner.
- Marathon for a better life was not well attended. We were one of the last groups walking most left early afternoon.
- Worked with SCHOOL to schedule fall programs.
- Ad placed in Mountain Eagle congratulating CR Seniors.
- Continue to provide COVID test kits.
- Early Voting for the Primary will be held June 18 through June 26. BOE setup on Saturday morning instead of Friday afternoon. Approximately 99 voters over the nine days. There will also be early voting August 13 through 21 and again in October. This is disrupting planned programs.

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

Professional Activities

- presented Short Fiction Workshop, book club, Adult Gaming, and Trivia Night programs
- participated in TCL's Marathon for a Better Life team
- met with manager of Games-a-Plunder to coordinate game donations
- met with Kim Zimmer and Courtney Little to plan Summer Reading Program
- made presentation to MVLS Foundation about innovative programming at COB
- secured grant from Poets & Writers for Creative Nonfiction Workshop
- completed Social Media webinar hosted by CLRC
- continued coordination of children's/teen acquisitions
- curated three book displays

- developed marketing materials for Adult Summer Reading Program
- developed new monthly events calendar with clerk Jackie Barbato
- designed June edition of library newsletter
- analyzed circulation trends for 2nd quarter vs. last year’s 2nd quarter:
 - o children’s circulations up dramatically, particularly in nonfiction
 - o increased circulation in older adult fiction and nonfiction since weeding
 - o slight decreases in new adult fiction, DVDs, and new adult nonfiction circulation

Programs/Events (Total Attendance: 54 A, 1T, 9K)

Fan Favorites Book Club, June 3	4A
Tech Savvy: Smartphone Privacy, June 7	1A
Flag Day Presentation with Pam O’Connor, June 14	1A
Short Fiction Workshop, June 14	5A
Adult Gaming Club, June 21	8A
Tech Savvy: Excel Tips & Tricks, June 23	3A
Creative Nonfiction Workshop, June 28	13A
Trivia Night, June 30	14A, 1 T

Displays

Pride Month Adult LGBTQ+ Authors display. Yielded 5 circulations

National Great Outdoors Month display. Yielded 6 circulations

June Events Calendar: 29 distributed

Platform	June 2022 followers	May 2022 followers
Facebook	1031	1,021
Instagram	115	108
Twitter	4	4

Mailchimp Newsletter Subscriptions

Subscribers at the end of	June 2022	May 2022
	218	202

Courtney Little Library Assistant Report for the month of June 2022

Programs and Events

- Storytime
 - o June 1: 9 kids, 8 adults
 - o June 8: 21 kids, 13 adults
 - o June 15: 14 kids, 7 adults
 - o June 22: 17 kids, 9 adults
 - o June 29: 15 kids, 11 adults
- LEGO Club
 - o June 1: 14 kids, 10 adults
 - o June 15: 4 kids, 3 adults
- YA Booktalk June 16: no participants

Displays

- Teen fiction with LGBTQ+ themes for Pride Month, with help from Catherine Lockhart
- Continued kids picture books and fiction celebrating Best Friends Day
- Kids picture books for Father’s Day, with help from Jackie Barbato

