

The Community Library
Board of Trustees Meeting
June 8, 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, Jim Collins, Ken Hotopp, Becky Leggieri, Janet Sand, Julia Walter, Kim Zimmer.

Excused: Janice Clark, Virginia Downs

Guests:

Nathan Davis, a trustee-elect, was present.

Minutes:

Ms. Sand moved to change the statement in the policy section to adopted from approved and accept the May minutes. This was seconded by Ms. Berard and was unanimously approved.

Communications:

Ms. Zimmer reported she received two letters from ADT regarding the fire-monitoring bill increase. She is determining which letter is most current and relevant.

Ms. Zimmer also reported on responses to her letters to local elected officials regarding "Bullet Aid". She received a response from NY State Senator Oberacker saying there is no funding for the requests. To date, no response has been received from NY State Rep Taugue.

A postcard sent to the board from Ms. Walter arrived in the mail.

Sterling Insurance contacted Ms. Zimmer with a \$250.00 donation in recognition of The Community Library's contributions to the community.

Director's Report:

Ms. Zimmer provided highlights of recent activities.

Courtney Little started a library newsletter for teens, continues to visit local schools and will host a school visit on June 14th.

Don LaPlant and Courtney Little shared The Community Library's summer programming schedule with Cobleskill Village government for use in the village communications.

Ms. Zimmer was approached by the Cobleskill Friends of the Fourth Committee about placing a donation jar in the library for this year's fireworks display. Ms. Berard suggested asking for a flyer from Friends of the Fourth with information on how to donate instead of the placement of a donation jar in the library. Ms. Zimmer will relay the Board's offer back to the Friends of the Fourth.

Narcan, a medication used to counter overdoses and through the outreach efforts of Ms. Zimmer, is available in the library building. Ms. Zimmer reported one box was taken anonymously, as is the intent of the supply, and she will replace it.

On Friday, June 9, 2023, The Community Library staff learned how to use Narcan and hope to offer a public class in July. Ms. Zimmer pointed out that a library policy will need to be drafted and she offered to go through New York State legislation to start a draft. It is yet to be determined the role of staff in administering NARCAN if needed to patrons.

Ms. Zimmer is enrolled in classes to learn how to work with library communities to reduce the effects of climate change. The classes require a project and Ms. Zimmer envisions offering classes at the library to fulfill her requirement.

Ms. Zimmer reported to the board the volunteer beautification activities of Katherine Hawkins in the parking lot and Pat Hults' gardening skills. A thank you note will be sent in appreciation.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for May, walking the board through the budget lines answering questions. 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:

Finance:

Ms. Carpenter and Ms. Zimmer noted the successful grant writing of the staff resulting in monetary rewards for expanded programming.

Building & Grounds:

Mr. Barnes reported the bid for the facade work was released and four bids were received. The second lowest in cost was selected. The scope of work is over five months.

Sprinkler system plan is complete. Next step is to draft a request for proposals.

There has been no report from our attorney regarding the front steps.

Mr. Barnes relayed the Building and Grounds Committee would like the Board to decide on an overall outdoor land use plan using everyone's ideas and visions. The committee suggests using a previously donated plan as a starting point. Mr. Barnes made a motion from the Committee to authorize to pay up to \$2,000.00 to create an outdoor plan to enable the Board to continue to move forward on efforts for use of The Community Library's Outdoor spaces. Ms. Walters seconded the motion commenting on including sustainability in the effort, and the motion was unanimously approved.

Personnel:

Ms. Walter reported the committee met with Ms. Zimmer regarding the definition of a standard workday and a change in the hours the library is open. Asked if patrons were asking for the change in hours, Ms. Zimmer answered the staff has been pressed for time to complete program activities on days with earlier closing times.

Ms. Zimmer has been working on proper documentation of staff hours, which is used for New York State Retirement credits. She explained to the board the current standard of a 6-hour standard workday set in The Community Library's New York State account is problematic for proper documentation of hours worked for retirement. Ms. Zimmer proposed a resolution to adjust the standard workday to an 8-hour workday. Resolution is as follows:

BE IT RESOLVED, that The Community Library, Location Code 51378, hereby establishes the following as standard work

days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Library Director 8 hrs/day

Librarian I 8hrs/day

Library Assistant 8 hrs/day

Senior Library Clerk 8 hrs/day

Library Clerk 8 hrs/day

Library Page 6 hrs/day

Ms. Walters made a motion to make the standard workday for The Community Library an 8-hour workday for positions identified above. Mr. Barnes seconded the motion, and the motion was unanimously approved.

Policy:

Mrs. Sand reported the committee reviewed three options for sexual harassment training. The Committee recommends using the New York City training program, which has been used in the past by the board. Ms. Zimmer said staff will use program recommended by Board to meet training requirement.

Board Development:

Mrs. Berard collected board member preferences for next month's board elections.

Mrs. Berard also reported The Community Library's budget resolution passed with 78.4% of the vote.

Ms. Zimmer shared information about possible MVLS continuing education offerings.

Long Range Plan:

Ms. Walters reminded committee chairs submit their semi-annual updates by June 30.

Adjournment:

Ms. Carpenter made a motion, seconded by Mr. Barnes, and was unanimously approved to adjourn at 2:05 p.m.

Submitted by Rebecca Leggieri