

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, Vacant 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,

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

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

- d. Policy – Janet*, Linda

- e. Board Development –Harriet *, Becky, Ginny

Trustees to share any training information (5mins)

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

Unfinished Business:

Front Entry and heating element – attorney update – Fred

New Business:

Adjournment:

Next Board Meeting 6/8/23 at 1pm
 Personnel Committee
 Finance Committee Budget
 Building & Grounds Committee First Wednesday of the month at 11am
 Long Range Plan of Service First Friday of the month at 10:30am
 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
April 13, 2023

Call to Order:

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

Guests:

Nathan and Sarah Davis introduced themselves. Mr. Davis is considering submitting a petition for election to the library board. Before making a decision, he wanted to attend a meeting to gain knowledge about the responsibilities of the trustees.

Minutes:

Mrs. Berard moved to accept the March minutes. This was seconded by Mr. Barnes and was unanimously approved.

Director's Report:

Ms. Zimmer reminded trustees that MVLS library services committee will be meeting May 3 at Gloversville library. She encouraged trustees to attend.
Mr. LaPlant continues to offer a variety of programs for adults.
The elementary and middle school Battle of the Books competitions were successful. The high school competition is scheduled for Saturday, April 22, at 10:00 a.m.
The library staff is preparing for the opening of the Annex and redesigning the web site.

Treasurer's Report:

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

Committee Reports:

Finance:

Ms. Carpenter will be meeting with the committee April 19 to review the current financial statements.

Building & Grounds:

Mr. Barnes indicated that the problem with the front entry is still in discussion with the attorneys.
Mike Quigley plans to paint the windows in May.
The elevator needs a new sensor that has been ordered.
The inner front door needs a new part that will cost over \$2000.
There is a problem with the electric panels that Ms. Zimmer has fixed temporarily. Mr. Barnes is contacting an electrician to investigate the problem.
Mr. Hotopp suggested we seek a clerk of the works to oversee the annex construction. He will contact Terry Keller to obtain his opinion regarding this suggestion.
Mr. Becker (Lamont Engineering) has reported that bids will go out within a month for facade, sprinkler system, electric and plumbing systems. All of this must be completed before sheet rock work.

Personnel:

Ms. Walter announced that Ms. Zimmer and the committee had interviewed Heather Heckman for the vacant staff position. Ms. Walter made a motion, seconded by Ms. Carpenter, and was unanimously approved to hire Ms. Heckman for the library clerk position.

Board Development:

Mrs. Berard suggested to Mr. Davis that she would be available after the meeting to answer questions he might have regarding the role of library trustees.

Adjournment:

Mrs. Downs made a motion, seconded by Ms. Walter, and was unanimously approved to adjourn at 2:05 p.m.

Submitted by Virginia Downs

Kimberly Zimmer's Director Report for the month of April, 2023

Finance:

- Completed SAM update.
- Received checks from CREATE for summer programs.
- Reviewed financials and identified changes.
- Answering budget questions
- Working on cyber insurance application.
- One more session with BQ and NYS Retirement to confirm process for uploading staff hours. All part of the Gold Standard for reporting retirement and signing up members.
- BQ Employee Retention Credit – no update.

Building and Grounds

- Stopped at Clifton Park Library to pick up a piece of furniture for kids programs.
- Electrician fixed outlet issue but the back light is still not fixed.
- Fire extinguishers were tested and the missing one from the Annex was replaced.
- Stanley made repairs to the inside door.
- Gary O'Connor shingle replacement work scheduled for spring.
- Painting of front and southside window painting scheduled for spring.
- Ginny has contacted DOT for a request to install the green library signs along route 7.

Annex Renovation.

- Façade RFB is out.
- DLD funds deadline is now June 30, 2025.

Personnel

- Scheduled an interview but the candidate did not show.
- Kim vacation May 6-8 and June 16-17
- Trainings: NYS Retirement, Climate Stewards
- Meetings: MVLS Directors Council, Central Library Meeting, Gathering Place Chamber of Commerce,

Policy

- Working on room rental agreement.
- Reviewing the new NYS Sexual Harassment and Gender discrimination policy and training.

