

Board Meeting Agenda

Members: Fred Barnes 2024, Harriet Berard 2025, Linda Carpenter 2026, Janice Clark 2024, James Collins 2025, Ginny Downs 2028, Ken Hotopp 2024, Rebecca Leggieri 2027, Janet Sand 2027, Nathan Davis 2026, Julia Walter 2028

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 8/10/23 at 1pm
 Finance & Budget Committee
 Building & Grounds Committee First Wednesday of the month at 11am
 Personnel Committee
 Policy Meetings the Last Thursday of the month at 11am
 Development Meetings the Third Tuesday of the month at 11 am
 Long Range Plan of Service First Friday of the month at 10:30am

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**Kimberly Zimmer's Director Report for the month of June, 2023**Finance:

- Submitted advocacy grant for new library cards.
- No update from Assemblyman Tague's office on funding request for the Annex.
- Donation received from Sterling Insurance.
- Schoharie Co Civil Service request for June certified payroll was completed.
- Instituted multifactor authentication for staff accounts required by cyber insurance application.
- BQ Employee Retention Credit – we have received three checks. Requested finance committee consider opening an account for these funds and dedicating it to personnel.

Building and Grounds

- Spoke with ADT regarding new contract and the future expansion of the fire alarm system.
- Submitted interest to proceed with a NYS Construction Grant for removing the wall and air handler between the two buildings.
- Began to research a new sign for out front.
- Issues with HVAC and air flow in the building. AH 2 was locked out.
- Gary O'Connor reached out that he has picked up the shingles for the replacement work.
- Painting of front and southside windows is almost completed.
- Ginny has contacted DOT for a request to install the green library signs along route 7.

Annex Renovation.

- Received a call from NYLA that the bill for working with DASNY was on the agenda for discussion. As of 7/7 both Assembly and Senate have approved the bill. It is awaiting the Governor's signature.

- Façade contract is being setup for work to begin shortly.
- Windows should return in August.

Personnel

- Kim vacation: June 16-17, June 30-July 1
- Working on updating the personnel handbook.
- Trainings: NYS Retirement, Climate Stewards, Book Ban Webinar, Narcan, Open meetings, USB
- Meetings: MVLS Directors Council by zoom, Central Library, staff meeting, Beth Rienti new MVLS staff, Friends, Niche Academy, workforce solutions youth summer employment

Policy

- Working on room rental agreement.
- Working on opioid/narcan policy.

LRPOS

- Reviewed reports and added objectives and tasks to the document.

Development

- Discussed committee assignments and officer positions.

MVLS Updates:

- Attended Director's Council by zoom on June 23 and discussed the SCPL 100\$ limit.

Programs

- Assisting with decorations for summer reading.
- Taco Bell Leading by Reading coupons have not been received yet.

Collection

- New library card registrations: 34 June, 26 May, 15 April, 22 March, 20 February, 17 January.
- Attendance:
 - June: 1235 adults, 98 teens, 230 kids, 776 reference, 58 digital literacy, 1 curbside
 - May: 1223 adults, 86 teens, 210 kids, 81 reference, 60 digital literacy, 2 curbside
 - 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: 38 views for June, 132 views May

Equipment:

- Added the two public computers back that were removed during covid for social distancing.
- WiFi: 830 (June), 1010 (May), 852 (April), 848 (March), 746 (February), 801 (January)
- Public Computers: 140 (June), 135 (May), 131 (April), 183 (March), 117 (February), 122 (January)

History Room

- Regional Collections digitization of Daisy Brown scrapbooks Grant:
 - 25 books [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](https://www.nyheritage.org)

Friends

- Installed new bulletin board in the basement.
- June 10 meeting discussed the basket raffle and book sale, a new bulletin board.
- Friends are donating \$2500 towards the summer reading program and prizes.

- Friends mini golf fundraiser is being pushed off to next year.
- Basket Raffle & Book Sale Sept 23. Basket drop off August 22 through the 26th.

Outreach:

- Continue to work on logo design.
- Prepared materials for Richmondville Days – the Friends staffed a table.
- July 4th parade, staff and trustees to walk.
- Cornell’s Climate Steward training has ended and working on a informational program on Climate Change.

