

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

- b. Building & Grounds – Fred & Janet*, Harriet, Ginny
9/7 meeting
Annex Progress Report

- c. Personnel – Julia*, James, Linda, Janice
Directors Evaluation due 9/8

- d. Policy – Janet*, Linda, Leo
Next meeting September 29
Policy review

- e. Board Development –Harriet *, Becky, Ginny
Harassment Training, Oaths of Office
Trustees share any training information

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

Unfinished Business:

Virtual Meetings Resolution

Front Entry and heating element – attorney update - Kim

New Business:

Adjournment:

Next Board Meeting 10/13 at 1pm

Building & Grounds Committee First Wednesday 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

The Community Library
Board of Trustees Meeting
August 11, 2022

Call to Order:

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

Agenda Items:

President Hotopp administered the oath of office to newly elected Leo McAllister.

Minutes:

Mrs. Berard moved to accept the July 2022 minutes. This was seconded by Ms. Clark and was unanimously approved.

Communications:

Mrs. Berard read a letter she sent to SCHOOL explaining the legal name of our facility is The Community Library.

Director's Report:

Ms. Zimmer explained that there have been some problems with B&Q Accounting regarding the director's account; thus, the finances regarding the director's card will be handled by Lynn Lawyer, our treasurer.

B&Q Accounting will require 10% of Employee Retention Credit reimbursement.

The air conditioning is still not repaired due to inability to obtain the necessary parts.

The fire alarm panel is malfunctioning. When the new sprinkling system is installed in the annex, the present panel will be replaced.

Ms. Zimmer announced that Katherine Sharkey will be resigning (due to relocation) August 27. Ms. Zimmer indicated that she had met with the personnel committee and recommended that the trustees approve the appointment of Rebekah Kuntze. Mr. McAllister made a motion, seconded by Mrs. Berard, and was unanimously approved to appoint Ms. Kuntze to begin training August 18 and to fill the position on August 27.

Ms. Zimmer has been asked to represent the Directors Council on the MVLS Board.

The circulation numbers and the number of program participants is continuing to increase.

The Friends of the Library are working on the basket raffle and the used book sales for September.

Treasurer's Report:

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

Committee Reports:

Finance:

The finance and personnel committees met to discuss salary increases. Courtney Little passed the civil service library clerk exam; the committees agreed to increase her salary, and the trustees unanimously approved this increase.

Building & Grounds:

Ms. Zimmer reported that the asbestos abatement is progressing on schedule, and when completed the new sprinkler system will be installed.

Mr. Hotopp suggested that Brendon Becker provide an updated timeline for the various steps of the project.

The trustees discussed a variety of fund-raising possibilities to provide for the furnishings that will be needed for the annex when the renovation is completed.

Ms. Clark will research various benches and costs for the proposed memorial bench.

Board Development:

Mrs. Leggieri has begun working on a communications and marketing plan.

Personnel:

Ms. Walter reminded trustees to complete the revised director evaluation.

Long Range Pan of Service:

Ms. Clark reviewed the committee chairs' updates on the committees' responsibilities:

Board Development- no recommendations

Personnel-development of an employee handbook

Finance-trustees wish for financial statements earlier in the week of the trustee meeting

Policy-will continue to review and revise

Long Range-most goals have been met or are proceeding; would like to create a citizens board for input and suggestions; considering a ten year goal plan

Unfinished Business:

Mr. Hotopp reported that the attorneys are hoping to schedule a meeting in September regarding the front entry/ ramp issues.

New Business:

Ms. Zimmer asked trustees to consider guidelines for on-line participation of trustees unable to attend meetings.

Eric Trahan will speak to the trustees at 12:30 p.m. September 8, prior to our scheduled meeting.

Ms. Walter mentioned there will be two baskets from the trustees (one for children and one for adults)

Adjournment:

Ms. Walter made a motion, seconded by Mrs. Leggieri, and was unanimously approved to adjourn at 2:40 p.m.

Submitted by Virginia Downs

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

Finance:

- Leo investigated Constellation and NatGrid bills.
- Working with Linda, the Town Clerk and Brendon on CDBG payments.
- Working with BQ staff to NYS Retirement to enhanced reporting status.
- Working with Linda, Treasurer and BQ regarding Employee Retention Credit. BQ contract states a 10% withholding from obtainable credit.

Building and Grounds

- AC Unit 2 still having issues, repair scheduled for Sept 2.
- Adjusted HVAC for early voting hours.
- Email with Attorney to settle on a meeting date.
- Contacted cleaning staff were locked out of the building and Amy came to let them in.

Annex Renovation

- Asbestos abatement underway.
- DLD

Personnel

- Amy vacation August 24-27. Kim vacation August 30-Sept 2.

- Updated NYLA membership
- Catherine Sharkey Lockhart resigned Aug 27 and Rebekah Kuntze started Aug 25.
- Attended the following trainings: finished up contentDM training with Catherine, selected to participate in the ALA sustainable libraries workshops.
- Attended the following meetings: Schoharie Co. Library Directors meeting, NYS Retirement enhanced mapping, staff meeting.

Policy

August meeting to review policies.

LRPOS

- Meeting to review status.

Development

- Met on August 16th, moving meeting time to 11am.

MVLS Updates:

- Award applications due Sept 2.
- The annual board meeting will be in October.

Programs

- Worked with vendor to update and color code the calendar of events on the website.
- SRP – took down decorations.

Collection

- New library card registrations in Aug 29 (12 during early voting), July 52, June 38.
- CreativeBug is available to TCL card holders.
- Attendance:
 - 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: 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: 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://TheCommunityLibraryCobleskill.org)
 - contentDM training - Catherine trained Courtney to take over the project.
- Pam is creating a spreadsheet of the books that were removed from the Annex.

Friends

- Working with the Friends on a Homebound Service plan.
- Basket raffle tickets are on sale.

- Basket Raffle and Book Sale Saturday, Sept 24 from 9-12:30

Outreach:

- Continue to provide COVID test kits.
- Early Voting for the Primary and special district August 13 through August 21 had 275 voters.
- Early voting again in October 29 through November 6.

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

Professional Activities

- presented Short Fiction Workshop, book club, Adult Gaming, and Trivia Night programs
- compiled Adult Summer Reading summary reports
- submitted application for MVLS Library Recognition Award
- continued coordination of children’s/teen acquisitions
- conducted circulation analysis leading to reorganization of new nonfiction/biography section
- curated four book displays: Hot Fiction, Life on the Farm, Happiness Happens, and New NF
- developed marketing materials for Adult programs
- developed new monthly events calendar with clerk Jackie Barbato
- designed August and September editions of library newsletter
- prepared board and card games to be added to our circulating collections
- attended Policy Committee meeting to discussion weeding, retention, and challenge policies
- met with Kim Zimmer and Courtney Little to review and evaluate Summer Reading Program

Programs/Events (Total Attendance: 121 A)

Journal-Making Workshop, August 2	5A
Fan Favorites Book Club, August 5	4A
Maritime Matinee: All Is Lost, August 5	3A
Journal-Making Workshop, Part 2, August 9	4A
Short Fiction Workshop, August 11	6A
Maritime Matinee: Master & Commander, August 12	3A
Adult Gaming Club, August 16	9A
Short Fiction Workshop, August	3A
Trivia Night, August 25	15A
Adult Summer Reading Challenge	69A

Displays

Hot Titles Adult Fiction Display. Yielded 11 circulations
 Life on the Farm Adult Nonfiction Display. Yielded 7 circulations
 Happiness Happens Month Display: Yielded 1 circulation
 August Events Calendar: 39 distributed

Social Media

Platform	August 2022	July 2022 followers
Facebook	1064	1046
Instagram	126	117
Twitter	4	4

Mailchimp Newsletter Subscriptions

Subscribers at the end of	August	July 2022
	306	289

Courtney Little Library Assistant Report for the month of August 2022

Summer Reading Reading Challenge: 93K, 19T

Kids Program: Babies and kids up through 5th grade/age 11

# of Participants	Challenge Portion Completed	Time Read	Percent of Total Participants (93)
30	40/40 (book prize)	800 min	32%
3	28/40	560 min +	3%
4	21/40 (book prize)	420 min +	4%
1	14/40	280 min +	1%
8	7/40	140 min +	9%
47	Did not claim tickets	0/Unknown	51%

49% of Kids challenge program participants returned their maps at least once to claim tickets and/or prizes.

Teen Program: Kids and teens 6th – 12th grade/ages 11-18

# of Participants	Challenge Portion Completed	Time Read	Percent of Total Participants (19)
7	40/40 (book prize)	1200 min	37%
3	21/40 (book prize)	630 min +	16%
9	Did not claim tickets	0/Unknown	47%

53% of Teen challenge program participants returned their maps at least once to claim tickets and/or prizes.

Summer Reading Programs:

- Ocean Crafts for Kids:
 - August 3: 3K, 3A
 - August 10: 4K, 2T, 5A
 - Paws for Reading
 - August 5: 5K, 2A
 - August 12: 1K, 1A
 - August 19: 0 participants
 - Camp Ocean. August 9: 12K, 6A
 - Family Movie: Muppet Treasure Island, August 6: 3K, 3A
 - Make a Didgeridoo Craft, August 16: 6K, 5A
 - Didgeridoo Extravaganza and Wrap-up Party, August 16: 11K, 1T, 10A

Regular Programs

- Storytime:
 - August 3: 18K, 9A
 - August 10: 16K, 7A
 - August 17: 18K, 10A
 - August 24: 17K, 8A
 - August 31: 8K, 7A
- Teen Programs:
 - Teen Game Night: 3T
 - Design-Code-Build August 4: 1T
 - Design-Code-Build August 11: 0 participants

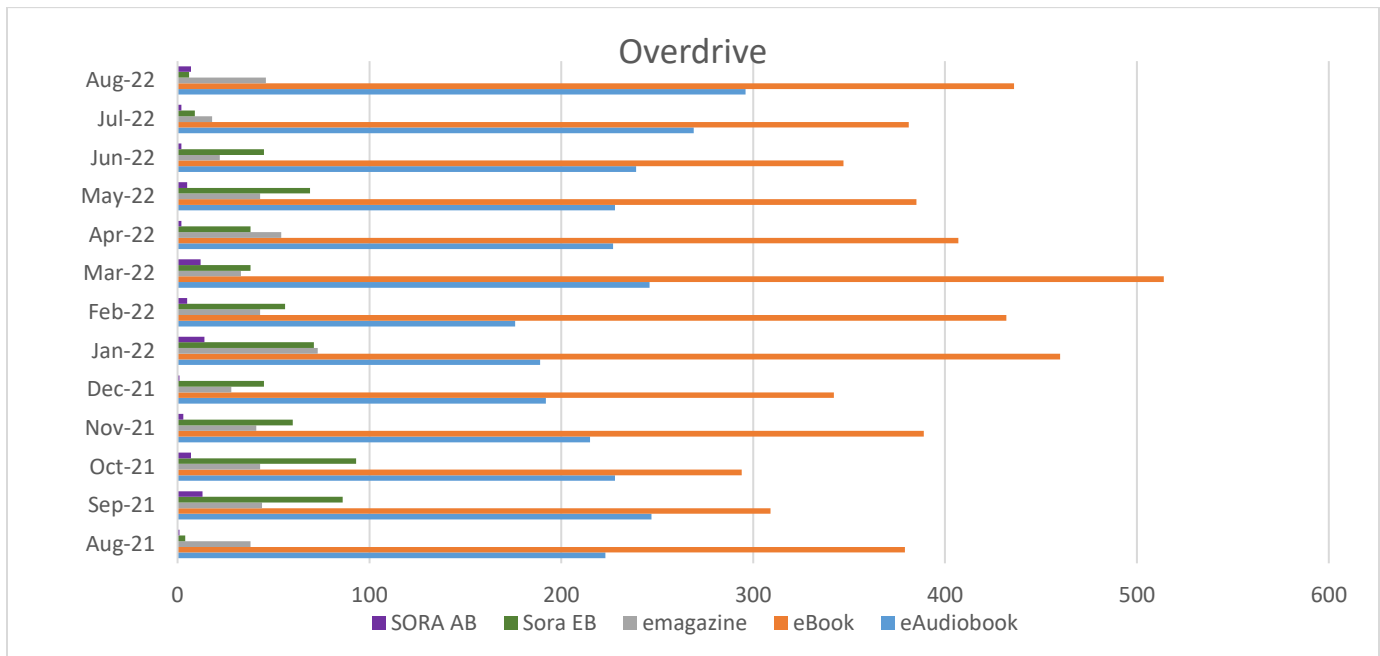
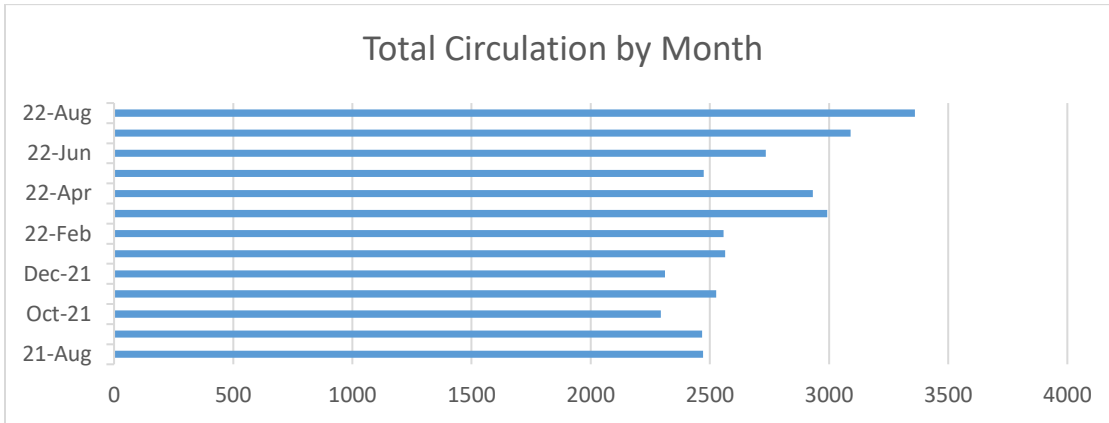
Displays

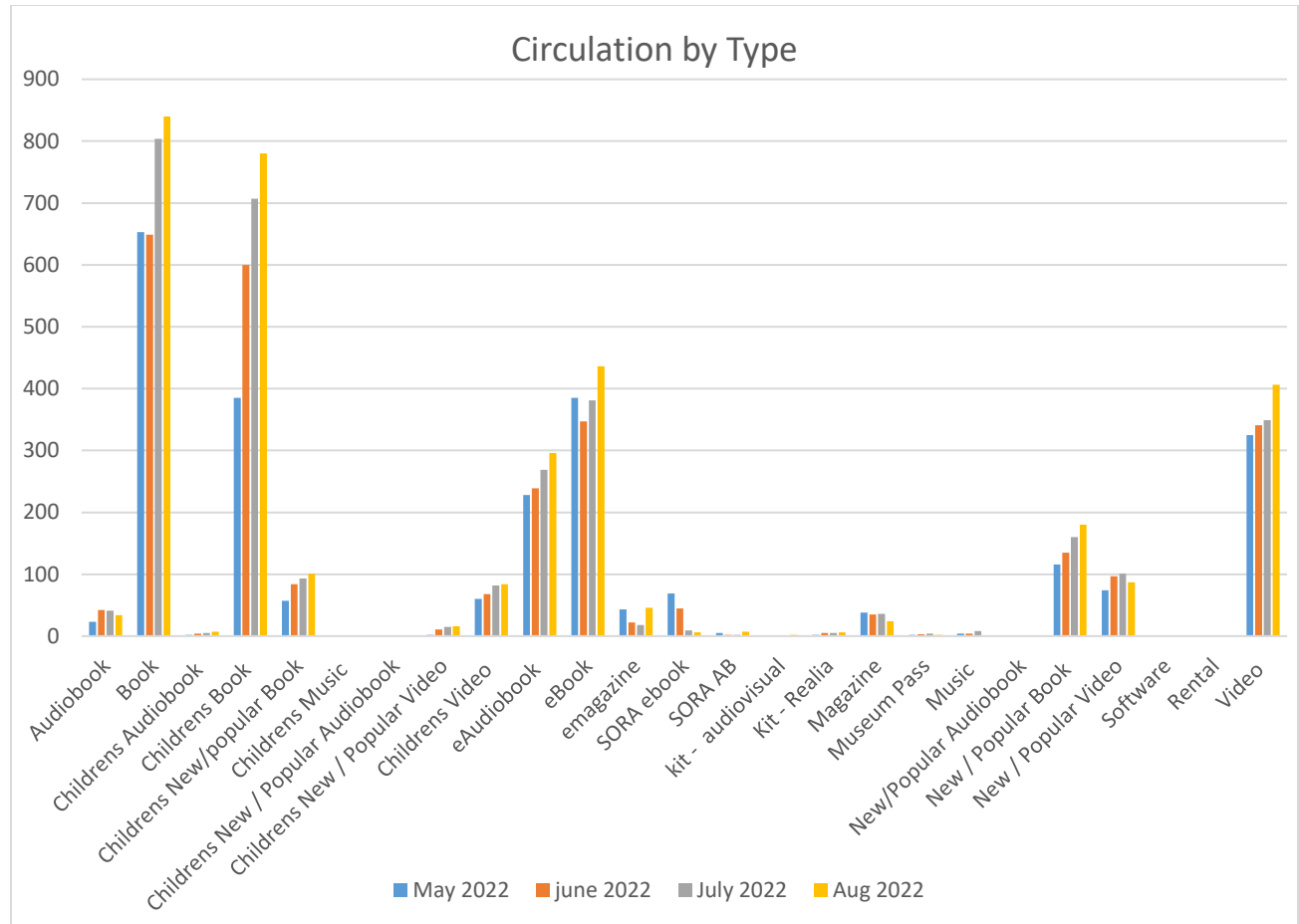
- J Fiction: Emergencies at Sea
- J Picture Books: Outdoor Adventures
- Teen Fiction: Start a Great Series

Other Professional Activities:

- Created teen services survey to assess teen wants for collection, programs, scheduling
- Assembled Create Cart and Build and Play Cart for Sept. 1 launch in Children’s Room
- Assessed hibernating Families Count kits to relaunch in September
- Completed 6-week YA reading challenge to survey currently popular books for teens

Statistics





Current Financial Documents for approval
 Linda Carpenter will share through email

Current Financial Claims for approval
Summary of Claims

9/8/2022

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	BQ Tax & Accounting	ERC Deposit	20-6162	\$ 500.00
8110001	Staples	thermal pouches		\$ 12.94
	Demo			\$ 115.97
811000	bookmarks	17.08		
	labels, label protectors, easels	98.89		
8110001	WaDaYaNeed, LLC	name badges	12746723, 12746304	\$ 36.00
8130002	Midtel	00078693-0	10279058	\$ 151.05
8130002	Midtel	00128367-2	10279388	\$ 80.95
8180001	Ingram	20V8277 - book purchases	60114015, 60116356, 67503887, 60117182, 60116930, 60117730, 60118703, 60120218, 60120642, 60122264, 60123023, 60123185	\$ 1,970.74

8180002	mountain eagle	1 year print paper		\$ 50.00
8182001	Midwest tape	2000012078 - DVD purchases	502480186, 502526064, 502547586, 502565211, 502585582, 502607337	\$ 349.40
8182002	Gloversville Public Library	lost book		\$ 5.58
82100014	Otis Elevator	6687697	20344001	\$ 326.70
8210015	ADT	949313431	146660822	\$ 340.12
8220001	NYSEG	1002-8403-052	August Bill	\$ 62.64
8220002	National Grid	07664-27114	August Bill	\$ 1,395.16
8220002	National Grid	07664-27123	outdoor light	\$ 11.75
8570001	Mountain Eagle	graduation advertisement	27-b	\$ 25.00
	Directors Account	reimbursement		\$ 58.66
			Total:	\$ 5,492.66

Director's Account

	Summary of Claims		9/8/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	ALA Chicago Press	Stickers and posters		\$ 58.66
Total Reimbursement to Director's Account				\$ 58.66

Upcoming Financials Claims that need approval

	Summary of Claims		9/8/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	9/30/2022	\$ 921.38
8210018	Casella	54-324137		
8210011	Cleaning by Maria	Cleaning	August	\$ 400.00
8210012	New Looks Landscaping	mowing	August	\$ 500.00
9910001	MVLS	JA Fee August	4149	\$ 604.71
7520001	BQ	Payroll and NYSR Gold Certification		\$ 229.15
Total				\$ 2,655.24