

Board Meeting Agenda

Members: Fred Barnes 2024, Harriet Berard 2025, Vacant 2026, Doreen Russo 2024, Sandy MacKay 2024, Ginny Downs 2028, Ken Hotopp 2024, Rebecca Leggieri 2027, Janet Sand 2027, Nathan Davis 2026, Julia Walter 2028, Treasurer: Linda Carpenter

Excused (six to meet quorum):

Determination of a quorum:

Call to Order and for additional Agenda items:

Guests and Public Comment: Friends Check Presentation, Don LaPlant adult services update

Minutes of the previous meeting:

Communications:

Director's Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (* indicates chair) Ken to appoint co-chairs for Finance – Virginia Downs and Building & Grounds – Nathan Davis

- a. **Finance** – Linda *, Harriet, Ginny, Becky,
NYLAF resolution and agree on amount to move
Audit/Review for 2022
Adjustment to hours in 2024
Payroll adjustments for 2024
- b. **Building & Grounds** – Fred*, Janet, Harriet, Nathan
Updates on Annex Renovation
- c. **Personnel** – Julia*, Linda, Doreen, Sandy
Director Evaluation, review of policies
- d. **Policy** – Janet*, Becky, Nathan, Sandy
For adoption: Attendance, Conference and Travel, Paid Time Off, Sick Leave, Whistle Blower
- e. **Board Development** –Harriet *, Becky, Ginny, Nathan
Presentation of By Law revisions
Report out on training – does everyone have two hours?
Trustees to share any training information (5mins)
- f. **Long Range Plan of Service Committee** - Doreen *, Julia, Fred, Sandy
Six-month committee update forms

Unfinished Business:

Fundraising Committee

New Business:

Adjournment:

Next Board Meeting 1/11/24 at 1pm
Closed December 22, 23 and 30
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 Thursday of the Month at 1pm

The Community Library
Board of Trustees Meeting
November 9, 2023

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 12:30 p.m. Present: Fred Barnes, Harriet Berard, Linda Carpenter (treasurer), Nathan Davis, Virginia Downs, Ken Hotopp, Becky Leggieri, Sandy MacKay, Doreen Russo, Janet Sand, Julia Walter, Kim Zimmer.

Guests:

Mr. Mike Marino, Associate Vice President of NYLAF (New York Liquid Asset Funds), described the nonprofit organization and its benefits to public organizations including municipalities, schools, and libraries. After answering questions from the trustees, Mr. Marino left information for the trustees to peruse.

New Business:

After Mr. Marino's departure, the trustees continued to discuss the benefits of investing with NYLAF. Mr. MacKay made a motion, seconded by Mr. Barnes, and was unanimously approved to continue to research NYLAF and to make a decision at the December meeting.

Minutes:

Ms. Walter made a motion to accept the October 12 and the October 27 minutes. This was seconded by Mr. Barnes and was unanimously approved.

Director's Report:

Ms. Zimmer indicated that the Board of Electors were pleased with the accommodations provided by the library for early voting and were planning to continue use of our site. Ms. Zimmer is continuing to work with BQ Accounting as the accounts are transferring to Ms. Lawyer, our accountant. The Joshua Project has placed a collection bin in the library to collect books for children for Christmas. The Cobleskill Police Department has been made aware of the graffiti that was found on the exterior of the library. Ms. Zimmer indicated that she has met with staff regarding her evaluation and staff evaluations.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for October. The trustees reviewed the bills. Mr. Barnes made a motion, seconded by Mrs. Berard, and was unanimously approved to pay the bills. After discussion, Mrs. Downs made a motion, seconded by Mr. Davis, and was unanimously approved to increase the amount of petty cash from \$20 to \$50.

Committee Reports:

Building & Grounds:

Mr. Barnes brought to the trustees' attention the dark parking lot and the need to remedy the situation. Mr. Barnes made a motion, seconded by Mr. Davis, and was unanimously approved to have temporary lighting installed in the parking lot as quickly as possible.

The sprinkling system has been installed and it includes the attic and the basement.

Personnel:

Ms. Walter indicated that she had met with Ms. Zimmer with a preliminary evaluation, but needed additional trustee evaluations for a complete process.

Policy:

Mrs. Sand reviewed three policies that had no changes: Purchasing Policy, Petty Cash Policy, and Internal Claims Audit Policy. Next, Mrs. Sand presented a revised Code of Conduct Policy, a revised Budget Development Policy and a new Programming Policy. Mrs. Sand made a motion, seconded by Ms. Russo and was unanimously approved to accept these three policies.