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

Professional Activities

- presented Adult Game Night, Fan Favorites, Short Fiction Workshop, and Trivia Night programs; hosted speaker for Catch Fish Like a Pro event
- curated three book displays with the assistance of Clerk Heather Heckman
- met with Kim Zimmer and Courtney Little to coordinate Summer Reading Program plans
- developed marketing and administrative materials for Summer Reading Program
- developed marketing materials for Adult programs
- coordinated ILL borrowing and lending
- developed new monthly events calendar with Jackie Barbato
- coordinated social media posts with Courtney Little
- produced July edition of library newsletter

June Programs/Events Total Attendance: (68A, 4T, 16K)

Fan Favorites Book Club, June 2 3A
Check Mates Chess Club, June 3 3A
Adult Gaming Club, June 6 10A, 1T
All Ages Craft Buffet, June 8 3A, T, 4K
Short Fiction Workshop, June 13 5A
Adult Gaming Club, June 20 11A, 2T
Catch Fish Like a Pro, June 22 11A, 1T, 12K
Short Fiction Workshop, June 27 6A
Trivia Night, June 29 16A

Displays

Love Is Love, Adult Fiction Display. Yielded 7 circs.
Danger At Sea!, Adult Nonfiction Display. Yielded 3 circs.
Baseball: America’s Pastime, Adult Nonfiction Display. Yielded 6 circ.
June Events Calendar: 59 print copies

<u>Platform</u>	<u>June 2023 followers</u>	<u>May 2023 followers</u>
Facebook	1,151	1,146
Instagram	161	158

Mailchimp Newsletter

477

451

Courtney Little Library Assistant Report for the month of June 2023

Children's Programs

- Storytime:
 - June 7: 8K, 7A, 1T
 - June 14: 15K, 11A, 1T
 - June 21: 14K, 10A, 1T
 - June 28: 25K, 14A, 1T
- LEGO Club, June 7: 1K, 1A

Teen Programs:

- Unwind Night, June 8: 3T
- Anime Club, June 13: 4T
- Teen Advisory Board, May 11: 0T

Other Programs:

- Paws for Reading
 - June 8: 2A, 2K
 - June 22: 1A, 3K
- Check Mates, June 3: 2A
- Craft Buffet, June 8: 3A, 2K
- Middle School Class Tour, June 14: 18T, 7A

