

The Community Library
Board Meeting Agenda
Thursday, January 12, 2017

Members: Ruth Ashworth, Harriet Berard, Linda Carpenter, Ginny Downs, John Hart, Ken Hotopp, Terry Keller, Dee Neary, Jerry Peters, Janet Sand, Jean Stennet

Excused (no more than 5 to meet quorum):

1. Determination of a quorum
2. Call to Order
3. Guests and Public Comment
4. Minutes of the Previous Meeting
5. Communications
6. Director's Report
7. Treasurer's Report
8. Presentation of the Bills and Actions

9. Committee Reports---Standing Committees (* indicates chair)
 - Finance** – John*, Harriet, Jerry
 - a. Budget Meeting
 - Facilities** – Jerry*, John, Terry, Ruth
 - a. Air Control
 - Personnel** – Jerry*, Dee, Terry
 - a. Director Evaluation
 - Policy** – Janet*, Jean, Ruth, Terry, Linda
 - a. Payroll Corrections Policy
 - b. Budget Development Policy
 - Board Development** – Dee*, Ginny, Harriet
10. Ad Hoc Committee Reports
 - Long Range Plan Implementation Committee** – Janet*, Jerry, Devon
 - Building Committee** – Harriet, Jean, Janet, John

11. Unfinished Business

12. New Business
 - a. Expand Board
 - b. 2017 Operations/Holiday Calendar
 - c. Set date with BRMA for Existing Conditions Summary: 1/17, 20, or 26; 2 or 3 pm
13. Other business
14. Important events coming up:
 - a. Next regular board meeting: February 9, 2017
15. Adjournment:

Mission: The Community Library is dedicated to providing information, technology, and personal enrichment to everyone in our communities.

Vision: We will expand library services to better meet the changing needs of our communities.

The Community Library
Board of Trustees Meeting
December 8, 2016

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:05 p.m.
Present: Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Terry Keller, Jerry Peters, Janet Sand, Jean Stennett, Devon Hedges. Excused: Ruth Ashworth, John Hart, Dee Neary.

Minutes:

Mr. Keller made a motion, seconded by Mr. Peters, and unanimously approved to accept the amended minutes of November 2016.

Communications:

Mr. Hedges is continuing communication with an Eagle Scout candidate in regard to erecting an historical monument on library property,

Director's Report:

Mr. Hedges reported that circulation and program numbers remain consistent with last year's numbers.

Treasurer's Report:

Mr. Hedges outlined the November bills. Mr. Peters made a motion, seconded by Mr. Keller, and unanimously approved to pay the bills. At the December meeting, Mr. Hart, who is away at this time, will present additional financial details for the month of November.

Committee Reports:

Finance:

Mr. Peters requested that all trustees attend the budget meeting on December 19 at 10:00 a.m.

Facilities:

Mr. Keller reported that Burt Construction will install heaters in the back hallway and a heat control in the front. The cost is \$1672; the trustees had approved this expenditure at the November meeting.

There will be some concrete related projects for the trustees to consider in the future.

Mrs. Berard brought to the trustees' attention the need for additional lighting in the parking area.

Mr. Hedges described a problem with one of the boilers; he had a quote of \$4639 to make the repair. Mr. Peters made a motion, seconded by Mr. Keller, and unanimously approved to obtain three quotes, not to exceed \$5000 to repair Boiler #1.

Personnel:

Mrs. Berard made a motion, seconded by Ms. Carpenter, and unanimously approved to go into executive session. Mrs. Berard made a motion, seconded by Mr. Keller, and unanimously approved to go out of executive session.

Mr. Peters made a motion, seconded by Ms. Stennett, and unanimously approved that Mr. Hedges will receive the previously agreed upon raise to commence December 2016.

Unfinished Business:

Mr. Hotopp appointed Mrs. Berard, Mrs. Sand, Ms. Stennett, and Mr. Peters to the Ad Hoc Building Committee.

Mrs. Sand explained that Schoharie County had only one representative in MVLA. She suggested we seek community members who would be interested in representing our library and the county.