Board Development:

Mrs. Berard said the committee will be meeting to discuss the search for a new trustee. The committee will meet November 21 to review the by-laws.

Long Range Plan:

Ms. Russo announced the revised six month review will be available for committee chairs by December.

Unfinished Business:

Ms. Walter and Ms. Leggieri are developing a list of community members who might wish to be members of a fund raising committee.

New Business:

Ms. Carpenter, treasurer, asked for a motion to pay NYS retirement. Mr. Barnes made the motion, seconded by Mr. MacKay and was unanimously approved to pay.

Ms. Carpenter indicated that thus far the attorney fees regarding the ramp were \$12,588.40.

Adjournment:

Ms. Leggieri made a motion, seconded by Ms. Russo, and was unanimously approved to adjourn at 3:10 p.m.

Submitted by Virginia Downs

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

Finance:

- Working on reappropriating the 2024 budget.
- Researching accepting credit card payments in the catalog.
- BQ Employee Retention Credit – still waiting on rest of the checks

Building and Grounds

- Issues with phone system. Working with Midtel to resolve.
- Quotes for waste management.
- Outdoor Lighting fixed.

Annex Renovation

- Design meeting 12/15 at 10 am
- Framing first floor almost completed.
- Ken to sign fire suppression contract

Personnel

- Initiated staff evaluation paperwork.
- Working on updating the personnel handbook.
- Trainings: Living our values, Northeast Sustainability summit

- Meetings: MVLS Board Meeting, directors council in Fort Plain, staff

Policy

- Working on room rental agreement and opioid/Narcan policy.
- Committee reviewing Attendance, Conference and Travel, Paid Time Off, Sick Leave, Whistle Blower.

LRPOS

- Meeting to discuss the 6 month updates.

Development

- Discussed possible new trustee, bylaws, roster and calendar.

MVLS Updates:

- New Trustee Handbooks, increases to overdrive and services.

Collection

- Attendance:
 - November: 1306 adults, 109 teens, 213 kids, 108 reference, 39 digital literacy, 2 curbside, 167 EV
 - October: 1476 adults, 118 teens, 346 kids, 145 reference, 53 digital literacy, 2 curbside, 103 EV
 - September: 1453 adults, 73 teens, 186 kids, 127 reference, 38 digital literacy
 - August: 1621 adults, 229 teens, 439 kids, 72 reference, 68 digital literacy, 2 curbside
 - July: 1291 adults, 123 teens, 453 kids, 109 reference, 51 digital literacy, 0 curbside
 - June: 1235 adults, 98 teens, 230 kids, 82 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 searches: 346 November, 129 October, 137 August, 41 July, 38 June, 132 May

Equipment:

- TV cart through Dream and Do grant. TV purchased.
- WiFi: 947 (November), 995 (October), 891 (September), 970 (August), 774 (July), 830 (June), 1010 (May), 852 (April), 848 (March), 746 (February), 801 (January)
- Public Computers: 136 (November), 142 (October), 107 (September), 171 (August), 154 (July), 140 (June), 135 (May), 131 (April), 183 (March), 117 (February), 122 (January)

History Room

- Courtney and I are working on uploading. Regional Collections digitization of Daisy Brown scrapbooks Grant: [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](https://www.nyheritage.org)

Friends

- Friends decorated the library after Thanksgiving and have their giving ornament tree up.
- December 9 meeting. Discussed MOU, fundraising,

Outreach:

- Joshua Project Book Drive Tote in November/December, the tote and two boxes were filled.

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

Professional Activities

- programming: Adult Game Night, Check Mates, Short Fiction Workshop, All Ages Craft Buffet, Silver Screenings Film Series, Fuzzy Belly Felting Friends, Author Chat with Chris Keefer, and Trivia Night
- curated three book displays with the assistance of Clerk Heather Heckman
- attended NYLA Conference and participated in sessions related to increasing program attendance, library space design, and marketing programs
- attended process meeting with graphic designer Kayla Vaughn re: logo
- participated in online meeting with Vaysen Architects re: interior design of annex
- continued redesign of library webpage
- developed marketing materials for adult programs
- coordinated ILL borrowing and lending
- developed new monthly events calendar with Jackie Barbato
- coordinated social media postings with Courtney Little
- produced December edition of library newsletter

August Programs/Events Total Attendance: (113 A, 4 T, 1 K)