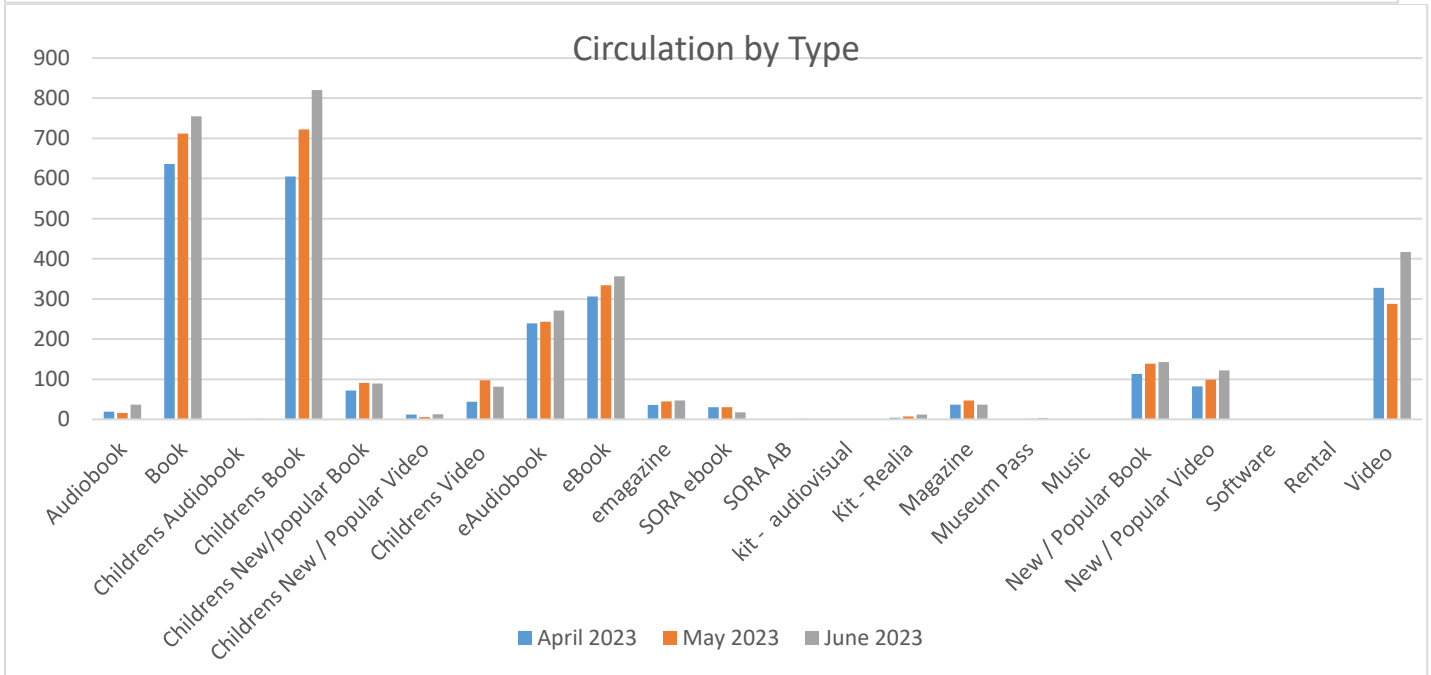
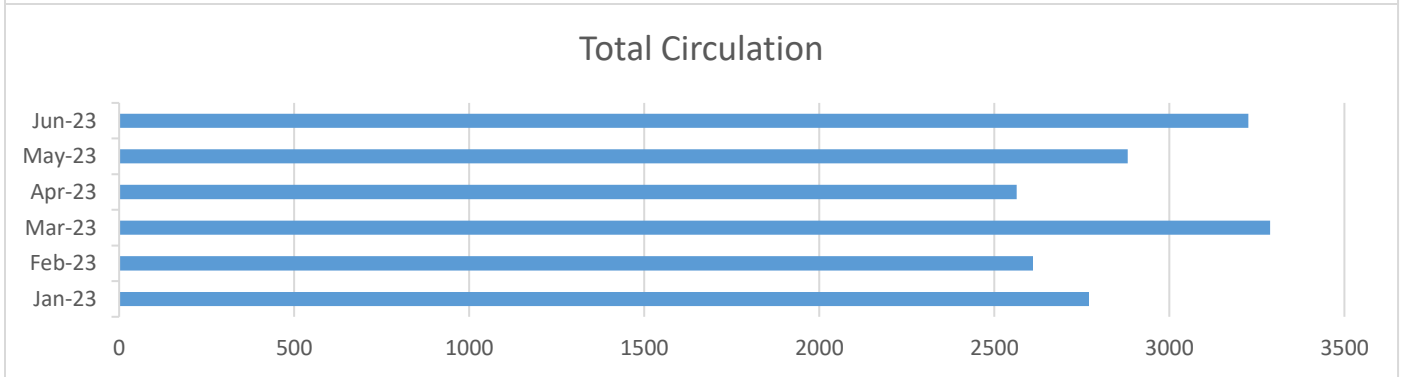
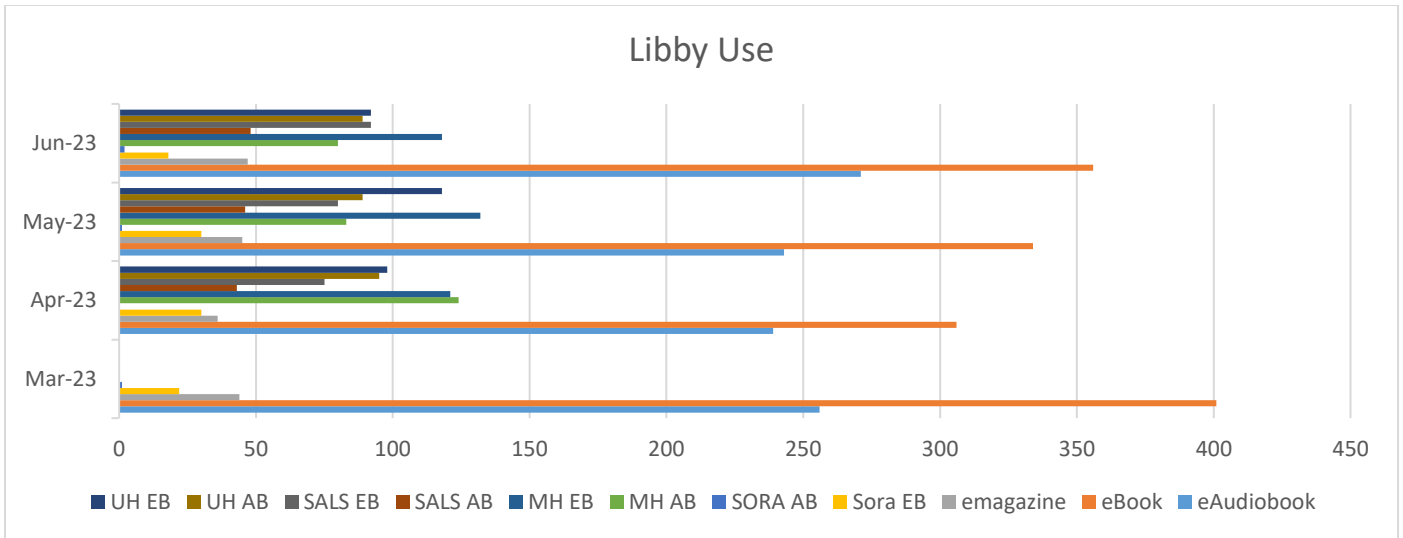
Displays