New Business:

Mr. Peters initiated a discussion about increasing the number of trustees.

Important Events:

December 9 - Architect's input meeting

December 19 - Budget Committee meeting 10:00 a.m.

January 12 - next regular board meeting 1:00 p.m.

Adjournment:

Mr. Peters made a motion, seconded by Ms. Carpenter, and unanimously approved to adjourn at 2:54 p.m.

Submitted by Virginia Downs

Director's Report for the month of December, 2016:

Patron Services – 4,713 physical items circulated in December, about 150 fewer than last year, and 384 downloads came in with about 40 more than last year. Overall, circulation was close to but a bit less than last year with 0% change year-to-date despite some below average months. Computer use continues to show an upward trend at 5% YTD with over 1600 user sessions. Use of our non-internet connected children's computers in 2016 shows a monthly average of 79 sessions; new Early Literacy Station computer systems to be installed in January, 2017 feature automated session counts which may show a more reliable data set. Notable programs in December included Preschool Story Hour, the Writer's Group and Kids Spa Day, where attendees made and used their own basic, safe cosmetics; 141 people attended 34 programs. Program offerings were distributed as follows: 65% were intended for children and family audiences, 12% for tweens and teens, and 24% for adults; 72% of attendance was at children and family programs, 6% at tween and teen programs, 22% at adult programs.

Resources – Eagle Scout candidate Matthew Galasso has further developed his proposal for installing a historic marker at the library's western lawn. He's also been in touch with the Village of Cobleskill for consideration of putting the signage near the corner of Union near Main, where the historic incident took place. Due to higher foot traffic and time constraints with his Eagle Scout work, he's held the library as his first choice for a location for the sign. His current draft of text for the sign is as follows: "Shoot Out in 1900. Matthew Wilson, a Cobleskill night officer, was shot and killed here in a shoot out Nov 27, 1900. preventing the post office from being robbed." Some further details about the incident can be found through the Daily Star online at http://www.thedailystar.com/opinion/columns/backtracking-the-early-years-murder-of-policeman-stunned-cobleskill-in/article_14d6e3a7-4edb-5e11-abcc-

cd942624e7f4.html. Mr. Galasso has no notion about Historic District Commission oversight; I suggested he look in to it and indicated that I'd do the same.

Efforts in keeping with the Collection Retention Policy have stepped up considerably in December, bringing our shelving capacity closer to the industry standard of 70-80% occupancy. Keeping our shelves with spare room enables easier browsing by patrons, facilitates prominent displays of notable items, allows for manageable collection growth and streamlines staff functions in the stacks. Additionally, meeting MVLS' end-of-year deadlines for the count of all items held helps the library budget directly. This count is used in our annual report to show collection volume and also is used by the Joint Automation Project (JA) in determining a portion of monthly fees to be paid throughout 2017. Fees paid to JA (collected by MVLS) help support their operations which in turn allow member libraries in MVLS and SALS to provide service to the public; all fees are set to increase in 2017 and 2018. Nonetheless, bringing these fees down as far as possible helps the Community Library's expenses as well as the other noted benefits.

Boilers, heating and plumbing have been persistent issues to manage in December. Louie's Plumbing/Joe Falzarano indicated that unless he hears further from manufacturer Weil-McLain about the necessity for the heat shielding on the target wall for Boiler #1, he isn't inclined to worry about it. Though TBS believes that the wall will be compromised and eventually fail, Joe's perspective is 'it's surrounded by water and it's cast iron. It's not having flame directly on it, it'll be alright even if it runs'. Plumbing & heating contractor R. E. Pair Co. has been brought in to provide an estimate for the repair though no estimate has been received as of this report.

A drainage problem in the basement restroom has resurfaced that was previously brought to our plumber's attention, though in the past, it seemed to resolve itself before it could be inspected. This time, it manifested as a toilet clog during a public program. Fortunately, our plumber was just finishing a job at a nearby business and came over promptly while the Director attempted to resolve the clog and cleaned the work area. About 4 hours later, after reviewing building blueprints with the Director, avoiding cutting through pipes or disassembling duct work and more, the issue was resolved and thoroughly cleaned up.