LRPOS

- No meeting.

Development

- Completed, printed and mailed budget vote postcard.

MVLS Updates:

- public services position has been filled and will start towards the end of May.
- Next trustee meeting May 18.
- Attended Director's Council April 17 at Fonda library and MVLS Central Library Committee will meet to discuss how to spend

Programs

- Attended Battle of the Books competitions at Radez and Golding.
- Continue to scheduled Tabling Tuesdays. May 2 the Schoharie Co. Community Services System of Care Team.

Collection

- Amy has begun inventory of the collection.
- Adding the Arkell, Albany Institute of History and Art, Old Stone Fort, and Museum of Firefighting to our museum pass collection.
- New library card registrations: 15 April, 22 March, 20 February, 17 January.
- Attendance:
 - April: 1032 adults, 89 teens, 162 kids, 65 reference, 37 digital literacy, 3 curbside.
 - March: 1304 adults, 74 teens, 254 kids, 81 reference, 20 digital literacy, 4 curbside
 - February: 1012 adults, 55 teens, 176 kids, 81 reference, 31 digital literacy, 4 curbside.
 - January: 969 adults, 56 teens, 165 kids, 70 reference, 26 digital literacy.
- Ancestry: 92 March, searches.

Equipment:

- WiFi: 852 (April), 848 (March), 746 (February), 801 (January)
- Public Computers: 131 (April), 183 (March), 117 (February), 122 (January)

History Room

- Regional Collections digitization of Daisy Brown scrapbooks Grant:
 - 25 of the 66 books covering the Index and years 1874-1893 are available at [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](https://www.nyheritage.org)

Friends

- Friends are working on a mini golf fundraiser for the fall.
- Next Meeting June 10 at 10:30.
- Basket Raffle and Book Sale September 23.
- Working with the Friends on a Homebound Service plan.

Outreach:

- Radez art show in the Community Room.
- The Gathering Place has asked for a Libby training at the May Book Club meeting.
- Reached out to Schoharie County Council on Alcoholism and Substance Abuse regarding a Narcan distribution station.
- Attended zoom session with Don to discuss website design with MVLS and SALS staff.
- Working with Courtney and Don on outreach and branding materials.
- Local artist Cynthia Wilson created a plastics and recycling display for Earth Day. We supplemented the display with library books.

- Met with Walt Silva from Schoharie Mohawk Initiative for Science and Technology to discuss STEAAM programs at the Library. The second A is for agriculture. We hope to establish a monthly program as well as support for other programs.
- Participating in Cornell’s Climate Steward volunteer program. This is a 12-week course with an expected project outcome. Expectations are working with community groups to complete a project that will assist with addressing climate change. This effort ties into the national library effort to create climate resilient communities.

Don LaPlant Adult Services Librarian Report for the month of April 2023

Professional Activities

- presented Short Fiction Workshop, Gaming, Fan Favorites, PowerPoint Basics, Craft Buffet, Five Minute Expert, and Trivia Night programs
- coordinated Tiny Art Show project with library assistant Courtney Little
- hosted visiting poet Linda Sonia Miller for poetry workshop
- represented the library at Schoharie County Maple Festival
- curated three book displays
- received CREATE Grant funding (\$1000) to support summer programming
- developed marketing materials for Adult programs
- continued work on website re-design
- developed new monthly events calendar with Jackie Barbato
- coordinated social media posts
- curated mini-display for PPGNY Tabling Tuesday table
- produced May edition of library newsletter
- worked with SALS Tech consultant to resolve website redesign issues

Programs/Events Total Attendance: (193A, 13T, 38K, 88 unknown)

| | |
|---|--------------|
| <i>Check Mates Chess Club, April 1.....</i> | 1A, 1T |
| <i>Adult Gaming Club, April 4.....</i> | 11A, 1T |
| <i>Fan Favorites Book Club, April 7.....</i> | 5A |
| <i>Short Fiction Workshop, April 11.....</i> | 4A |
| <i>Tiny Art Show (Artists).....</i> | 34A, 5T, 13K |
| <i>Tiny Art Show (Viewers/Voters).....</i> | 88 |
| <i>Poetry Workshop, April 12.....</i> | 6A |
| <i>All Ages Craft Buffet, April 13.....</i> | 9A |
| <i>Adult Gaming Club, April 18.....</i> | 9A, 1T |
| <i>Five-Minute Expert, April 20.....</i> | 12A |
| <i>Short Fiction Workshop, April 25.....</i> | 6A |
| <i>Trivia Night, April 27.....</i> | 18A, 1T |
| <i>Maple Festival Outreach, April 29.....</i> | 78A, 4T, 25K |