- J Fiction: Blast Off to Space
- J Picture Books: Laugh Out Loud
- Teen Fiction: LGBTQ+ Pride

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for June and July programs
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Received STEM grant funds from Dean M. Graham Foundation
- Prepared teen newsletter with teen programs and collections updates
- Summer Reading Preparations:
 - Staffed table at high school cafeteria to promote teen programs and summer reading
 - Presented about summer reading to over 800 kids at Golding, Radez, and Ryder
 - Designed reading trackers and promotional materials for summer reading
 - Met with Walt Silva of SMIST to plan STEAAM programs for 4th-8th graders
 - Designed library t-shirts for parade/summer reading

Statistics:



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250003	NYS DOL Unemployment Insurance	underpaid		\$ 162.76
7520001	BQ		23-9464	\$ 145.00
7520001	Lynette Lawyer	treasurer april-june	2435	\$ 705.00
7540000	George Steele	Mammal program	2023-0234	\$ 220.00
7540000	Traveling Lantern	Create Grant	Schoharie and Cobleskill	\$ 891.00
7540000	Whispering Willow Wild Care	Stewarts Grant	Live Bird program	\$ 325.00
7540000	Will Parker		Music program	\$ 1,000.00
81100000	WaDaYaNeed	pencils for srp use up advocacy grant	184153	\$ 260.02
8110000	Race Printing	srp trackers, bookmarks	4758	\$ 507.00
	walmart			\$389.05
	8110000	programming snacks, prizes, supplies	389.05	
8130001	Midtel	78693-0	10343237	\$149.81
8130001	Midtel	00128367-2	10344713	\$80.95
8180001	Ingram	20V8277 - book purchases	62934046, 62935791, 67614177, 62937129, 60244506, 60245845, 62940437, 60246547, 67620270	\$1,206.21
8180002	Rivistas	magazine subscriptions	1635, 16536	\$799.67
8182001	Midwest tape	2000012078 - DVD purchases	503891823, 503924379, 504009122	\$178.42
8182002	Mechanicville District Library	replacement cost		\$16.99
8210018	Casella	trash/recycle	1510939	\$109.46
8210014	Otis Elevator	66878697	100401152928	\$542.22
8210011	Cleaning by Maria	Cleaning	June Bill	\$400.00
8220001	NYSEG	1002-8403-052	July Bill	\$45.77
8220002	National Grid	07664-27114	July Bill	\$611.01
8220002	National Grid	07664-27123	outdoor light	\$10.63
8220003	Village of Cobleskill	sewar and water bill	b-0038782	\$91.30
8540000	Capital District Library Council	Library Webinar on book bans	bb-01	\$25.00

9830001	MVLS	Public PCs	4424	\$1,756.18
9830003	MVLS	wolf pro security, office pro	4424, 4407	\$286.80
9910001	MVLS	JA Fee July		\$577.66
	Directors Account	reimbursement		\$687.57
			Total:	\$ 12,180.48

Director's Account

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	amazon	correction from last month, I transposed the numbers	bottle cap jewelry	\$ 9.00
8110001	amazon	paper towels		\$78.34
8110000	amazon	raffle tickets, paint, tablecloth, cardstock		\$99.29
8110000	amazon	lava lamp stamp		\$12.50
8110000	amazon	book prizes		\$40.09
8110000	amazon	button maker and popcorn boxes		\$ 90.98
8110000	Will Parker	Imagine Land CD		\$ 18.00
8110000	Etsy Groves PaintnPaper Art	paper stars	srp supplies	\$ 59.83
8110000	Breakout EDU	Breakout Room Supplies	45855	\$ 144.00
8110000	Asian Supermarket	snacks for animee club		\$ 30.60
8110000	Games a Plunder	gift card and game - srp prize	check #293	\$ 22.49
8140003	USPS	ILL	check #294	\$ 3.47
8110000	Brick House Bakery	gift card for srp	check #295	\$ 25.00
8110000	Catnap Books	gift card for srp	check # 296	\$ 25.00
8110000	Grapevine Farms	srp prizes	cehck #297	\$ 28.98
Total Reimbursement to Director's Account				\$ 687.57

Upcoming Financials Claims that need approval