

The Community Library  
Board Meeting Agenda  
June 8, 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): Ruth Ashworth, Terry Keller, Jerry Peters

1. Determination of a quorum
2. Call to Order and for additional Agenda items
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)
  - a. Finance – John\*, Harriet, Jerry
  - b. Facilities – Terry\*, Jerry, John, Ruth
    - i. Cleanup Day
    - ii. Tobacco-Free Zone signage
    - iii. Chain-link fence at northeastern property corner, vine removal
  - c. Personnel – Jerry\*, Jean, Linda, Ruth
  - d. Policy – Janet\*, Jean, Linda, Dee
    - i. Travel policy
  - e. Board Development – Dee\*, Ginny, Harriet
    - i. Election results
10. Ad Hoc Committee Reports
  - a. Long Range Plan Implementation Committee – Janet\*, Fran, Jerry, Devon
  - b. Building Committee – Harriet\*, Jean, Janet, Jerry
  - c. Financial Structure Committee – Jerry\*, Linda, Dee, John – Treasurer Job Description
11. Unfinished Business
12. New Business
  - a. Organizational meeting in July
13. Other business
14. Important events coming up:
  - a. Next regular board meeting: **July 13, 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  
May 11, 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, Virginia Downs, John Hart, Ken Hotopp, Dee Neary, Jerry Peters, Janet Sand, Jean Stennett, Devon Hedges. Excused: Linda Carpenter, Terry Keller.

Guests:

Ms. Linda Wegner and Ms. Deeyanira Cisneros, representatives from Advancing a Tobacco Free Community, attended the meeting to present four exterior "no-smoking" signs and to express their appreciation for the library's support.

Minutes:

Mr. Hart made a motion, seconded by Mrs. Sand, and unanimously approved to accept the amended minutes of April 2017.

Communications:

Mr. Hedges indicated he will be attending a Downtown Revitalization meeting.  
As a member of MVLS's Joint Automation, Midtel will be providing additional services to our library.

Director's Report:

Mr. Hedges indicated that the Summer Reading Program is being developed.  
On May 25, the County Emergency Service will be meeting at the library for a day of training.

Treasurer's Report:

Mr. Hart outlined the financial report for the month of April. After Mr. Hart's presentation of the bills, he made a motion, seconded by Mr. Peters, and unanimously approved to pay the bills.

April Payroll:

Gross Pay	\$11,202.38
Taxes	\$159.39
Benefits	\$1,207.49
Total	<u>\$12,569.26</u>

Committee Reports:

Finance:

Mr. Hart indicated that the IRS 990 form has been completed.

Facilities:

Monday, May 15, at 9:00 a.m. the trustees will meet for a "clean-up day"

Policy:

Mrs. Sand presented the revised Internal Claims Audit policy. After discussion, the policy was unanimously approved.

The next meeting of the policy committee will be May 15 at 1:30 p.m.

**Building:**

The building committee will meet May 16 at 1:00 p.m.

There will be a follow-up public meeting with Mr. Mays on May 25 from 7:00-8:00 p.m.

**Financial Structure:**

The committee will meet Tuesday, May 30, at 10:30 a.m.

**New Business:**

The trustees discussed employee health insurance policies. Ms. Stennett made a motion that the library pay \$390 a month, which reflects the increase in cost, until the end of 2017. Mrs. Berard seconded the motion, and it was passed with one nay.

Ms. Stennett also made a motion, seconded by Mrs. Sand, and unanimously approved requesting that the personnel committee formulate a long-term plan to reflect the library's compensation for predicted increased payments for health care.

Ms. Stennett then rescinded her other previous motions.

**Other Business:**

Mr. Hotopp, Mrs. Berard, and Mr. Hedges represented our library at the annual MVLS dinner.

**Important Events:**

Library Vote -Tuesday, May 16, 9:00 a.m. to 9:00 p.m.

Next regular board meeting - Thursday, June 8, 2017 at 1:00 p.m.

**Adjournment:**

Ms. Stennett made a motion, seconded by Mr. Hart, and unanimously approved to adjourn at 3:02 p.m.