<i>Fan Favorites Book Club</i> , Nov. 3	5A
<i>Check Mates Chess Club</i> , Nov. 4.....	3A, 1T
<i>NaNoWriMo Write In</i> , Nov. 7.....	1A
<i>Adult Gaming Club</i> , Nov. 7.....	10A, 1T
<i>Banned Books Epidemic</i> , Nov. 8.....	27A
<i>All Ages Craft Buffet</i> , Nov. 9.....	5A, 1K
<i>Genealogy with Military Records</i> , Nov. 9.....	9A
<i>Short Fiction Workshop</i> , Nov. 14.....	7A
<i>Silver Screenings Film Series</i> , Nov. 15.....	3A
<i>Needle Felting Workshop</i> , Nov. 16.....	13A
<i>Author Talk with Chris Keefer</i> , Nov. 18.....	9A, 1T
<i>Short Fiction Workshop</i> , Nov. 28.....	2A
<i>Trivia Night</i> , Nov. 30.....	19A, 1T

Displays

Be Our Guest, Adult Fiction Display. Yielded 14 circs.

Aviation History Month, Adult Nonfiction Display. Yielded 4 circs.

<u>Platform</u>	<u>Nov. 2023 followers</u>	<u>Oct. 2023 followers</u>
Facebook	1,206	1,204
Instagram	190	185
Mailchimp Newsletter	546	531

October Events Calendar: 52 print copies distributed

New Library Card Sign-Ups in November: 26

Courtney Little Library Assistant Report for the month of November 2023

Children’s Programs

- Storytime:

- Nov. 1: 15K, 1T, 11A
- Nov. 8: 8K, 1T, 8A
- Nov. 15: 14K, 1T, 13A
- Nov. 22: 9K, 5A
- Nov. 29: 10K, 10A
- STEAAM with SMIST, Nov. 2: 1K, 8T, 1A
- LEGO Club, Nov. 14: 3K, 3A
- Thanksgiving Garland Craft, Nov. 16: 1K, 2A

Teen Programs:

- Teen Video Game Night, Nov. 9: 7T
- Anime Club, Nov. 14: 10T
- Teen Advisory Board, Nov. 16: 2T

Other Programs:

- Paws for Reading
 - Nov. 7: 2K, 2A
 - Nov. 9: 1K, 1A
 - Nov. 14: 6K, 2A
 - Nov. 28: 3K, 1A
- Check Mates, Nov. 4: 3A, 1T
- All Ages Craft Buffet, Nov. 9: 5A, 1K

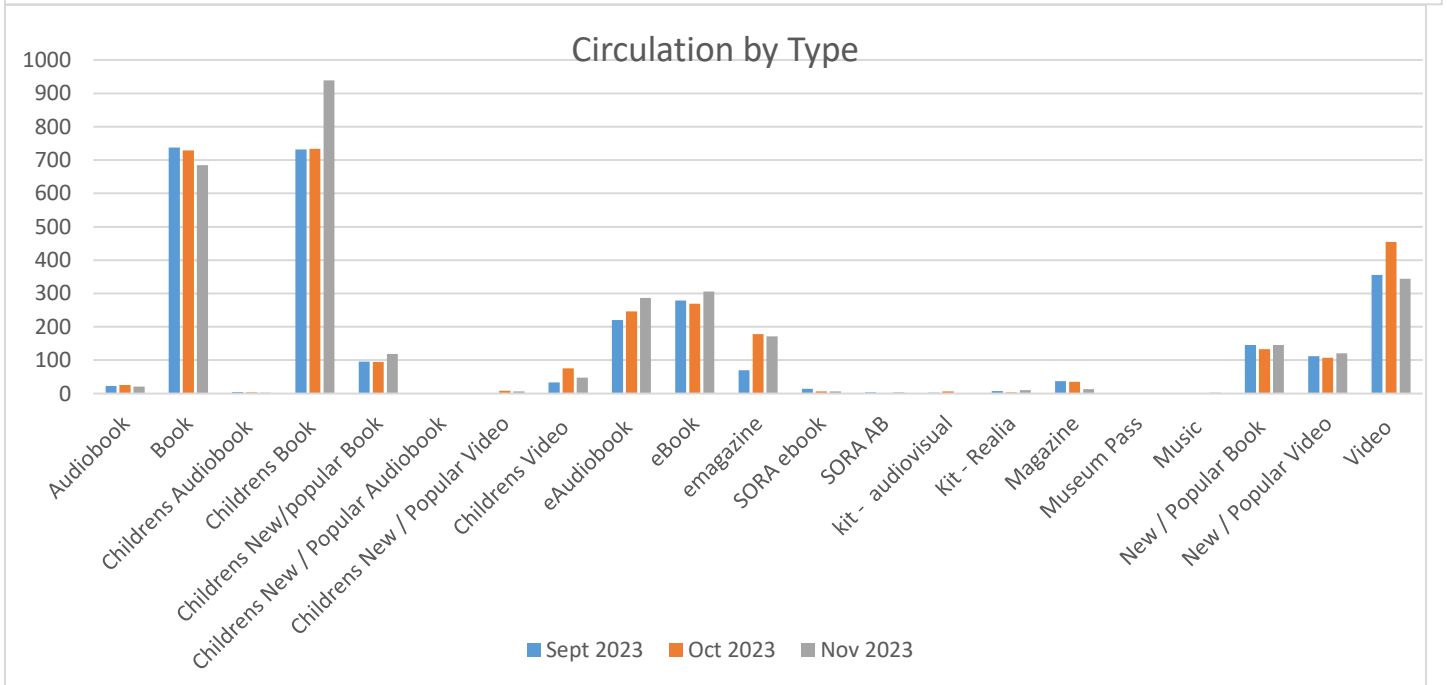
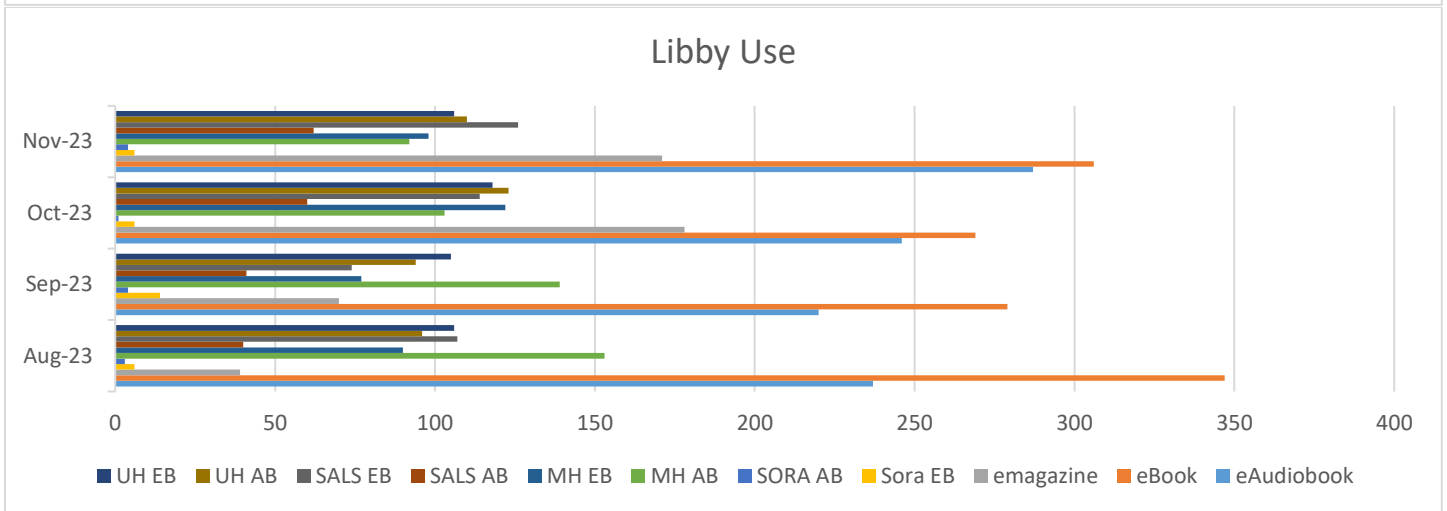
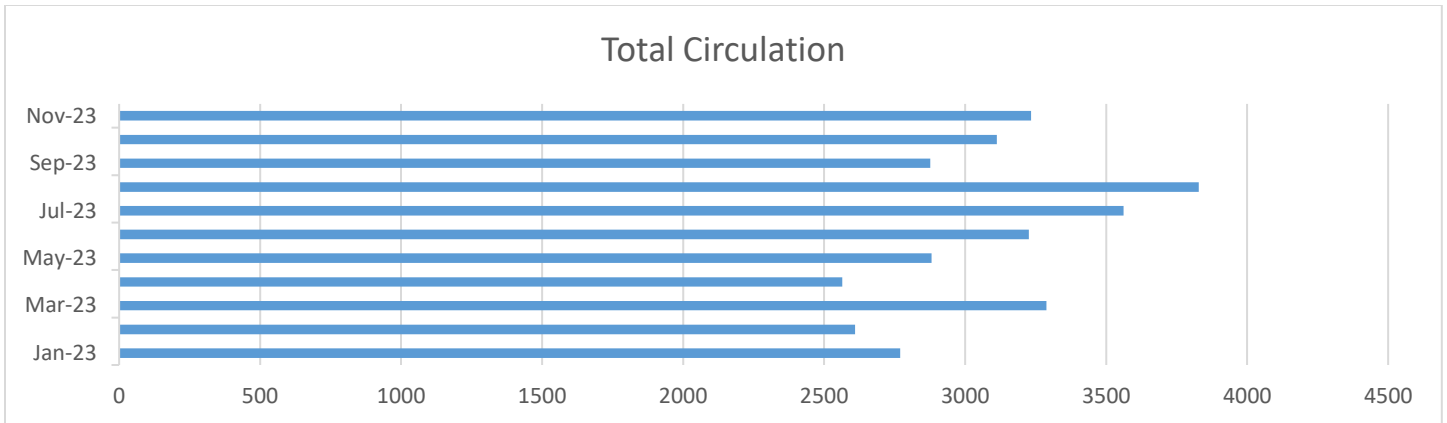
Displays:

- J Fiction: Robot Stories
- J Picture Books: Di-November, Thanksgiving, Winter/Snow
- Teen Fiction: If you like *Demon Slayer*...

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for November and December programs
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared teen newsletter with teen programs and collections updates
- Attended final session and completed assignments for online Supercharged Storytimes training course
- Attended 3 sessions at NYLA conference, Nov. 3
- Delivered approved flyers for teen programs to Golding MS and High School

Statistics:



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval (Lines in Green were added after packet was emailed)

	Summary of Claims		12/14/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP	Don's Health Ins.	December	\$ 427.98
7250005	The Hartford	43934382	1/1/24-1/1/25	\$ 399.00
7520001	BQ	November Bill	23-10301	\$ 240.00
7520001	Lyn Lawyer	Bookkeeper	2508	\$ 3,025.00
7540000	Sally Ziegler	Journal Workshop 12/14	444792	\$ 150.00
7540000	Mineral Springs Soap	December Program		
7540000	SMIST	STEAM supplies	107	\$ 55.00
8110000	Dana Cudmore	book Farming with Dynamite	Copy for program in January	\$ 12.95
	walmart			\$324.63
	8110000	cookies for chess program	7.84	
	8110001	Light bulbs	10.97	
	8110001	clock repair kit, 2 packages of batteries for candles	47.82	
	Equipment	43" TV - dream and do grant	258	
8130001	Midtel	78693-0	10377280	\$151.53
8130001	Midtel	00128367-2	10374485	\$80.95
8180001	Ingram	20V8277 - book purchases	77030796, 67659099, 62998121, 62999981, 63000345, 63002022, 63003126, 63004322	\$1,261.08
8180002	Mountain Eagle	Subscription	Digital and Paper	\$75.00
8180002	New Reader Press	Subscription	48 weeks	\$60.23
8181001	MVLS	2024 overdrive content	4590	\$4,641.26
8182001	Midwest tape	2000012078 - DVD purchases	504607995, 504636622, 504665955, 504701292, 504701294	\$324.60
8210011	Cleaning by Maria	Cleaning	November Bill	\$400.00
8210012	New Looks Landscaping	Mowing/Snow	911, 937	\$1,010.00
8210013	TBS	10152	26217	\$9,480.00
8210018	Casella Waste Services	54-324137	1525761	\$111.31
8210040	Mount Vernon Fire Insurance	NDO2558327		\$286.50
8220001	NYSEG	1002-8403-052	November Bill	\$386.31

8220002	National Grid	07664-27114	November Bill	\$866.54
8220002	National Grid	07664-27123	November light	\$10.86
9910001	MVLS	JA Fee December	4576	\$577.66
	Petty Cash	Board increased to 50\$		\$30.00
	Directors Account	reimbursement		\$ 93.18
			Total:	\$ 24,481.57

Director's Account

	Summary of Claims		12/14/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	Michaels	paper credit		\$ 8.62
8110000	Michaels	paper		\$ 2.98
8110001	Ace Hardware	Key - didn't work		\$ 0.74
8110001	Kelleys	2 keys		\$ 4.98
8110001	amazon	HDMI and power strip extension cord	dream and do grant	\$ 25.94
8110000	amazon	4 Lint brush for felting program		\$ 9.99
8110001	amazon	power adapters		\$ 12.98
8140003	USPS	ILL Return	Check #309	\$ 4.43
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimbursement to Director's Account				\$ 93.18