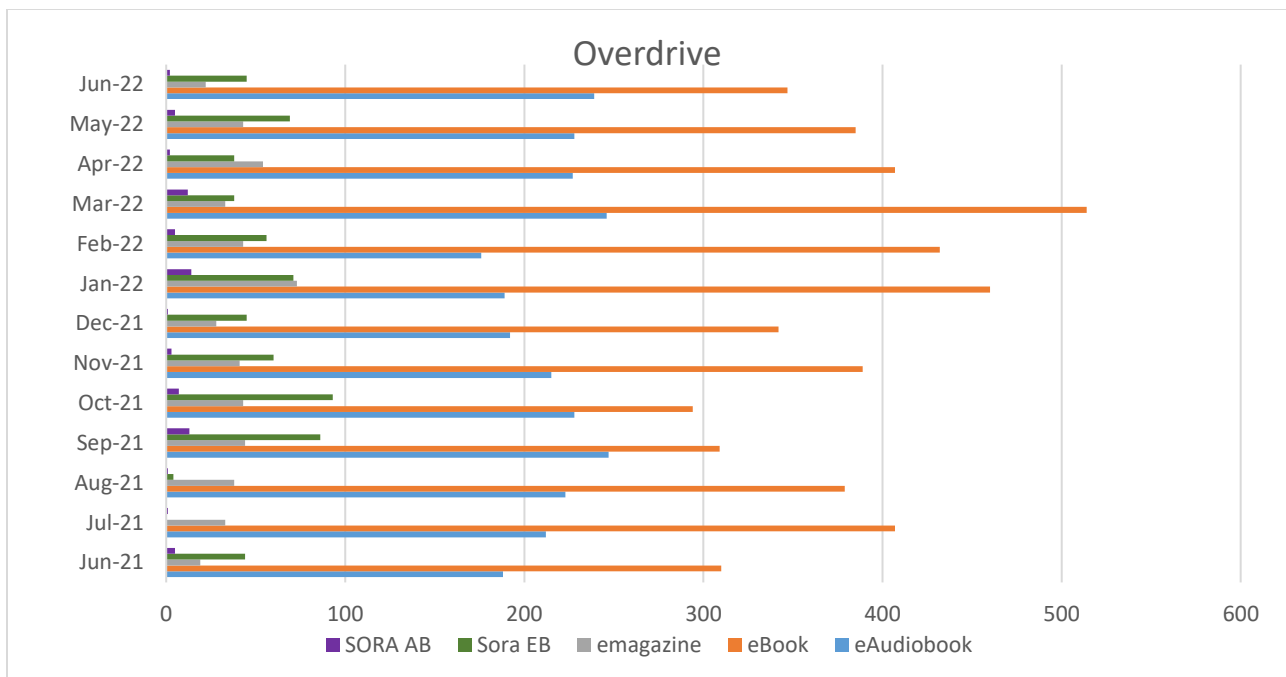
Summer Reading Preparations

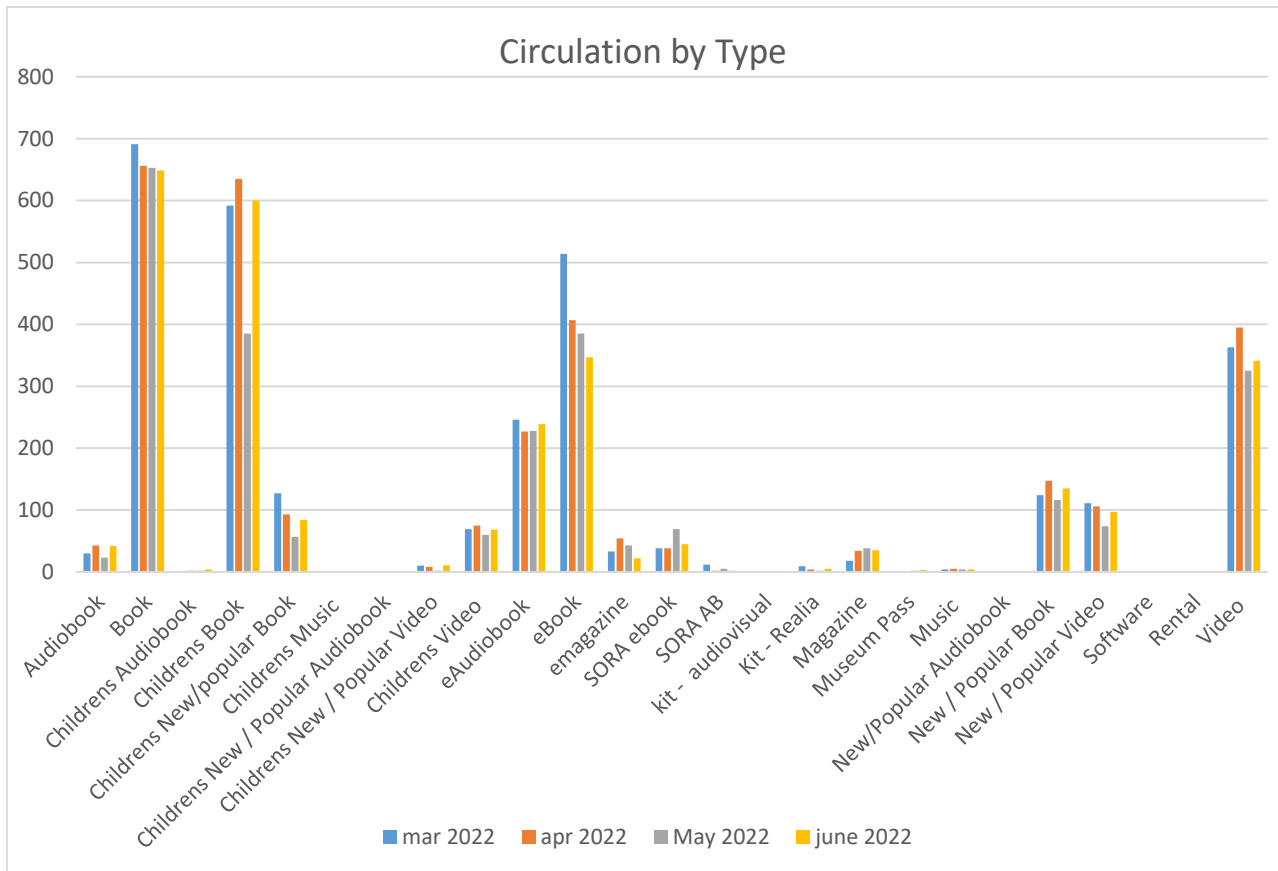
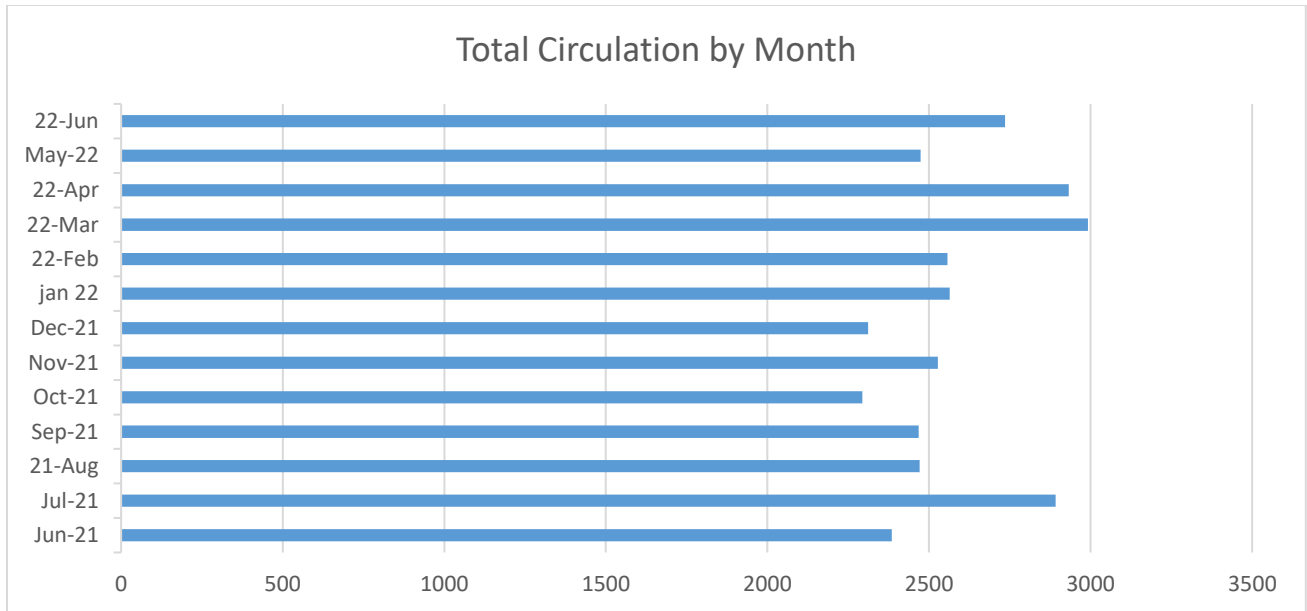
- · Designed summer reading tracking and prize program for kids and teens
- · Planned special summer programs for kids and teens, including ocean crafts series and family movie days for July and August
- · Prepared slideshows and talking points for teachers at Ryder and Radez
- · Presented to over 800 students at Ryder, Radez, and Golding about the library and summer reading activities
- · Created flyers and social media promotions for summer youth programs
- · Assisted with sign-up launch at front desk June 29-30
- · Total youth signups for first two days of summer reading: 36