Submitted by Virginia Downs

Director's Report for the month of May, 2017:

Patron Services – Though circulation of items in our physical collections is down about 8% compared to last year, downloadable content circulation is up 17% YTD; total YTD circulation is at -7% with our most popular collections as follows: General Video, Adult Fiction, eContent, Picture Books. Programming remains a strong indicator of valued library service, with nearly 200 people attending just over 30 programs; our greatest draws were for the early literacy programs, the High School Art Show, and public meetings for building planning. Computer use metrics continue to show highest use by wireless users and our newer children's computers.

Resources – Initial assessment of collection programs shows higher use in Children's Picture Books and Adult Fiction following strategic shelving initiatives. Picture Book City and enhanced cover art displays appear to have produced higher circulation and certainly have provided for positive, anecdotal feedback from library users. Additional weeding efforts for the Adult Nonfiction Collection and other areas of the library are being undertaken. Adult music has also been re-categorized into music genres to facilitate user browsing. Rates for 2018 eContent group licensing purchase have been announced by Overdrive and Joint Automation; the share rate voted for conforms to our 2018 budget, representing no increase in service.

Low-water cutoff valves were installed in both boilers to correct a previously discovered code violation. Work on the boilers also led to finding some other work related to the efficiency of the hot water circulation system; further work will be scheduled to drain, inspect and reestablish the expansion tank, possibly with a new, appropriately sized model. Ongoing drainage problems persisted and were periodically remediated while waiting for our plumber's schedule to clear up enough to begin work on excavating the main drain pipe in order to correct the underlying problem. As of this report, the excavation work has begun away from basement public use areas in the Air Handling Room.

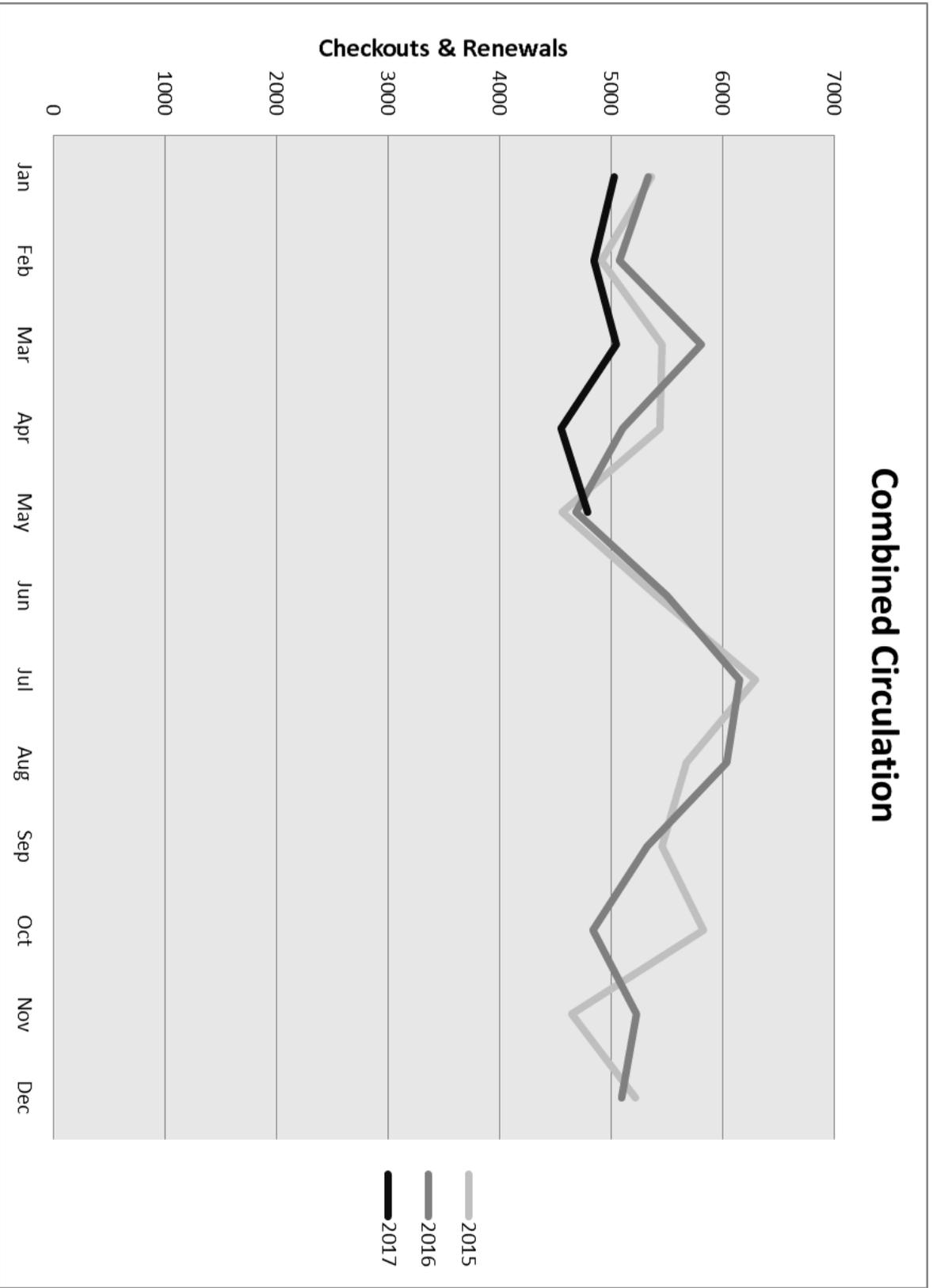
Midtel, the regional telecommunications company, will be installing high-speed fiber optic internet service to the library in June. This service comes at the strong recommendation of the Joint Automation Project, having already helped establish similar service at a number of other libraries in the region. The Joint Automation Project will be administering the service including accounts receivable functions. Other libraries with paid internet service accounts already channel their bill paying through Joint Automation who in turn, bills for a much broader array of technology and automation services to member libraries through the 'circulation' fees paid to MVLS and other library systems.

