

The Community Library  
Board Meeting Agenda  
Thursday, May 13, 2017

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

Excused (no more than 5 to meet quorum): Keller

1. Determination of a quorum
2. Call to Order – Additional agenda items
3. Guests and Public Comment – reps from Tobacco Free
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)
  - a. Finance – John\*, Harriet, Jerry
    - i. 990
  - b. Facilities – Terry\*, Jerry, John, Ruth
    - i. Spring cleaning schedule
  - c. Personnel – Jerry\*, Jean, Dee, Linda
  - d. Policy – Janet\*, Jean, Linda, Ginny
  - e. Board Development – Dee\*, Ginny, Harriet
10. Ad Hoc Committee Reports
  - a. Long Range Plan Implementation Committee – Janet\*, Jerry, Devon
  - b. Building Committee - Harriet\*, Jean, Janet, Jerry
    - i. Public meetings
  - c. Financial Structure Committee
  
11. Unfinished Business
  - a. Internal claims audit
12. New Business
  - a. Employee health insurance
13. Other business
14. Important events coming up:
  - a. **Library Vote May 16, 7 AM – 9 PM; Golding & Radez Schools**
  - b. Next regular board meeting: **Thursday June 8, 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  
April 17, 2017

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:01 p.m.  
Present: Ruth Ashworth, Harriett Berard, Linda Carpenter, Virginia Downs, John Hart, Ken Hotopp, Terry Keller, Jerry Peters, Jean Stennett, Devon Hedges. Excused: Dee Neary, Janet Sand.

Minutes:

Ms. Stennett made a motion, seconded by Mr. Keller, and unanimously approved to accept the April 2017 minutes.

Communications:

Mr. Hotopp distributed information regarding the MVLS annual dinner meeting scheduled for May 10.

Mr. Hedges described the statement from Glen Sanders regarding *"Encouraging Respect For All"*.

Mr. Hart has received communication indicating that the money from the Decker estate will be available this summer.

Director's Report:

After discussion, Mr. Hart made a motion, which was seconded by Ms. Stennett, and was unanimously approved to increase Ms. Kaitlyn Forbes' salary by 2% commencing May 1, 2017. Mr. Hedges explained that he was developing a new web site and encouraged trustees to view it for suggestions at community [library.mvls.info](http://library.mvls.info)

Treasurer's Report:

Mr. Hart outlined the financial report for the month of March. After Mr. Hart's presentation of the bills, Mr. Hart made a motion, seconded by Ms. Stennett, and was unanimously approved to pay the bills .

March Payroll:

Gross Pay	\$9,902.15
Taxes	\$301.49
Benefits	\$1,108.00
Total	<u>\$11,311.64</u>

Committee Reports:

Facilities:

There will be a library clean-up day for trustees Monday, May 15 at 9:00 a.m.

Mr. Hedges described the problem with the main drain in the basement. Mr. Joe Falzarano has made two service calls and additional work must be completed to rectify the problem.

Mr. Keller made a motion, which was seconded by Mr. Hart, and was unanimously approved to contract with Stanz Combustion for the estimate of \$2069 to complete the emergency repair of the boiler.

Policy:

Mr. Hedges presented the committee's Tobacco-Free Policy. Mr. Peters made a motion, seconded by Ms. Stennett, and unanimously approved to adopt this policy. Mr. Hart made a motion, which was seconded by Ms. Carpenter, and was unanimously agreed to table until the May meeting the Internal Claims Audit policy.

Board Development:

Mrs. Berard reported that the committee, after much discussion, had decided to table the proposal to increase the number of trustees. The trustees discussed a list of community members who would be assets to the board. Mr. Hotopp and Mr. Keller will be contacting a few of these individuals.

Building:

Mrs. Berard and Mr. Peters informed the board that there will be two public meetings with the architect, Mr. Mays, describing proposed renovations and seeking the public's suggestions. These meetings are scheduled for April 27 from 5:30 to 7:30 p.m. and May 6 from 10:30 a.m. to 12:30 p.m. There are personal letters, e-mails, and newspaper articles notifying the community of these meetings. There will be a follow-up of these public meetings May 25 from 7:00 to 8:00 p.m.

New Business:

After discussion, Ms. Stennett made a motion, seconded by Mrs. Berard and unanimously approved to support the "Resolution Encouraging Respect for All"

After discussion the trustees agreed that the Building Committee would benefit from representation from the policy, finance, and board development committees. The building committee now includes Mr. Peters (chair), Ms. Carpenter, Mr. Hart, Mrs. Sand, Mrs. Neary, Mrs. Berard, and Ms. Stennett. They will meet Monday, April 24, at 11:00 a.m.

Adjournment:

Mr. Keller made a motion, seconded by Mr. Hart, and unanimously approved to adjourn at 3:17 p.m.

Submitted by Virginia Downs

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

Patron Services – Overall circulation in April was low, about 10% below last year at this time. General audience movies, books, and Children's books were the most popular collections and downloadable content also brought in 8% of all checkouts. Program attendance is up 166% YTD as 181 people attended 33 events at the library, which is comparable to last year's Battle of the Books attendance alone. The first of two public meetings with our architect brought about 25 people out to hear about on-going efforts in developing our facilities master plan and to share their ideas and feedback. Future public events and community meetings include "Plant a Mini Herb Garden", public follow-up on the building master plan development process, and the Schoharie County Department of Health Public Health Preparedness coordinator will be conducting a day-long continuity of operations drill.

Resources – Picture Book City and Adult Fiction front-faced marketing implementation were largely completed, though other changes to the physical layout of collections throughout the library haven't been finalized. Continued retention analysis as well as consultation from Butler, Rowland, & Mays architects and MVLS consultants will contribute to the reorganization. Genre listings are being improved for selected collections to help patrons more easily access the items they want most. A full collection inventory, not done since 2005, will be performed in May and June.

TBS continued work to improve the heating system performance and prevent failures. In the beginning of May, Stants Combustion performed code-compliance work on the boilers, rectifying an inspection violation. Louie's Plumbing returned a refurbished circulator pump for the heating system and continues to perform periodic, emergency clearing of our main drain line. Planning is still underway for the project to repair the drain line. Hydrotest performed routine inspection and service on our fire extinguishers.

Professional – A considerable amount of Children's programming has been conducted in the Children's Room rather than the Program Room to help better showcase the library's collections as well as facilitate patron engagement. Disruption to other public services will be monitored.

Health insurance quotes were received in mid-April for a turnaround and enrolment prior to 5/12 for plans starting in June.

With the consultation and assistance of the Director, the Friends of the Community Library's new Executive Committee is training new partners as well as working to develop a sustainable organization.

A comprehensive, organizational handbook is now available to Trustees and staff and will soon be made available to the general public. This is a consolidation of all Board-approved policies, organizational documents (bylaws, charter, etc.), resolutions and more. The handbook is intended to be kept as a reference for all library personnel including volunteers, staff, Trustees, and the general public. It is organized for ready access by varied audiences. Use of this guide facilitates common understanding of values and perspectives on issues commonly addressed by the library.

Publications dealing with finances of public agencies such as libraries, school districts, public utility districts, etc. are now available in the Trustees Office, Community Room and Director's Office. These

guides are to be used in the development of organizational structure, policy and procedure dealing with public monies. More titles are available; please consult the Director or the Office for the State Comptroller's website for a complete listing. Currently available titles include:

- "Accounting and Reporting Manual for Counties, Cities, Towns, and Villages (includes Soil Conservation Districts and Libraries)"
- "Fiscal Oversight Responsibilities of the Governing Board"
- "Improving the Effectiveness of Your Claims Auditing Process"
- "Understanding the Budget Process"
- "Reserve Funds"
- "Cash Management Technologies"

#### Meetings –

4/3: TBS Burner Service - Tech on-site to work with Burner Control Module on Boiler #2.

4/6: MVLS Workshop – "Libraries = Education"

4/7: Staff meeting; regular meeting

4/11: Building Committee - Meeting with Paul Mays regarding Program Assessment report, preparations for the Public Charrette meetings.

4/12: Friends – Special meeting for bylaw amendment

4/13: Board of Trustees – Regular meeting

4/13: SEFCU - Financial Literacy program

4/14: In-depth staff consultation

4/18: Carpet Cleaning – CRCSD maintenance staff provided a complimentary service on request.

4/19: Human Services Coordinating Council

4/20: Ken Hotopp - Finance committee, Treasurer Responsibility, etc.

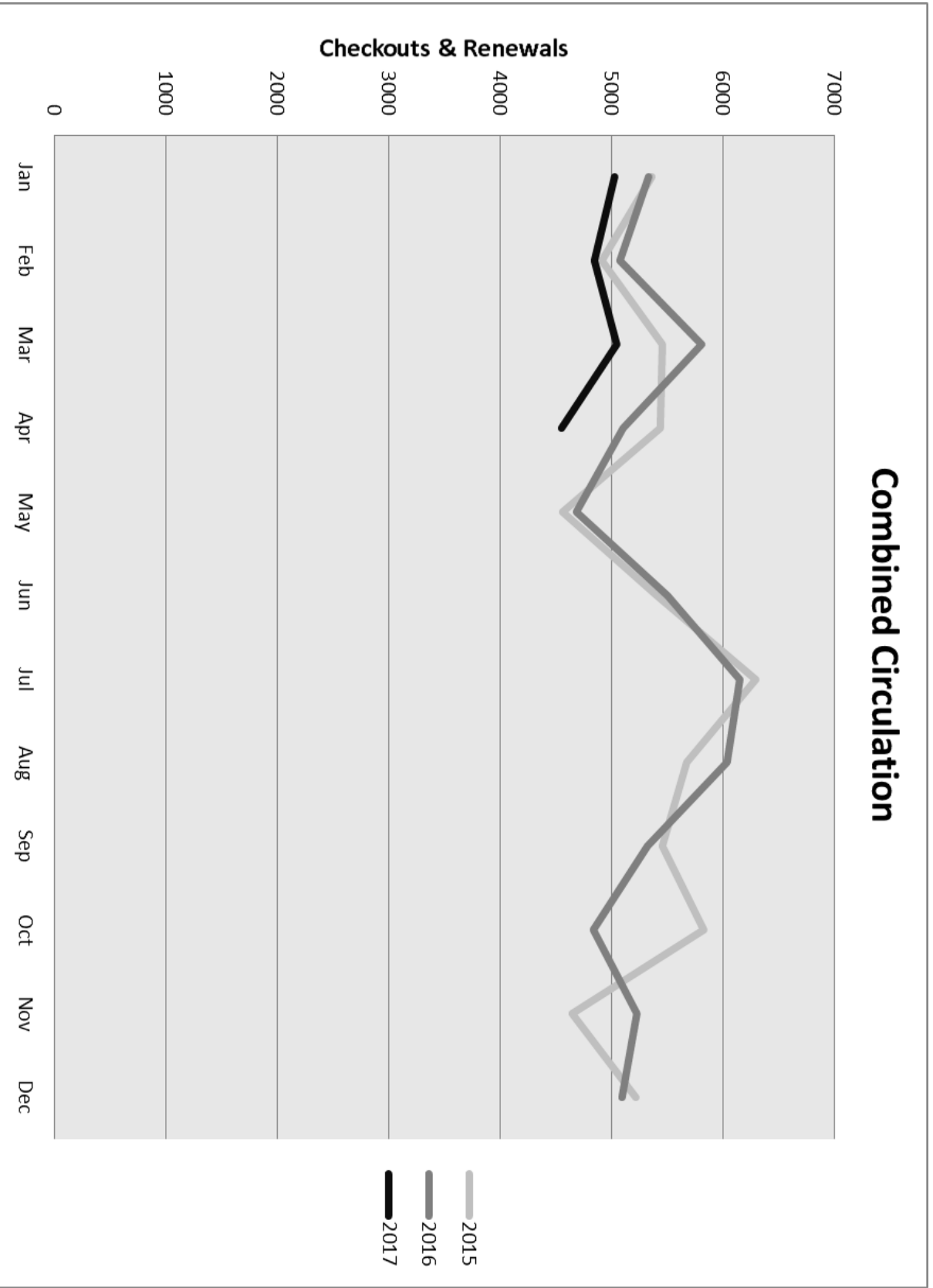
4/24: Policy/Internal Controls Ad Hoc Committee - Internal Controls

4/24: C-RCSD Superintendent Carl Mummenthy – meeting with Mr. Mummenthy, district staff, and Ken Hotopp regarding financial duties of school districts, libraries, overlap and cooperation.

4/27: Public Workshop with architects Butler, Rowland, Mays LLP

4/27: Hotspot Lending – workshop at the Capital District Library Council

4/28: Performance review with Kaitylin & pay rate increase notification









## Internal Claims Audit

### Application

This policy applies largely to the Board of Trustees in whole through their exercise of fiduciary responsibility for public funds. Public confidence in the fiscal management of the library, legal compliance and fraud liability management is supported through this strong internal control.

### Statement of Purpose

Internal financial controls help to ensure accountability, to protect the assets of the library, to create reliable financial reporting, and to promote and ensure regulatory, legal and ethical compliance. This policy concerns the internal audit of claims, a control process identified by the NYS Office of the State Comptroller as a “super control”. Establishing the standards for procedures by which the library will exercise thorough scrutiny over the expense of public funds creates a high level of accountability. Audit of claims allows for stopping fraud before it occurs and for impartial reception of whistleblowers.

### Policy

The full Board of Trustees audits a prepared Summary of Claims accompanying a Claims Packet comprising all claims against the library’s funds including bills, vouchers, and payroll due within seven or more days. Claimants and expenses noted in the Payment Prior to Authorization Policy may be paid prior to audit. Valid and legal claims (including those paid prior to audit) are approved, signified by signature or initial on each individual claim, corresponding item on the Summary of Claims, or the Summary as a whole. The Summary and Packet are then forwarded in turn to personnel responsible for preparing, signing, and distributing checks. The completed Summary and Packet are marked to prevent reuse and retained as stipulated in the Record Retention Schedule.

### Responsibility

The Library Director or a designee is responsible for preparing the Claims Packet including the Summary of Claims. The Board of Trustees is responsible for conducting the Audit of Claims. An independent bookkeeping firm is responsible for preparing payments, though Board-authorized signatories on accounts may also prepare checks. Board-authorized signatories are responsible for signing checks other than those drawn on the Director’s Account. The Library Director is responsible for final preparation and distribution of the authorized payments.

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

Approved Date:

Revised:

Reviewed by / on:

### Health Insurance Benefits

Staying with the current health insurance plan enrollment for the 2017-2018 year will entail a 14% increase in premiums. Typical employer/employee cost-sharing rates over a four-year average come to 70%/30%. Cash equivalents for those percentage rates are shown in the table below. The 2017 budget apportionment is for a \$340 expense to the library after cost-sharing reimbursement from gross wages.

#### Historical Plan Enrollment

<b>Benefit Year</b>	<b>Plan Name</b>	<b>Total Individual Premium</b>	<b>Notes</b>	<b>Employer /Employee Rates</b>
2012-2013	EPO Premium	\$407.86		\$305.90/ \$101.97
2013-2014	EPO Premium	\$471.91		\$353.61/ \$118.30
2014-2015	CDPHP EPO Gold	\$456.01	Low deductible, typical office copays. Deductible must be met before any payments on non-office visits.	\$320.01/ \$136.00
2015-2016	CDPHP PPO Silver Hybrid	\$441.02	High deductible, typical office copays. Deductible must be met before any payments on non-office visits.	\$320.00/ \$121.02
2015-2016	CDPHP EPO Gold Hybrid Embrace Health	\$511.03	Low deductible, typical office copays. Deductible must be met before any payments on non-office visits.	\$319.73/ \$191.30
2016-2017	CDPHP PPO Silver Hybrid	\$470.70	High deductible, typical office copays. Deductible must be met before any payments on non-office visits.	\$340.00/ \$130.70

#### Coming Year Plan Options

2017-2018	CDPHP PPO Silver Hybrid	\$535.46	High deductible, typical office copays. Deductible must be met before any payments on non-office visits.	\$382.85/ \$152.61
2017-2018	MVP EPO Silver 3 Liberty HDHP	\$473.10	High deductible, must be met before any copays or prescription pricing apply.	\$338.26/ \$134.84
2017-2018	CDPHP EPO Gold Hybrid	\$623.04	70% lower deductible than 2016, typical office copays. Deductible must be met before any payments on non-office visits.	\$445.47/ \$177.57

## **Tobacco-Free Library**

### **Application**

Everyone who spends time at the Community Library is affected by use of tobacco products on library property.

### **Statement of Purpose**

Tobacco product use is unhealthy and detrimental to general health and wellbeing. Tobacco products, once consumed in public spaces and facilities, are often discarded on the ground, posing a litter problem and the risk of ingestion by toddlers and/or wildlife. Such behavior is in opposition to the efforts of children, youth and adults pursuing information or technology needs and enrichment at the library.

The library personnel, visitors to the library, and the institution itself are often seen as role models. The use of tobacco products around youth has a negative effect on their lifestyle choices; modeling positive health behaviors helps shape a better community.

### **Policy**

The Community Library is committed to providing a high quality of life for everyone who makes use of the library and its grounds. The use of any tobacco products on library property is not allowed. Tobacco products are defined as any manufactured product containing tobacco or nicotine including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, bidis, snus, dissolvable tobacco products and electronic nicotine devices (ENDS) like electronic cigarettes. Policy compliance and enforcement are voluntary, though failure to comply with a reasonable request related to tobacco use may be escalated through the library's Code of Conduct.

### **Responsibility**

The library maintains tobacco-free signage and conducts other efforts to promote awareness of this policy. Library personnel including staff, volunteers, Board members, and other designees will enforce this policy directly with visitors to the library. 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: 4/13/2017

Revised:

Reviewed by / on:

