

The Community Library
Board Meeting Agenda
July 13, 2017

Members: Ruth Ashworth 2021, Harriet Berard 2020, Linda Carpenter 2021, Ginny Downs 2018, John Hart 2018, Ken Hotopp 2019, Dee Neary 2019, Jerry Peters 2019, Larry Rockwell 2022, Janet Sand 2022, Jean Stennett 2020

Excused (no more than 5 to meet quorum):

1. Determination of a quorum
2. Call to Order and for additional Agenda items
3. Guests and Public Comment – Matt Galasso, RE: Matthew Wilson, night watchman historical marker. Elizabeth Duran (probably) RE: not wanting to pay for a fine
 - a. So her fee got waived; that's fine. It was done in a way that I didn't feel undermined at all. So whatever
4. Minutes of the previous meeting
5. Communications – Lamont letters, Jeanette Chase
6. Director's Report
 - a. Summer Reading – nearly 50 programs for children, tween/teens, and families in 6 weeks
 - b. Inventory progress
 - c. Civil service progress – deb, Kaitlyn,
 - d. Non-traditional lending collections - eReader
7. Treasurer's Report – john is telling everyone that he won't be here at all for August meeting, but that he'll put the reports together as soon as possible afterward.
8. Presentation of the Bills and Actions
9. Committee Reports---Standing Committees (* indicates chair)
 - a. Finance – John*, Harriet, Jerry – no report
 - b. Facilities – Ruth*, Jerry, John

So really, there's three items held over from last month that Ken didn't want on the agenda. There's the fencing, tobacco free, and cleanup day. John brings up the tabled issues, asks where we stand.
Folks seem perfectly happy with me pursuing contractors for lighting, ancillary landscaping.
They move to have the fencing work done for \$500 or less; my estimate is for \$300-400, they screw around with it a lot
 - c. Personnel – Jerry*, Jean, Linda, Ruth – no report
 - d. Policy – Janet*, Jean, Linda, Dee – no report
 - e. Board Development – Dee*, Ginny, Harriet

Election of Officers – I don't know who they did, but pretty much the same slate in place.
Trustee Orientation – so Dee provides her orientation packet to Larry, Ken asks for some clarity on what's included. Dee talks about how the Handbook is kinda overwhelming and vast, so the packet is intended to focus on just our library. Her packet is mostly printouts from MVLS trustees' webpages, the bylaws, a staff roster.

Ginny – they’ve received quite a bit of money as donations; she’d like to see something public that thanks people for their support. Harriet has some ideas how it can be done inexpensively.

10. Ad Hoc Committee Reports

- a. Long Range Plan Implementation Committee – Janet*, Fran, Jerry, Devon – no report
- b. Building Committee – Harriet*, Jean, Janet, Jerry – 8/2 and 8/21 work for Harriet, so that’s what we’re going with.
- c. Financial Structure Committee – Jerry*, Linda, Dee, John (auxiliary) – no meeting, but Jerry wants to pick up where we left off, I said I don’t have anything new to add at this point.

11. Unfinished Business

12. New Business

Oath of Office administration

Conflict of Interest signing – can’t remember if I had to do this in the past, but no one asks me about it, so I’m not saying anything.

Committee Assignments – ken starts by asking if anyone wants to be on a different committee. Jean, Dee, Linda, Janet, Jerry all say they’re happy where they are.

13. Other business

John’s on vacation 8/4-14, out of state, out of contact. Jerry will be doing Banking & Bills 1st Monday, John will be taking care of it on the Tuesday after the 2nd period.

14. Important events coming up:

- a. Next regular board meeting:

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
June 8, 2017

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m.
Present: Harriet Berard, Linda Carpenter, Virginia Downs, John Hart, Ken Hotopp, Dee Neary, Janet Sand, Jean Stennett, Devon Hedges. Excused: Ruth Ashworth, Terry Keller, Jerry Peters.

Communications:

Mr. Hedges is in contact with Matt Galasso regarding his Eagle Scout project of erecting the signage for an historical marker.

Minutes:

Ms. Stennett made a motion, seconded by Ms. Carpenter, and unanimously approved to accept the May 2017 minutes.