Professional – Schoharie County Civil Service provided feedback on current process and next steps with regard to the Children & Youth Services Librarian I position. Due to their being no eligible candidates in the prior round of posting and application, the position must be reposted for at least 10 days with the same job classification (description). Applicants to that posting will be evaluated based on the classification and their credentials as shown on applications. Once a list of certified, eligible candidates is established from those applications, an exam will be scheduled. It will likely not be before late summer/fall that the exam is offered.

The MVLS Annual Meeting brought together library staff, trustees, and supporters to learn more of the role of MVLS, conduct an election of officers to the MVLS Board, and to better appreciate the role of libraries in their communities. Of particular note in the Annual Report are comparative measurements of libraries within the context of their peers. MVLS Director Eric Trahan is presenting the study, results and discussion at member libraries; it's a valuable perspective on the merits of community investment in libraries and is highly recommended for library supporters and trustees.

#### Meetings –

5/2, 8 AM - 2 PM: Stants Combustion; boiler service  
5/2, 8:45 AM - 9:45 AM: Louie's Plumbing; drain clearing  
5/4, 4:30 - 5:30 PM: High School Art Show  
5/4, 3 - 3:30 PM: MVLS Foundation; Golf Tournament needs volunteers and donors: 9 AM, July 31, 2017 at Canajoharie Golf & Country Club; 8:30 AM setup.  
5/4: Schoharie Valley Family History Center; has a working microfilm reader available for donation.  
5/6, 10 AM - Noon: Public with architects Butler, Rowland, Mays LLP  
5/8, 10 AM - 11:30 AM: County libraries; Youth Services meeting  
5/10, 5:30 - 7:30 PM: MVLS Annual Meeting  
5/10, 9:30 AM - 11:30 AM: Joint Automation Council; regular meeting  
5/11, 12:45 - 3:15 PM: Board of Trustees; regular meeting  
5/11, 4:40 - 6 PM: Downtown Revitalization Project  
5/12, Noon - 1 PM: FM Global Boiler Inspection; verification of the installation work  
5/12, 1:30 - 2 PM: Patron consultation regarding library registration without photo ID for Amish  
5/15, 9 AM - Noon: Facilities Committee Work Day  
5/16, 10 AM - 1 PM: Butler, Rowland, Mays LLP; furnishings and program logistics assessment  
5/16, 1 - 2 PM: Building Committee Meeting - Review input from Charrettes.  
5/16, 2:45 - 3:30 PM: Evaluate our room with juggling and acrobatics performer  
5/16, 11 AM - 11:30 AM: Bay State Elevator - Regular service  
5/17, 9 AM - 11 AM: Human Services Coordinating Council  
5/17, Noon - 1:30 PM: Break room use issue  
5/19, 11:30 AM – 12:30 PM: Schoharie County Civil Service  
5/20, 10 AM - 11 AM: Friends of The Community Library  
5/24, 12:30 - 2 PM: Online exam proctoring for local student  
5/30, 10:30 AM - 12:30 PM: Financial Structure Committee  
5/30, 1:30 - 2 PM: MidTel Fiber at COB – initial assessment for installing high speed internet connection.  
5/30, 2 - 3 PM: Meeting with potential donors