Displays

Scottish Heritage Month, Adult Fiction Display. Yielded 7 circs.

Lawn & Garden Month, Adult Nonfiction Display. Yielded 5 circs.

April Fools' Comedian Biographies, Adult Nonfiction Display. Yielded 2 circ.

April Events Calendar. 27 print copies distributed

| Platform | April 2023 followers | March 2023 followers |
|----------------------|----------------------|----------------------|
| Facebook | 1,137 | 1,135 |
| Instagram | 154 | 149 |
| Twitter | 3 | 3 |
| Mailchimp Newsletter | 431 | 425 |

Courtney Little Library Assistant Report for the month of April 2023

Children's Programs

- Storytime:
 - April 5: 13K, 8A
 - April 12: 11K, 10A
 - April 19: 11K, 9A
 - April 26: 13K, 12A
- LEGO Club
 - April 5: 6K, 3A
 - April 19: 1K, 1A
- Recycled Seed Starters (repeat): 2K, 2A
- Oobleck Experiment: 6K, 4A

Teen Programs:

- Anime Club, April 11: 2T
- Teen Advisory Board, March 16: 0 participants
- High School Battle of the Books: 14T, 1K, 15A

Other Programs:

- Paws for Reading
 - April 4: 1K, 1A
 - April 6: 0 participants
 - April 11: 1A
 - April 13:
 - April 14: 1K, 1A
 - April 18: 3A, 1K
 - April 20: 4A, 1K
 - April 28: 1A
- All Ages Craft Buffet, April: 9A
- Yoga, April 25: 3A

Displays

- J Fiction: Books inspired by Greek Mythology
- J Picture Books: Spring and Easter; Poetry
- Teen Fiction: Books in Verse

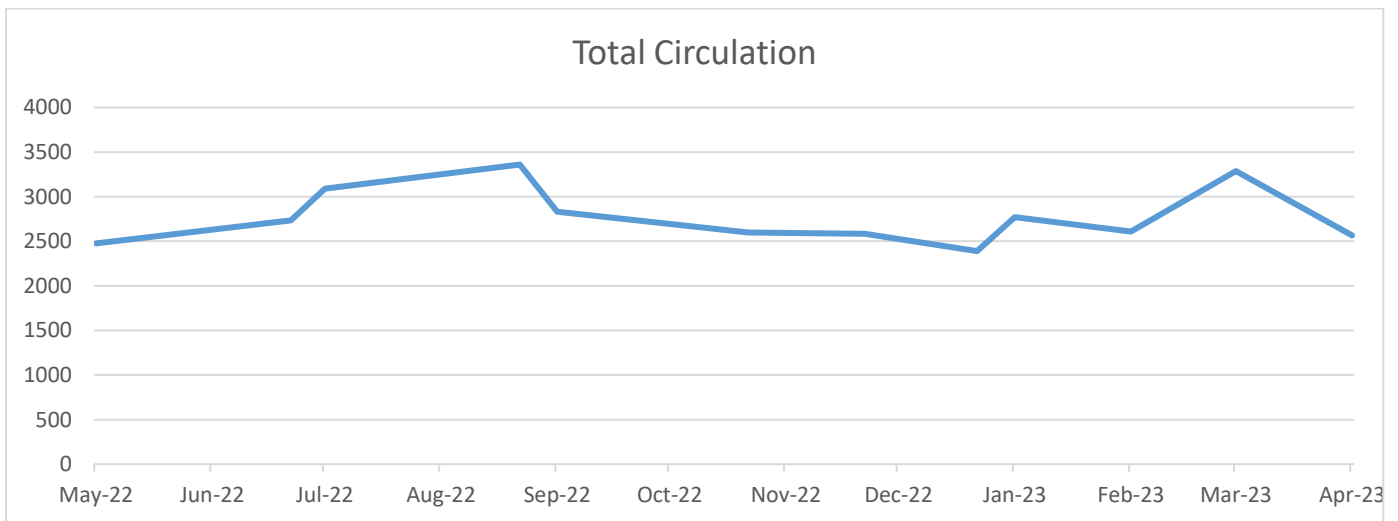
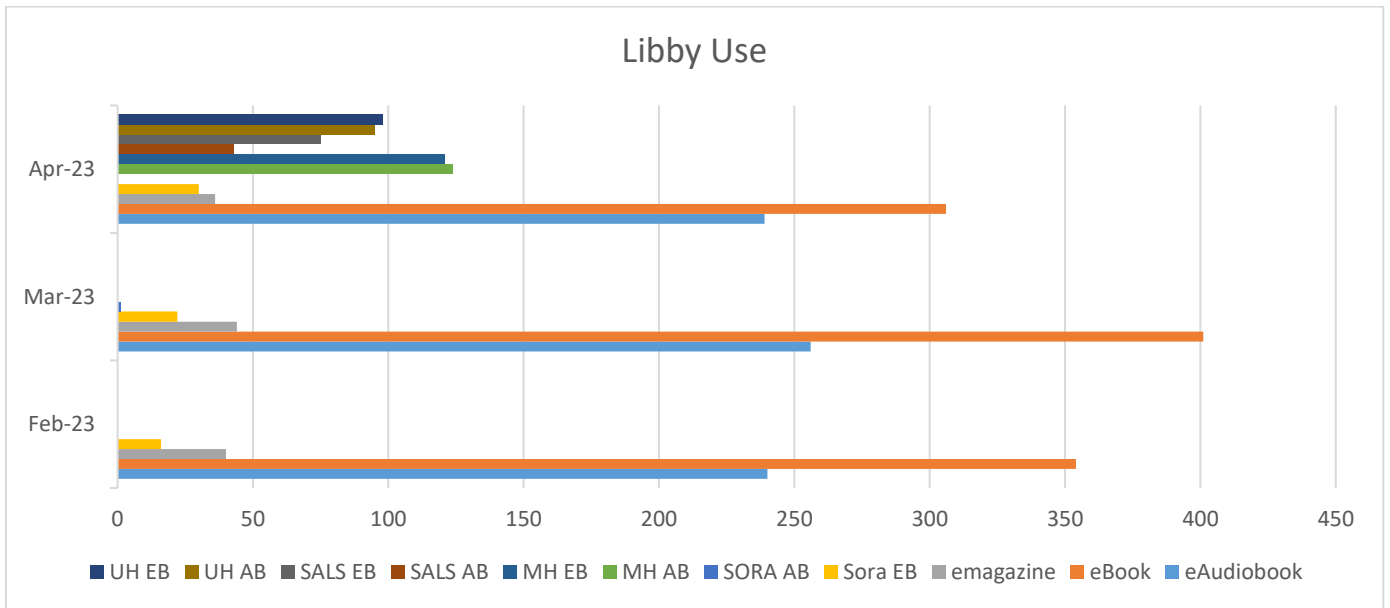
Other Professional Activities:

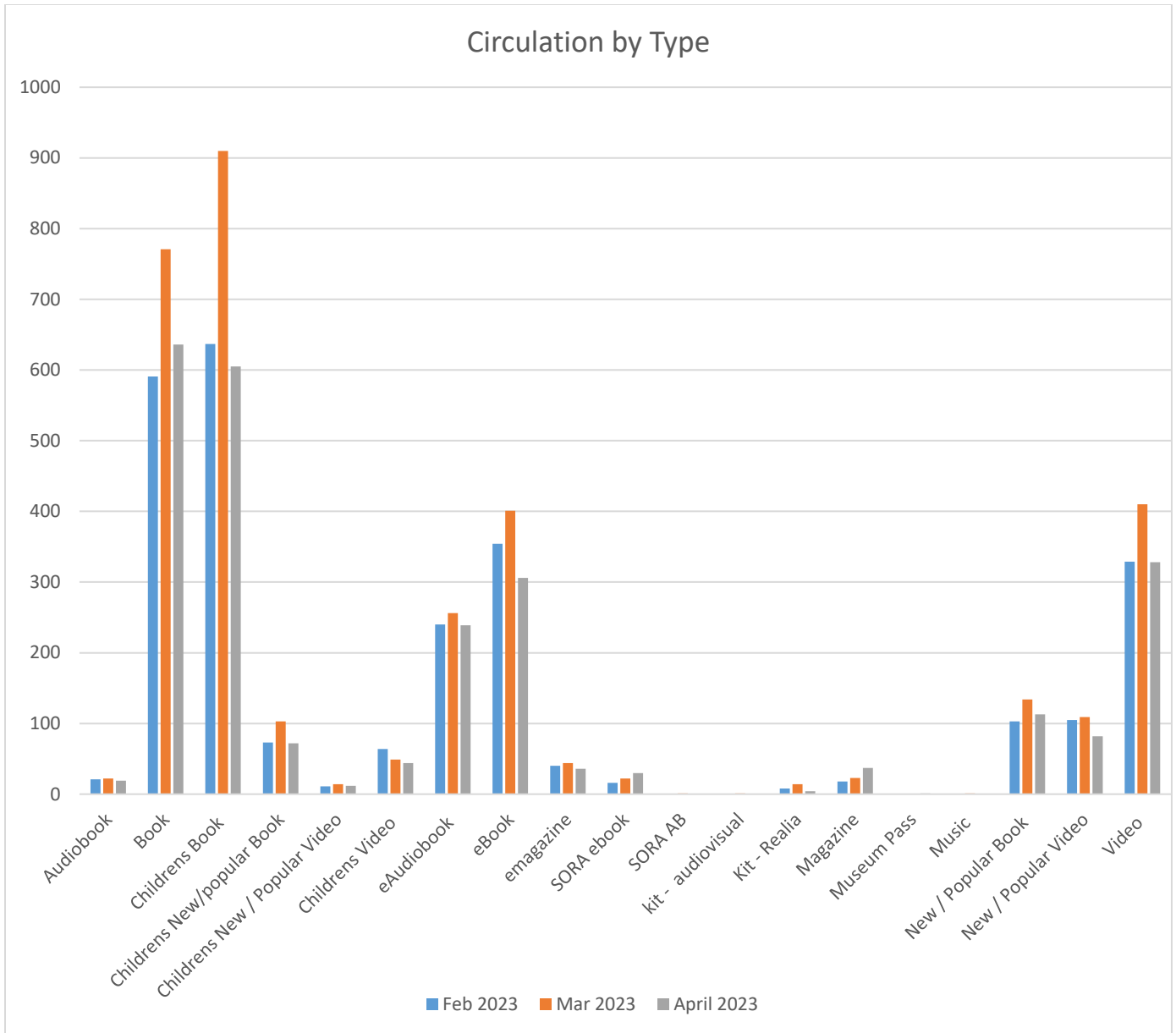
- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for March and April programs

- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared teen newsletter with teen programs and collections updates
- Assisted Don with Tiny Art Show assembly
- Attended Teen Services Refresh Meetup, April 18
- Attended NYLA Youth Services Section conference, April 28
- Battle of the Books:
 - Finalized prize purchases and prize bag assembly
 - Coordinated battle volunteers for three battles
 - Organized and set up high school battle at TCL

Attended and assisted with all three battles (April 1, 6, and 22)

Statistics





Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

| Budget Line | Summary of Claims | | 5/11/2023 | Amount |
|-------------|--|--------------------------|-----------------------|-------------|
| Budget Line | Claimant | Note/Acct# | Invoice#/Subtotal/Due | Amount |
| 7520001 | BQ | | 23-9038 | \$ 145.00 |
| 7540000 | Schoharie Crossing State Historic Site | Strange History Program | 2023-0518 | \$ 30.00 |
| 8110000 | RacePrinting | Postcard for budget vote | MVLS advocacy grant | \$ 1,262.75 |
| | walmart | | | \$185.78 |

| | | | | |
|---------|-------------------------------------|---|--|-------------|
| | 8110000 | Snacks for Battle of the Books | 85.9 | |
| | 8182001 | Nintendo Switch Games | 99.88 | |
| 8110001 | WaDaYaNeed | Name Badge | 182994 | \$12.00 |
| 8130001 | Midtel | 78693-0 | 78693-0 | \$149.73 |
| 8130001 | Midtel | 00128367-2 | 128367-2 | \$80.95 |
| 8180001 | Ingram | 20V8277 - book purchases | 62919227, 60226731, 75584243, 62916188, 62916074, 62913562, 60221147, 62912594, 62911537, 62911537, 67589717, 62910919, 62921454 | \$1,848.66 |
| 8110000 | Ingram | book purchase for Battle of the Book prizes | 60227293, 67594655 | \$59.32 |
| 8110000 | ingram | artshow prizes | 67581870 | \$34.97 |
| 8180001 | Sebco Books | | 209681 | \$80.84 |
| 8140001 | Kimberly Zimmer | Postcard mailing | MVLS advocacy grant | \$782.27 |
| 8140001 | Linda Carpenter | Postcard mailing | MVLS advocacy grant | \$291.44 |
| 8182001 | Midwest tape | 2000012078 - DVD purchases | 503679483, 503649051, 503648637, 503648639, | \$154.63 |
| 8190000 | FASNY Museum of Firefighting | Museum Pass | | \$100.00 |
| 8190000 | Albany Institute of Histroy and Art | Museum Pass | | \$100.00 |
| 8190000 | Adirondack Experience | Museum Pass | | \$75.00 |
| 8190000 | The Arkell Museum | Museum Pass | | \$85.00 |
| 8210001 | Hasto's Electric | GFI and bulb | 5256 | \$129.50 |
| 8210001 | Stanely | Door repair | 906838017 | \$2,155.26 |
| 8210011 | Cleaning by Maria | Cleaning | April Bill | \$400.00 |
| 8210016 | HydroTest | Fire extinguisher testing | 22430 | \$148.00 |
| 8220001 | NYSEG | 1002-8403-052 | May Bill | \$337.44 |
| 8220002 | National Grid | 07664-27114 | May Bill | \$856.97 |
| 8220002 | National Grid | 07664-27123 | outdoor light | \$10.69 |
| | Directors Account | reimbursement | | \$264.42 |
| | | | Total: | \$ 9,780.62 |

Director's Account

| Budget Line | Claimant | Note/Acct# | Invoice#/Subtotal/Due | Amount |
|-------------|--------------------|-----------------------|-----------------------|---------|
| | Director's Account | | | |
| 8110000 | amazon | popcorn boxes, velcro | | \$31.54 |

| | | | | |
|--|---------------|---------------------------------------|-----------------------------------|-----------------|
| 8110000 | Harmony Acres | magnets, cookie cutters, | | \$35.13 |
| 8110000 | Pizza Shack | 4 cheese pizzas | Battle of the Books Check# 291 | \$ 65.96 |
| 8130003 | GoDaddy | website URL | | \$ 88.04 |
| 8110000 | Wood and wool | 5 bags of wool for felting program | | \$ 43.75 |
| Total Reimbursement to Director's Account | | | | \$264.42 |

Upcoming Financials Claims that need approval

| Budget Line | Claimant | Note/Acct# | Invoice#/Subtotal/Due | Amount |
|------------------------|--------------------------|------------------------------|------------------------------|---------------|
| 7250007 | NYS Employee Ins Pending | 1001092283 Kim Health Ins | 5/31/2023 | 1014.12 |
| 8210012 | New Looks Landscaping | april plow and shovel | | \$500.00 |
| 8210018 | Casella | trash/recycle | | \$112.54 |
| 9910001 | MVLS | JA Fee May | | \$577.66 |
| 7540000 | Lana Allen | Teen Yoga Program | | \$ 30.00 |
| Total | | | | \$2,234.32 |