Boiler system alarms, an issue previously thought to be an on-going, seasonal condition since renovation in 2008, was notably more severe than previously understood. The previously established procedure, in place since 2008, of resetting the relevant boiler alarm proved less than effective. Boiler failures and alarms monitored remotely by the Director on two Saturdays, one Sunday and one Monday holiday required intervention to ensure the building would be adequately heated. Building system controls contractor TBS was enlisted to provide repairs or maintenance, though some work was outside the scope and supplies of our regular controls technician. Our plumber, who has also done repairs on some plumbing portions of the boiler system, indicated the work was beyond his scope and made some referrals to boiler specialists. TBS had capability to provide some follow-up service with other technicians and additional ordered supplies. Facilities Committee members have been oriented to the problem and will be overseeing the alarms for a portion of the Director's planned absence in early January. Library Staff are otherwise trained to respond to the situation during regular library hours.

Heater service and installation in the eastern stairway and western entry vestibule has been arranged with Howard Burke. Though established by the Facilities Committee, referred to the Director and further followed up through voice mails left with Mr. Burke, no contact was established or work performed as of early January. Mr. Burke has just recently contacted the library to arrange for an appointment for the installation. The Facilities Committee has been engaged to complete coordination of the work in the Director's absence.

Architect Paul Mays has provided consultation on a number of areas including the pending Existing Conditions Summary report, detailing prevailing issues of the facilities interior and exterior. In direct response to inquiry about damaged concrete at southeastern stairs and western entry ramp, he recommends not renovating the stairs or ramp as their condition may be addressed during renovation. If something is an actual physical danger, we may need to do something temporarily, but don't spend much time or effort. If we can avoid concrete repairs in winter, avoid it. Additionally, Mr. Mays indicates that there are historic preservation guidelines on how to appropriately manage building sections not in use to keep them from becoming nuisances or liabilities. Simple 'boarding up' of damaged windows or nailing doorways may be suitable for historic features. The architects would like to schedule a meeting in January with a building committee or interested Trustees to go over the building assessment.

Professional – Staff assessments and on-going coaching sessions helped inform final payroll appropriation recommendations for the 2017 budget. Assumptions of other 2016 budget line amounts otherwise fit fairly well with actual expenses, with few exceptions noted to the Finance Committee at the meeting establishing the 2017 appropriations budget.

MVLS provided the workshop "Directors and Trustees: The Critical Partnership", attended by a few Trustees of other member libraries and MVLS along with a number of Library Directors. The workshop consisted largely of excerpts from the Handbook for Library Trustees, the Director's Handbook, and selected documents referenced from each handbook along with substantial discussion between the Directors and Trustees that attended. The role of communication and coaching between the Director and Trustees, expectation management, where things go well and where things can go wrong were all key areas of discussion.

The Handbook for Library Trustees has been revised in October, 2016; the revised document is available only online at this point: <http://www.nysl.nysed.gov/libdev/trustees/handbook/handbook.pdf>. Key revision include discussion of the role of the Public Library Treasurer, Library District Clerk, NYS Open Meetings Law, recommended policy listings, civil service, audits & control of funds, and links to new webinars including a webinar on changes to the handbook.

MVLS will be presenting a newsletter to Trustees of member libraries, starting in January. This is part of their on-going planning process, which has highlighted communications as a key area of interest among member libraries.

Meetings –

12/1, 9:30 AM - 11:30 AM: Workshop - Directors and Trustees: The Critical Partnership

12/5, Noon - 12:30 PM: Eva Fredericks; Boopsie, Inc. – Preliminary discussion for planning on consortial-wide development of mobile web apps for library webpages.