Director's Report:

Mr. Hedges informed the trustees that work is progressing to repair the basement drainage problem.

Mr. Hedges announced that MVLS is hosting a workshop on sustainable funding for libraries in Rotterdam on June 14 at 6:00 p.m.

Treasurer's Report:

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

May Payroll:

Gross Pay	\$10,707.72
Taxes	\$156.38
Benefits	\$1,179.29
Total	<u>\$12,043.39</u>

Committee Reports:

Facilities:

After a brief discussion, Mr. Hart made a motion, seconded by Mrs. Berard, and unanimously approved to table the topics of clean-up day, tobacco-free zone signs, and the chain-link fence/vines at the northeast corner of the property until the July meeting.

Policy:

Mrs. Sand presented the Travel Reimbursement Policy. During discussion, Mr. Hart suggested that "damage to personal vehicle" should be added to the list of expenses not eligible for reimbursement. With this amendment added, the trustees unanimously approved this policy.

Board Development:

Mrs. Neary indicated that she is preparing a survey for the patrons/public seeking suggestions to meet the needs of the community.

As a result of the public voting for the library budget and for trustees, Mrs. Sand was reelected to another term. The write-in votes for the second trustee position: Tim Snyder-11; Larry Rockwell-4; Cathy Weidman- 3 ; and several individuals with a single vote. These individuals will be contacted, and if necessary, the single votes will be contacted in alphabetical order.

Building:

The next meeting with Mr. Mays is scheduled for the evening of June 29.

Financial Structure:

Mrs. Neary reported that information found indicated that the school treasurer would also be the school district library's treasurer. This possibility will be investigated with the school personnel.

Mrs. Neary outlined the duties of the treasurer and listed financial aspects that should be separate from the treasurer.

Mrs. Neary indicated that the financial structure committee will be seeking additional information.

New Business:

At the July meeting the 2017-2018 officers and committees will be determined.

Important dates:

The next regular board meeting is Thursday, July 13 at 1:00 p.m.

Adjournment:

Mrs. Downs made a motion, seconded by Ms. Stennett, and unanimously approved to adjourn at 2:31 p.m.

Submitted by Virginia Downs

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

Patron Services – Circulation is on the way up, as expected heading in to our busy summer season. 5,302 items were checked out or renewed including 892 general videos, 489 general fiction titles, 429 picture books, and 423 downloadable items in the top circulating groups. This represents about a 10% increase over last month and a slowed decline at -6% YTD. Programming continues to show increase over past years, though the rate is evening out given notable increases just last year. 1,366 people attended 64 programs including our school visits and Summer Party promoting the Summer Reading Program. Attendance was 62% over last year, though still 149% over 5 years ago; 98% of that attendance was for events intended for children and families, though we also offered 10 programs for adults. Internet-connected computer use is steady, though personal wifi sessions had a sharp increase. Children's computer use is showing a clear trend of preferential use of the more modern systems that were installed in February, with nearly 70% of sessions logged on the newer units. Due to this and the busy summer season, manual tracking of use on the older units will be suspended.

Resources – More than 500 books were sent for resale to our partners at Better World Books. These items are primarily items not retained in the collection due to low interest and use by the public along with other factors such as deteriorating condition, modest reviews, etc. Expansion of the discards and donations sharing program with Better World Books is being investigated.

High-speed optical fiber internet service from Midtel was connected to the library, replacing prior coaxial cable, broadband service from Time Warner Cable. Billing for the service will be processed through the Joint Automation Project, furthering the benefits we receive from our monthly circulation payments paid to MVLS, who forwards those proceeds to Joint Automation as member fees. The service has been robust and appreciated by both patrons and staff.

A microfilm reader was donated by the Schoharie Valley Family History Center in Esperance; though accepted with the assurance that it was in good, working condition, a key piece providing for film scrolling and navigation is in need of repair. The reader remains in storage while parts are sourced.

Though there's been no significant issues of drain slowing or blockage in recent weeks, work on excavating the basement floor in the northern Air Handling Room has been completed. Additional work on determining underlying causes and remediation approaches is on-going; no recent reports have been received from Louie's Plumbing.

Professional – Policy revisions concerning patron privacy and conformity with NYS Confidentiality Law may involve significant reconciliation between protecting the rights of library users and providing convenient, friendly customer service. Discussion among library industry professionals, colleagues, Community Library personnel, and academic research have contributed to the development so far.

Correspondence with Civil Service regarding pending a Library Clerk vacancy, establishment of valid appointment for Children & Youth Services Librarian, and further personnel matters has been on-going. Postings and other actions are being postponed given the high volume of library transactions expected to occur through the summer months.

Meetings –

6/1, 9:30 AM - Noon: MVLS June 1 Workshop Opportunity - CDLC Update: Providing Access to Regional Collections Workshop; followed by Directors' Council

6/2, 1:00 – 2:30 PM: Chat N Chew

6/6, 4 - 4:30 PM: Microfilm Reader donation - Esperance Lutheran church.

6/6, 2 - 2:30 PM: New Looks Landscaping, RE: chain link fencing at northeast corner – They can dig and cut out the posts, level the surface and reseed. Remove the whole thing. Probably will take a few hours, a few guys. That's probably around \$300-400 at \$25 per man hour.

6/8, 12:45 - 3:15 PM: Board of Trustees – regular meeting.

6/10, 11 AM - 12:30 PM: My Grandmother Asked Me to Tell You She's Sorry by Fredrik Backman - Facilitated book discussion with presenter Darcy Mullen.

6/12, 9 AM - 10:30 AM: RE: Midtel fiber optic cable installation for broadband internet service

6/14, 12 AM - 12 AM: Chris Mundell JA - Completing the fiber installation

6/21, 9 AM - 11 AM: Human Services Coordinating Council - Regular meeting of the human services providers in Schoharie County.

6/26, 10 AM - Noon: Policy Committee - Confidentiality & minors.

6/28, 2 - 3 PM: Ina Boireau; webinar for Better World Books materials guidelines.

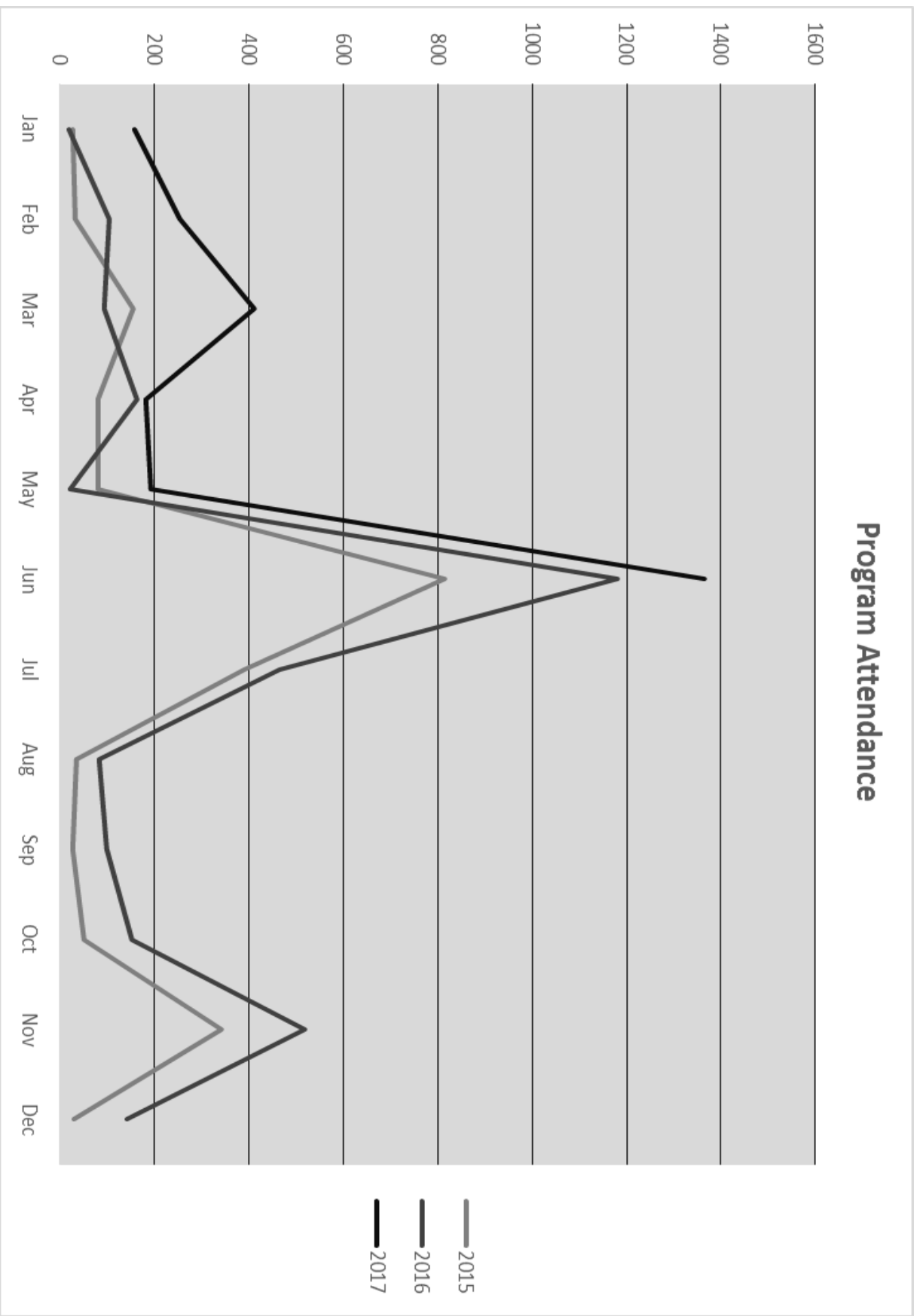
6/28, 3:30 - 4 PM: Christina Knee – consultation regarding increased participation in Friends or MVLS.

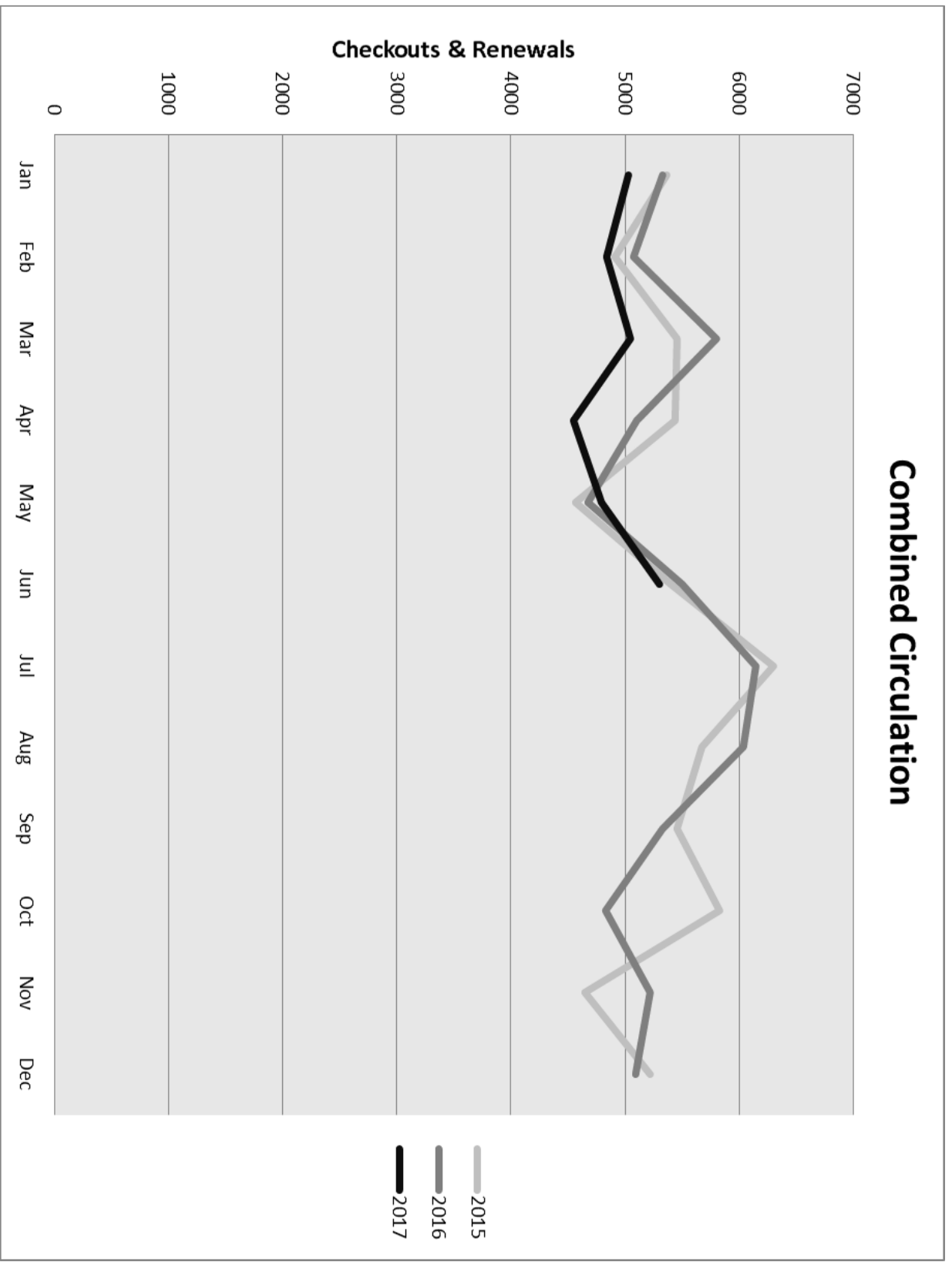
6/29, 7 - 8 PM: Architect planning session – Soliciting feedback from public around planning priorities.

6/30, 2:45 - 3:30 PM: Board consultation – regular agenda and architecture planning.

6/30, 9 AM - 9:30 AM: Paul Mays phone consultation – results from prior architecture event and planning future meetings.

Program Attendance





Summary of Claims			6/15/2017	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.4-7	Empire Bluecross	W05261	0201706604005	\$ 6.64
12.6-1	Baker & Taylor		3021578010, 3021598261, 3021602828, 3021604503, 3021621737	\$ 2,632.30
12.6-1	Baker & Taylor		3021586850, 3021598839, 3021610491, 3021622221	\$ 197.60
12.8	Midwest Tape	2000012078	0095024471, 0095037648, 0095057973, 0095077019, 0095104823	\$ 353.84
12.15	Louie's Plumbing & Heating	Sewer clearing, inspection	1863	\$ 400.00
12.16-1	NYSEG	1002-8403-052		\$ 401.27
12.16-2	National Grid	07664-27123		\$ 26.55
12.16-2	National Grid	07664-27114		\$ 582.51
12.16-2	Constellation NewEnergy, Inc.	1-1702659		\$ 589.26
12.16-3	Village of Cobleskill	Acct# 48300	B-00001823	\$ 98.40
12.16-4A	Upstate Professional Cleaners		17-033	\$ 520.00
12.16-4D	Casella Waste Services 54	54-32413 7	1285768	\$ 86.70
12.18-1	Staples	6035 5178 2074 0644		\$ 254.51
12.19-1	Verizon	5182347897 796250		\$ 102.39
12.19-2	MDTEL	0682009420		\$ 27.17
12.24-4	Balloon Gal Jenny	Summer reading party	00188	\$ 275.00
12.24-4	Movie Licensing USA	Lic #: 193876001	2346474	\$ 351.00
12.24-4	Demco	Billing #: 710217083	6127453	\$ 360.97
	MVLS		2205, 2208, 2194	\$ 743.17
12.18-1		Receipt tape	\$ 46.00	
12.23		Software licensing	\$ 16.06	
12.24-7		Circulation	\$ 681.11	
			Total:	\$ 8,009.28
	For Library Use Only			
	Director's Account			
12.16-5	Noble Ace Hardware	6/5 Debit; pesticide, picture frame glass		\$ 10.86
12.18-1	WaDaYaNeed?	6/7, Check 218, employee name badges		\$ 20.00
12.21	Race Printing	6/12/17, Debit; Return shipments		\$ 27.75
Authorized Signatures:			Date:	

Summary of Claims			7/15/2017	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.4-7	Empire Bluecross	W05261	0201707604191	\$ 6.64
12.6-1	Baker & Taylor	L4187743	3021637059, 3021658168, 3021674811, 0002984564, 0002984563, 0002984562, 0002984561, 0002984560	\$ 768.98
12.6-1	Baker & Taylor	L9452793	3021633314, 3021645685, 3021658603, 3021671145, 0002984494, 3021682258	\$ 152.06
12.8	Midwest Tape Inc.	2000012078	95116914, 95134803, 95160984, 95177160, 95196991	\$ 364.83
12.16-2	National Grid	07664-27123		\$ 12.87
12.16-2	National Grid	07664-27114		\$ 642.01
12.16-2	Constellation NewEnergy, Inc.	1-1702659	0040174154	\$ 505.38
12.19-1	Verizon	5182347897 796250		\$ 102.47
12.19-2	MIDTEL	0682009420		\$ 28.13
12.22	J. Strauss & Associates	Q2 Bookkeeping	4027	\$ 435.00
12.16-1	NYSEG	1002-8403-052		\$ 152.15
12.16-4D	Casella Waste Services 54			\$ 86.70
12.16-4D	Upstate Professional Cleaning	inc. past due balance	17-051, 17-022	\$ 1,150.00
12.24-2	Kaitlyn Forbes	School visits travel		\$ 62.91
12.24-4	Scott Murawski	7/20 performance		\$ 300.00
12.24-4	Mary Beth Dolan	7/26 performance		\$ 625.00
12.24-4	James Preller	7/28 program		\$ 800.00
12.24-4	Lindsay Sprague	7/28 program		\$ 200.00
12.24-4	Studio for Art and Craft	Summer programs	063017-01, 070617-01	\$567.00
	Cobleskill Agway	Acct #: 1091	144492, 144494, 145205	\$60.02
12.16-5		Hardware supplies	\$ 2.99	
12.24-5		Summer party popcorn	\$ 57.03	
	MVLS		2223, 2235	\$ 943.51
12.24-4		Book discussions	\$ 209.16	
12.24-7		Circulation	\$ 734.35	
			Total:	\$ 7,965.66
	Director's Account			
12.6-1	Catnap Books	Chk # 219; 7/7/17		\$ 72.00
	Authorized Signatures:		Date:	

TRUSTEE ROSTER FOR THE COMMUNITY LIBRARY 2017-2018

<p>Ruth Ashworth (2021) 171 Trillium Lane Cobleskill, NY 12043 cell: 231- 2244 R2ashworth@gmail.com</p>	<p>Kenneth Hotopp (2019) 205 Myers Road Howes Cave, NY 12092 234-2169 Hotopp34@gmail.com</p>
<p>Harriet Berard, Historian (2020) PO Box 126 Warnerville, NY 12187-0126 234-3625 cell: 231-2943 hpberard@nycap.rr.com</p>	<p>Linda Carpenter (2021) PO Box 343 Richmondville, NY 12149 294-7128 Cell: 518:937-8181 Lcarpenter3@yahoo.com</p>
<p>Jean Stennet (2020) 145 Apt.2 North St. Cobleskill, NY 12043 234-2787 Jstennett1@outlook.com</p>	<p>Virginia (Ginny) Downs (2018) 193 Grandview Drive Cobleskill, NY 12043 234-4557 cell: 231-8765 vdowns@nycap.rr.com</p>
<p>John Hart (2018) 660 Lowe Rd Cobleskill, NY 12043 234-3275 hart660@verizon.net</p>	<p>Larry Rockwell (2022) 2306 West Fulton Rd. Warnerville, NY 12187 234-1476 Larry-rockwell@nycap.rr.com</p>
<p>Janet Sand (2022) 144 Settles Mountain Road Cobleskill, NY 12043-7406 234-3945 cell: 231-0312 janetsand@gmail.com</p>	<p>Melodie (Dee) Neary (2019) 333 Main Street Richmondville, NY 12149 294-6543 (607) 435-9920 nearyd8715@aol.com</p>
<p>Gerald (Jerry) Peters (2019) 242 School Hill Rd. Cobleskill, NY 12043 h: 234-1744 C: 935-3154 gfpeters@verizon.net</p>	<p>Devon Hedges , Director 1 Front Avenue Albany, NY 12203 (518) 542-2998 cob-director@mvlis.info</p>

Edited July 2017