Other Professional Activities

- Shifted shelving in Children’s Room to create new display space for juvenile fiction
- Rearranged teen display cart to include passive programs including Read It Forward books, coloring, and origami
- Attended training session with STEAM educator Kathy Ceciri June 14 for upcoming teen coding program

Statistics





Current Financial Documents for approval

Linda Carpenter will share through email

Current Financial Claims for approval

Summary of
Claims

7/14/2022

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
75400003	Sally Ziegler	August 2022 adult program		\$ 225.00
8110001	Staples	toner, folders, pushpins		\$ 363.42
8110000	Race Printing	banner, flyers for school handouts		\$ 484.00
8110001	Demco	folding easels, book tape hangup bags, stickers	7145811	\$ 331.22
	Walmart			\$ 584.12
8110000	paint, poney beads, snacks, wagon, crayons, prizes	532.03		
8110001	clock, batteries, command strips	52.09		
8130002	Midtel	00078693-0	10266938	\$ 151.05
8130002	Midtel	00128367-2	10270271	\$ 80.95
8180001	Ingram	20V8277 - book purchases	60095628, 60096462, 60096737, 60099327, 59978755, 60100500, 67485475, 60101315, 60101511, 60102288, 60102698, 60102792, 67487752, 60103936, 67488959, 60105592	\$ 1,274.23
8180002	daily gazette	94490	52 weeks	\$ 442.00
8180002	Times Journal	subscription		\$ 50.00
8182001	Midwest tape	2000012078 - DVD purchases	502194662, 502222650, 502256823, 502289637, 502321001	\$ 545.26
8210011	Cleaning by Maria	Cleaning	June	\$ 400.00
8210012	New Looks Landscaping	mowing	June	\$ 500.00
8210018	Casella	54-324137	1473285	\$ 109.14
8220001	NYSEG	1002-8403-052	June Bill	\$ 97.20
8220002	National Grid	07664-27114	June Bill	\$ 734.39
8220002	National Grid	07664-27123	outdoor light	\$ 11.01
8220003	Village of Cobleskill	sewer and water	b-0032903	\$ 91.30
9830002	MVLS	color printer	4130	\$ 399.00
9830003	MVLS	Office, malware bytes	4108, 4099	\$ 199.18
9910001	MVLS	JA Fee July	4059	\$ 604.71
			Total:	\$ 7,677.18

Director's Account

	Summary of Claims		7/14/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	Games a Plunder	gift card for SRP	check 270	\$ 30.00
8140001	USPS	3 rolls of stamps	check 271	\$ 174.00
8110000	Harbor Freight	sea animal wood puzzle	the blankets were refunded	\$ 11.92
8110000	Price Chopper	Gift card for trivia night		\$10.00
8110000	Grapevine Farms	coffee and tea for SRP prizes		\$ 23.98
8110000	Walmart	pony beads, wax cord		\$ 36.01
	amazon			\$ 101.86
8180001	book	24.99		
8110000	prizes and supplies	76.87		
8110000	Amazon	mug prize for srp		\$ 14.99
8110000	amazon	supplies and décor for srp		\$ 168.99
8110000	amazon	gift card and ala calendar		\$ 71.28
8182001	amazon	2 dvds		\$ 26.91
8110000	amazon	model magic		\$ 19.98
	amazon			\$ 58.94
8110000	magnetic dots	6.99		
8180002	magazines	51.95		
Total Reimbursement to Director's Account				\$ 748.86

Upcoming Financials Claims that need approval

	Summary of Claims		7/14/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	6/30/2022	\$ 921.38
7210001	Mount Vernon Fire Insurance Co	Directors and Officers Insurance	July 2022-July 2023	\$.....563.00
Total				\$ 1484.38