12/7, 9:30 AM - 11:30 AM: Joint Automation Finance Committee 2018 fees meeting

12/8, 12:45 - 3:15 PM: Board of Trustees regular business meeting

12/14, 8 AM - 10 AM: TBS Service for Boiler #2 – Cancelled appointment

12/15, 8 AM - 10 AM: TBS Service for Boiler #2 - Brandon Edwards arrived at roughly 9:30 AM; Brandon reset boiler 2 and inquired about how often this is needed. I indicated it was fairly often, 2-3 times between Saturday and Monday.

12/15: Louie's Plumbing/Joe Falzarano consultation on boiler insulation repair needs.

12/15: R. E. Pair Co - Plumbing & heating contractor, consulted for estimate on boiler insulation.

12/16, 9:30 AM – 9:45 AM: Paul Mays, brief consultation

12/19, 12 AM - 12 AM: Finance Committee - 2017 Budget Appropriations Meeting

12/20, 10:30 AM - 11:30 AM: Paul Mays – Detailed discussion with Mr. Mays and Mr. Stephen Rowland regarding the building existing conditions assessment.

12/20, 2 - 2:30 PM: Matthew Galasso – discussion about historic site marker proposal

12/21, 9 AM - 1:30 PM: TBS - Boiler service

12/26, 9 AM - 10 AM: Boiler 2 failure

12/28, 1 - 3 PM: Policy Committee - Internal Claims Audit and Budget Calendar.

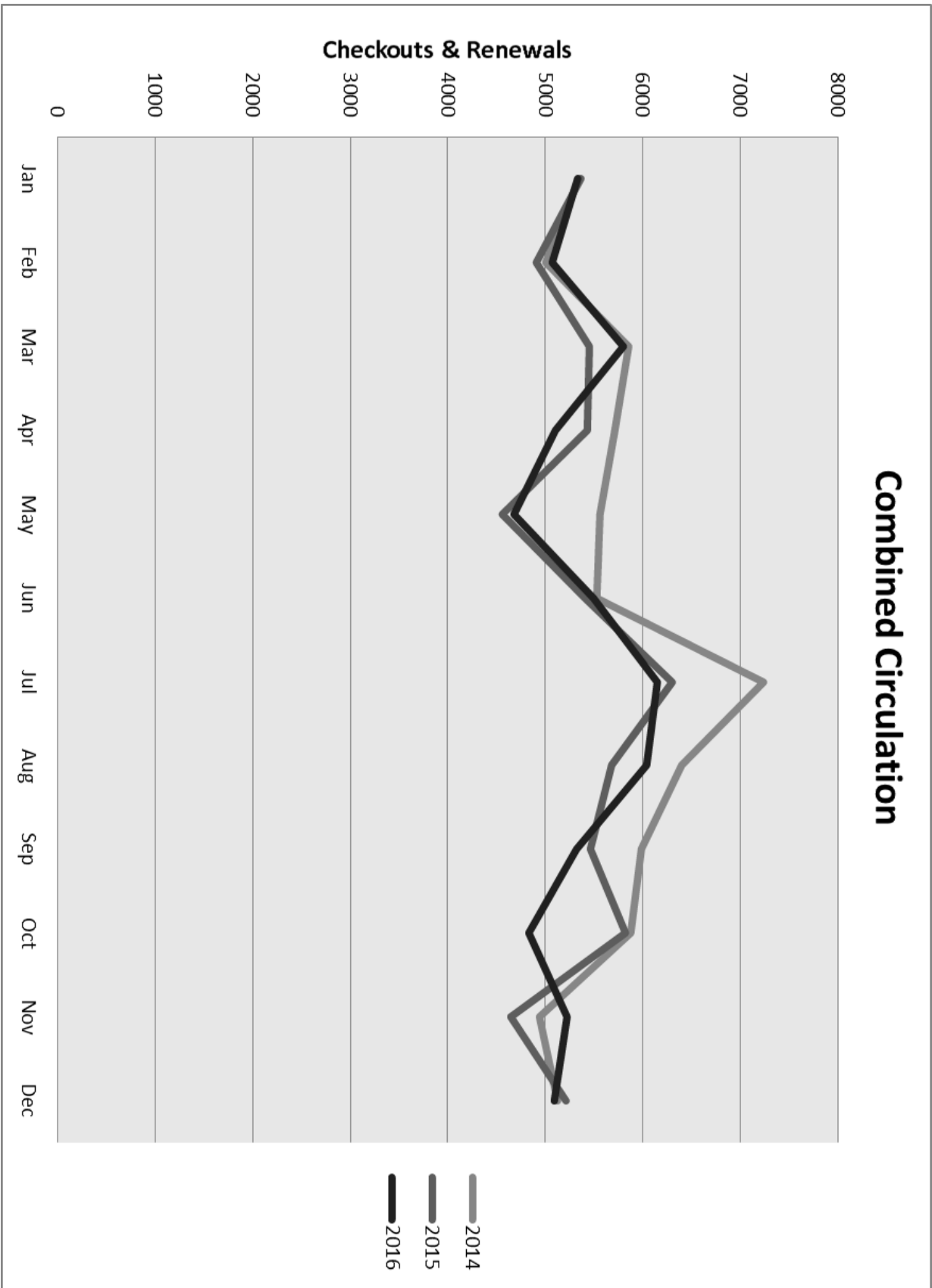
12/30, 11:30 AM - 3:30 PM: Plumbing emergency – basement restroom drainage failure, resolved by Louie's Plumbing

1/3/2017, 8 AM: Boiler repair – rescheduled for 1/4/17, pending parts arrival.

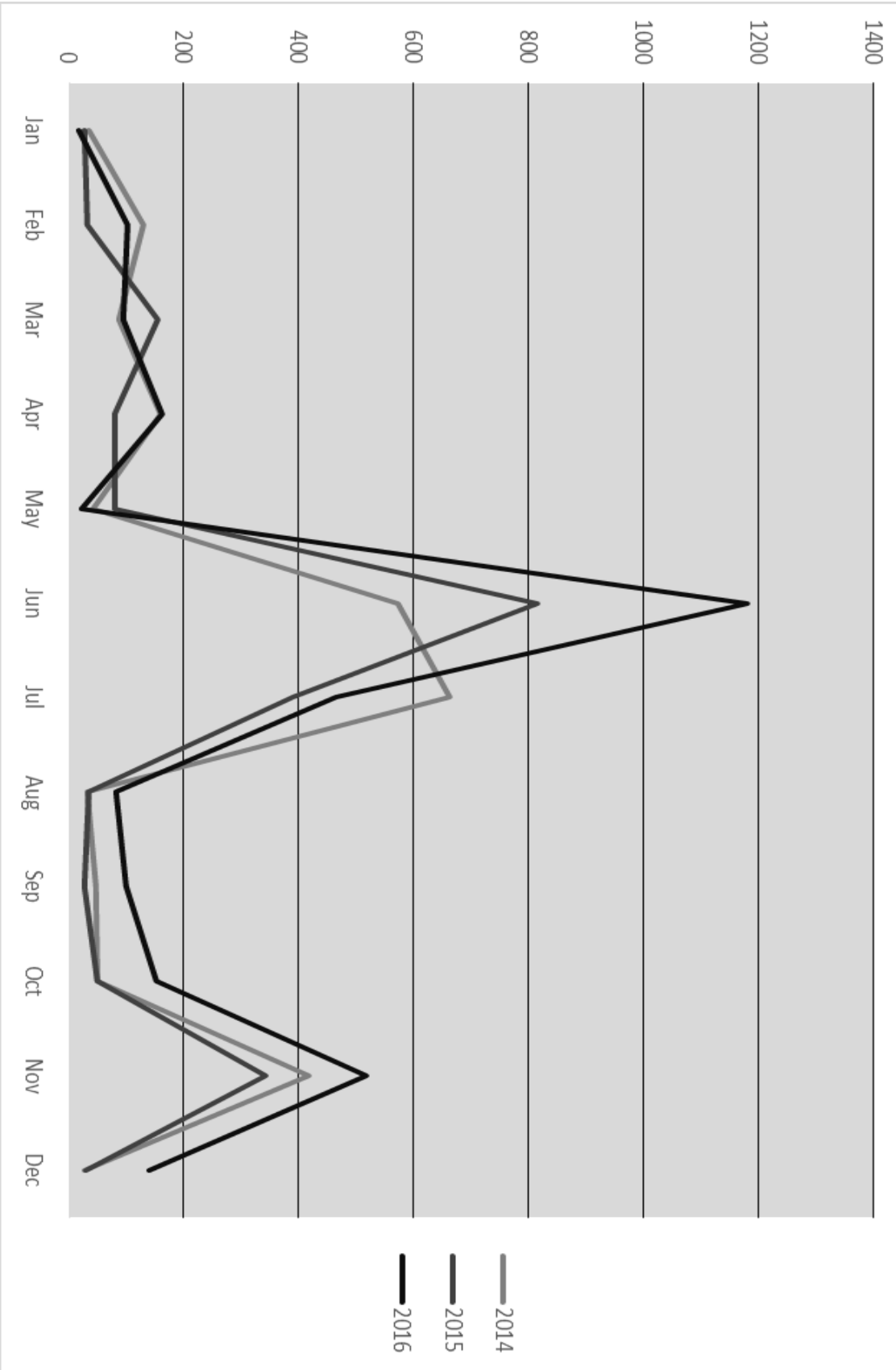
1/4/2017, 8 AM: TBS Boiler repair – Rescheduled again for 1/5/17, pending parts arrival.

1/5/2017, 8 AM: TBS Boiler Repair

Combined Circulation



Program Attendance



	Bills in Addition to Payroll		1/15/2017	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.4-7	Empire Bluecross	Group #: W05261	0201701601290	\$ 6.64
12.6-1	Baker & Taylor	L9452793	3021334935, 3021346640, 3021363951, 3021373997, 3021382744	\$ 114.81
12.6-1	Baker & Taylor	L4187743	3021338607, 3021357549, 3021370210, 3021384443	\$ 1,173.08
12.8	Midwest Tapes	2000012078	094568964, 094594154, 094615566, 094631313, 094637751, 094645847	\$ 928.27
12.6-2	The Gazette Newspapers	94490		\$ 227.24
12.16-1	NYSEG	1002-8403-052		\$ 556.31
12.16-2	Constellation NewEnergy, Inc.	1-702659	0036979476	\$ 414.84
12.16-2	National Grid	07664-27123		\$ 14.21
12.16-2	National Grid	07664-27114		\$ 386.17
12.16-3	Village of Cobleskill	48300; intentional duplicate, see memo	63784	\$ 98.40
12.16-4A	Upstate Professional Cleaning			\$ 630.00
12.16-4B	New Looks Landscaping LLC		0775, 0777	\$ 860.00
12.18-1	Televend Services	Fax cards	8368	\$ 49.37
12.18-1	Harmony Acres Partyland	Misc. & Program supplies		\$ 47.70
12.19-1	Verizon	5182347897 796250		\$ 103.19
12.19-2	MIDTEL	0682009420		\$ 30.81
12.23	Gloversville Public Library	AWE Childrens Computers		\$ 200.00
12.24-4	Studio for Art and Craft	Canvas painting program	122916-1	\$ 200.00
	MVLS		1988, 2016, 2020, 2035	\$ 3,989.19
12.8		Rotating Collections	\$ 225.00	
12.24-7		Circulation/Items	\$ 725.69	
12.23		Cassie licenses	\$ 198.50	
12.7		eContent	\$ 2,840.00	
			Total:	\$ 7,807.43
	For Library Use Only			
	Director's Account			
12.21	Cobleskill Post Office	400 stamps, Debit, 1/3/17		\$ 188.00
Authorized Signatures:			Date:	

Payroll Corrections Policy

Application

This policy and related procedures for the correction of payroll discrepancies applies to library employees, the Director, Treasurer, Assistant Treasurer and the library's accountant or bookkeeper.