## **2.3.x Travel Reimbursement**

### **Application**

Reimbursement for appropriate, work-related travel is available to library personnel including employees, trustees, and volunteers. Expenses such as mileage, lodging, and food are all eligible for reimbursement. This policy serves to establish the standards for eligible travel and includes references to federal reimbursement standards, guidance on mileage thresholds from New York State, and the library's interpretation thereof. Generally, travel expenses incurred in the course of providing programming and outreach or receiving training, attending meetings or other professional development are the subject of this policy.

### **Statement of Purpose**

Serving everyone in our communities at times involves moving outside the library's walls in order to deliver information, technology and enriching opportunities. Outreach services, promotional events, networking, workshops, classes and programs may entail travel at some point. Professional development and partnership opportunities often involve leaving the library in order to take advantage of outside perspectives. This policy provides structure for library personnel to manage reimbursement of expenses incurred in travel outside of regular responsibilities within the library.

### **Policy**

Library personnel traveling for official library purposes are encouraged to bear in mind that all expenses incurred make use of public funds; due care and consideration should be exercised to safeguard the public trust. All reimbursable travel arrangements should be made in advance and with consultation with supervisory personnel where possible.

Library personnel using a personal vehicle while traveling on assignment at a location more than 35 miles from both the library and their home are eligible for reimbursement of travel expenses. While commuting is not reimbursable, travel between the library or home and an alternate location for assigned duties is eligible for reimbursement. For travel involving an alternate work location within the 35 mile range, the lesser mileage between locations is used for determining the reimbursement amount. Mileage is reimbursed per mile at the rate set by the US Internal Revenue Service. Toll charges are reimbursable from receipts for cash or EZ Pass statements with applicable charges indicated.

Where it is in the best economic interest of the library, use of a rental vehicle or common carrier such as a train, bus, taxicab or airplane, may be preferable to use of a personal vehicle. Any such ticket or fare purchases should be made using eligible municipal contract rates or the otherwise most economical option; gasoline purchases for rental car use is reimbursable.

When travel must begin more than one hour prior to the equivalent, typical workday start, meal reimbursement is available for breakfast. Similarly, when travel will entail return to home more than two hours later than the equivalent, typical workday end, meal reimbursement is available for dinner. When travel includes an overnight stay, dinner the day of travel and breakfast the next morning are

valid reimbursement claims. In the case of repeated overnight stays where not included in other conference-related fees, breakfast, lunch, and dinner expenses for intermediary days are also eligible for reimbursement. Where such meals are included in fees otherwise paid, the meal cost is deducted from the overall reimbursement using the Meals and Incidental Expenses Breakdown chart provided by the US General Services Administration.

Lodging expenses are reimbursed up to the maximum rate set for the regional or city destination as set by the US General Services Administration. Library personnel arranging for overnight travel are advised to secure lodging at the federal rate.

Lodging rates and meal per diem rates can be found at: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem); the Meals and Incidental Expenses Breakdown is located at the same web resource.

The following types of expenses are not eligible for reimbursement:

- Parking tickets
- In-room movies
- Recreation or sporting event tickets
- Extension of travel for personal reasons
- Travel expenses of a spouse
- Alcoholic beverage

Reasonable exceptions to the noted eligibility and expense guidelines provided may be determined by the Library Director and Board of Trustees Finance Committee.

### **Responsibility**

Library personnel are responsible for providing advanced notice of travel for which reimbursement will be requested and also for completing reimbursement vouchers detailing travel dates, mileage, additional expenses, and receipts in a timely manner. The Library Director will determine that all expenses are actual, reasonable and necessary prior to approval. The Library Director will provide reference materials showing current federal per diem rates as needed. 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 library personnel regarding this policy.

Approved Date:

Revised:

Reviewed by / on: