

**The Community Library**  
**Board Meeting Agenda**  
**March 9, 2017**

Members: Ruth Ashworth 2021, Harriet Berard 2020, Linda Carpenter 2017, Ginny Downs 2018, John Hart 2018, Ken Hotopp 2019, Terry Keller 2017, Dee Neary 2019, Jerry Peters 2019, Janet Sand 2017, Jean Stennett 2021.

Jean should be 2020, so is Harriet

Excused:

1. Determination of a quorum – 6 or more board members present.
2. Call to Order
3. Guests and Public Comment
4. Minutes of the previous meeting
5. Communications-
6. Director's Report –
  - a. 2016 circulation down about 4%, moderated largely by increases in circulation of downloads and digital materials. Program sessions and attendance are up considerably, reflected in certain areas of the 2018 budget proposal.
  - b. NYS Aid to Libraries – Governor's budget cuts 9 million, sending it back to 2015 levels. Seward very receptive as usual. Sits on the Senate Libraries Committee
7. Treasurer's Report
8. Presentation of the Bills and Actions
9. Committee Reports---Standing Committees (\* indicates chair)
  - a. Finance – John\*, Harriet, Jerry  
2018 budget  
Seems like they blew past my request for increasing the budget by \$1000 for calendaring software in the 2018 budget, though Jerry was direct in indicating that we could work toward purchasing it as readily as possible. I specifically mentioned the reality that it's often the case that the budgeting process is fundamentally about me measuring the rope to hang myself with. Folks again blew past it.
  - b. Facilities – Terry\*, John, Jerry, Ruth
    - Heating system
    - Basement drainage
    - They'd like to do a spring cleaning, would like a list from me. I indicated it was pretty much the same as it was last year. To Be Scheduled at the April meeting.
  - c. Personnel – Jerry\*, Jean, Linda, Ruth
    - Director evaluation
  - d. Policy – Janet\*, Jean, Linda, Dee – Internal Claims Audit, Tobacco-Free, Travel Reimbursements for Staff
  - e. Board Development – Dee\*, Ginny, Harriet – Dee will be looking in to the idea of additional board members. Managing the work load is the main issue; whether more members is the answer is a fair question.
10. Ad Hoc Committee Reports
  - a. Long Range Plan Implementation Committee – Janet\*, Jerry, Devon – no report
  - b. Building Committee – Harriet, Jean, Janet, Jerry

- Meeting with architects

11. Unfinished Business

- Drainage in basement – still in progress
- Expanding the number of library board members – this is to be moved to Board Development
- Lamont family donors' concerns – tabled to next month

12. New Business – NYSED 2016 Annual Report for Public and Association Libraries - Approved

13. Other business – John would like some comment to stay in this room – about his father in law who is dying and he's eager to move away from Cobleskill thereafter.

14. Important events coming up:

- a. Next regular board meeting: **Thursday, April 13, 2017 - 1pm**
- b. MVLS Annual Meeting: May 10.2017 at Hales Mills Country Club in Johnstown

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  
Minutes  
Board of Trustees Meeting  
February 15, 2017**

**Call to Order**

As a quorum was present, President Ken Hotopp called the meeting to order at 1:03 p.m.

Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, John Hart, Ken Hotopp, Terry Keller,  
Jerry Peters, Janet Sand, Jean Stennett, Devon Hedges. Excused: Virginia Downs, Dee Neary

**Presentation**

Deyanira Cisneros and Linda Warren from Reality Check, made a presentation they had received to promote tobacco-free outdoor environments, and asking the Community Library to enact such a policy. Smoking is not just a human health issue, but is also an environmental issue since it pollutes the air, water and soil. Because of the grant they will provide signage. The Policy Committee will work on a policy to be studied and voted on by the entire Board of Trustees.

**Minute**

Corrections: Ms. Ashworth stated she was present at the January meeting and Mr. Hart suggested the stray c in the first section of the director's report be removed. Mr. Hart moved to accept the corrected minutes, seconded by Mr. Keller. The minutes were approved unanimously.

**Correspondence**

- The library received a letter from Dan Lamont stating that the Community Library has been named as a beneficiary in the estate of Marion Borst. Mr. Hedges reminded the Trustees of Library Advocacy Day in Albany and will provide more information if needed.

**Director's Report**

- Mr. Hedges reported that circulation is pretty much the same but the meeting room use is increasing. The new Children's computers are in.
- Ms. Sand has a concern about the WEB site that is not maintained or up-to-date. Mr. Hedges replied that the current site is difficult to access but he is working on a redesign that can be easily accessed so the job of maintaining the site can be given to a staff member. Mr. Hotopp stated that we could hire someone to do the redesign.

### Treasurer's Report

Mr. Hart stated that we show \$1800 less in income but it is coming. Budget expenditures are on target.

|                        |           |                 |
|------------------------|-----------|-----------------|
| January, 2017 Payroll: | Gross Pay | \$10,779.82     |
|                        | Taxes     | 183.97          |
|                        | Benefits  | <u>1,368.82</u> |
|                        | Total     | \$12,332.61     |

### Finance Committee

- Mr. Hart would like to have the budget meeting on February 27 at 11:00 a.m., so the proposed 2018 budget can be voted on by the Trustees at the March meeting and then given to the Cobleskill-Richmondville CSD for inclusion on the May ballot.
- Mr. Hart moved that \$20,000 be moved from the operating account to the renovation account. Ms. Berard seconded and the motion unanimously passed.

### Facilities Committee

- Mr. Keller met with Mr. Hedges about several problems, the first being the boiler.
  - The master computer system does not work properly but we can probably get along with this for a short time. Mr. Hedges has received a rough estimate of \$10,000 to repair this. This should be **the second priority to fix**. Mr. Hedges is seeking firm estimates for this and, once they are in, will contact Mays for suggestions for an expert who can advise us.

- Repairing the target wall **should be the first priority**. The insulation in one of the boilers needs replacing and if this is not done soon the entire boiler could be endangered. A rough estimate for this is around \$4,000.
- The third problem is the burner control module (which tells the boiler when to go on and off) malfunctions.
- Another problem is the main line drainage problem in the basement, probably in the belly of the line. This is not caused by the Lark St. work, but Joe Falzarano, a plumber, says the floor must be taken up in certain areas and that will reveal the cause of the problem. Mr. Hart motioned to have Mr. Falzarano come in and fix the drainage problem for up to \$3,000. Ms. Sand seconded. The motion passed with eight voting aye and one voting nay.
- Mr. Keller also spoke to Mike Persons, highway superintendent, about making right turns from the library parking area. When a car is parked in the last space it makes it difficult to see on -coming cars or to make the turn. Mr. Persons said the last parking area will probably be striped and this should improve site lines and make right turn on Union Street is easier.

### **Personnel Committee**

Mr. Peters is working with Mr. Hedges to set a date for the director's evaluation. This should be done by the end of February.

### **Policy Committee**

Ms. Sand stated the committee will meet on March 8<sup>th</sup> at noon to develop a tobacco free zone policy and a policy concerning weather closings when the school has a snow day.

### **Building Committee**

The next meeting with Mr. Mays will be on February 23 at 10:30 a.m. All are welcome.

### **Unfinished Business**

- Ms. Stennett moved, seconded by Ms. Berard, to allow Matthew Galasso to place a historical marker on library property for his Eagle Scout Project. The motion was unanimously approved.
- Mr. Hotopp spoke to Dan Lamont about the Lamont family's donations. They would like to get some recognition for their efforts. Mr. Peters suggested

that if the family does decide give, to donate the money to the MVLS foundation which will invest the money in the stock market and have the money for us when we need it.

- Expanding the size of the library board was again discussed. Mr. Hedges has prepared a list of various libraries and the size of their boards. Ms. Berard suggested a letter be sent to the *Times Journal* about the board seeking new members, how to get petitions, etc. It was decided to send this issue to the Board Development Committee.

#### **Other Business**

- Ms. Berard has been researching various types of tables that might suit the library better than what we now have. She found trapezoidal tables that are very versatile and relatively inexpensive.
- Mr. Hedges said he does send notices of meetings to the Times Journal, but is limited by the space and time he is allowed.

#### **Dates to Remember**

February 23 – Meeting with the architect

February 27== Finance Committee meeting on the budget

March 8 – Policy Committee Meeting

March 9—next monthly meeting

Mr. Keller moved, seconded to by Mr. Hart, that the meeting be adjourned. Motion passed unanimously.

Submitted by Jean Stennett

### **Director's Report for the month of March, 2017:**

Patron Services – Following the trend established in 2016, our physical circulation is slightly down, though downloadable content continues with stability or slight growth. 4,436 items were checked out and 408 were downloaded. Computer use exceeded expectations in regard to the new Early Learning Station computers which were purchased at a considerable discount from Gloversville Public Library. Our typical use of children's computers is about 40 sessions per month; though that held true for our old systems, the new computers showed 57 user sessions for a total 102 sessions altogether. Program attendance is up substantially, in line with our increase in Battle of the Books participation; 83% of attendance is due to Children's Programs, 12% to adult. Some other key programs included "Take Your Child to the Library Day", a national initiative, School Break Week programs including maze creation and building activities, along with regular Story Hours and adult literary programming.

Resources – Boiler service for repairing the target wall insulation in the burn chamber of Boiler #2 has now received two bids with a third awaiting inspection from Stants Combustion of Latham, NY. A number of local contractors that were consulted indicated the job was not within their capacity.

The cause of previously noted drainage problems has been determined; drain pipes serving the whole building in removing waste from the library have been found to have sloping that doesn't meet code guidelines. The contributing factor to the slope problem likely will not be known before cutting in to the basement floor and may not actually be known after fixing the problem. Discussion at the previous Board of Trustees meeting has resolved to employ Louie's Plumbing to correct this emergency issue given substantial involvement in diagnosing the problem. It is expected that work may likely not contribute much if any disruption of public services as most of the pipe in question is outside of public service areas. Continued drain clearing may be necessary while work is planned and staged on addressing the slope.

Professional – The Annual Report of Public and Association Libraries for the State Education Department was begun and largely completed in February. Primary trends of the report show a 5% drop in print book circulation and a 4% drop in overall circulation with mostly media and electronic book formats showing growth in use, a 25% increase in adult program sessions with a 4% drop in attendance, and 300% increase in children's programming with a 46% increase in attendance. These numbers represent a broad perspective of the usage patterns of the library, of slowing circulation and increasing engagement with the library as a space for events, activities and enrichment. The full report, accompanied by the monthly reports provided by the Director from the past year can give a more precise sense of our past patterns and potential future directions.

Preparation of the 2018 budget began in earnest in February, culminating in a working meeting of the Finance Committee. The payroll budget is a key area of change largely reflecting the NYS increase in Minimum Wage; all wages show a planned increase to account for potential inflation as well as keeping pace with the Minimum Wage in order to not 'pinch' middle-income earners. A proposed decrease in collection spending was moderated by the Committee and discussion of proposed changes to the Budget structure were postponed for future discussion. Equipment purchasing includes 5 workstations

and a door counter to help better understand program and attendance patterns. Other changes reflect potential vendor increases and conference attendance out of the area.

The Director attended continuing education programming on Performance Audits by the Office of the State Comptroller. The Comptroller's focus is very much on helping government organizations improve their performance in safeguarding public funds. Prior concepts of audits as adversarial or conflict-oriented do not reflect current practices of the OSC. Part of their regular responsibilities and potentially a component of a Performance Audit is Tax Cap review and compliance.

Youth Services Librarian Kaitlyn Graham attended the annual Summer Library Program planning meeting with MVLS member libraries, programming presenters and performers and professional consultants. The theme for this summer, "Build a Better World" focuses on STEM programming and related themes and community building. A notable shift is the idea of libraries hosting general summer programs with a focus on reading, but not specifically targeting 'reading' alone as a singular activity of interest. This also reflects known trends in library usage, showing higher program attendance and lower circulation nationwide.

#### Meetings –

Wednesday, 2/1: RL Parsons Heating - preparing estimates for the target wall repair and regular maintenance service separately

Thursday, 2/2: GoToWebinar - Property Tax Cap Reporting

Friday, 2/3: Staff meeting

Monday, 2/6: Professional Fire Protection - 1st of 2 Sprinkler inspections for 2017

Wednesday, 2/8: Basement toilet overflow - Louie's Plumbing dealt with it.

Thursday, 2/9: Board of Trustees - regular business meeting

Friday, 2/10: Basement toilet overflow - Louie's Plumbing dealt with it.

Monday, 2/13: Mormile Plumbing & Heating - Performed inspection of boiler and burner control system for the purpose of developing estimates on three projects.

Saturday, 2/18: Friends of the Community Library Annual Meeting

Wednesday, 2/22: Bay State Elevator - Call buttons on all three floors are unresponsive. Dispatch is able to get regular technician Chris over before opening.

Monday, 2/27: Finance Committee Working Meeting – 2018 Budget

Tuesday, 2/28: Pre-Advocacy Day Continuing Education; NYS Comptroller's Audits, Increasing Circulation

# Combined Circulation