Statement of Purpose

The library compensates all employees for time worked and approved paid leave. The library also has an interest in avoiding unanticipated expenses. This policy sets plans in place for instances where errors made by any personnel in tabulating or calculating that compensation.

Policy

In the event of substantial underpayment (greater than \$25), payment by check will be authorized by a signatory of the Operations Account as soon as possible; an employee may elect to delay the corrective payment until the following regular pay date. In the event of a less substantial amount of underpayment or any overpayment of wages or paid leave, the employee's pay will be corrected at the next standard pay period. Written acknowledgement of any correction will be signed by the employee and supervisor then provided to the payment authorizer and bookkeeper to be processed in a timely manner. Written documentation of corrections in payroll will be provided to employees.

Responsibility

Employees are responsible for ensuring that the pay they receive matches the time they've submitted to the Director for payment. The Director is responsible for ensuring that time submitted by employees for payment corresponds to actual time worked or previously authorized for payment from accrued paid leave. The Treasurer or Assistant Treasurer is responsible for authorizing the Director's request for payment and related disbursements. Reporting payroll obligations and adjustments to the Board of Trustees are also the responsibility of the Treasurer or designee.

The Library Director or a designee holds responsibility for providing documents related to the policy to the concerned parties. The Library Director is responsible for training and supporting staff regarding this policy.

Approved Date:

Revised:

Reviewed by / on:

Budget Development

Application

The Board of Trustees, Director and any other personnel charged with managing library finances are directly concerned with this policy. The general public may view the budget development process to better understand the use of public funds in service of the library's mission; this policy provides a framework for understanding the intent and design of the process.

Statement of Purpose

This policy is intended to serve as a reference for library personnel, primarily the Board of Trustees and Director. The calendar details are provided as a guideline to train the attention of the Board on the schedule leading up to either appropriated expenditure or public vote. The understanding of budget amendment protocols provides guidance on the observed procedures. Discussion of line item designations also provides a reference to the rationale behind the budget's structure.

Policy

Budget Line Items

Budget line items are recommended by the Finance Committee and the Director. As presented in the final annual budget, they are presented for approval by the Board. Line items are designed to conform to reporting requirements such as the NYS Annual Report for Public and Association Libraries and the IRS Form 990.

Full Year Budget Calendar

The Community Library Fiscal Year runs from January through December

January meeting of the Board of Trustees – Approval of current calendar year's budget reapportionment.

January through February (Weeks 1-6) – following calendar year's budget development

February through March (Weeks 7-11) – one or more working meetings on following calendar year's budget development

March meeting of the Board of Trustees – Approval of following calendar year's budget

March through April (Weeks 12-16) – prepare Annual Report to the Community (meeting Education Commission Regulations (8 NYCRR) § 90.2) including following calendar year's budget.

April meeting of the Board of Trustees – Approve Annual Report & Budget brochure; distribute budget documents to Cobleskill-Richmondville School District offices and public.

May – The third Tuesday of the month, Budget and Trustees Election Voting Day.

November – December (Weeks 44 – 50) – Key committee membership and administrative staff begin development of coming calendar year’s budget reapportionment.

December – January (Weeks 48 – 1) – One or more working Finance Committee meetings on coming calendar year’s budget reapportionment.

Budget Amendment

Financial reports showing budgeted funds compared with actual expenses are reviewed by Trustees at every regular meeting of the Board. The budget may be amended accordingly to keep actual income and expenses in line with an updated, approved budget. Final budget amendments may take place at the regular meeting of the Board in January during budget reapportionment. Budget amendments may be proposed by Trustees and the Director.

Responsibility

The Board of Trustees is responsible for developing and maintaining this policy and adhering to the proscribed procedures. The Library Director or a designee holds responsibility for providing documents related to the policy to the concerned parties. The Library Director is responsible for training and supporting staff regarding this policy.

Approved Date:

Revised:

Reviewed by / on: