

The Community Library
Board Meeting Agenda
Thursday, November 9, 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): Dee Neary

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 – SEFCU Insurance Agency withdrawal; transition to Rose & Kiernan
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 - Budget appropriations
 - b. Facilities – Ruth*, Jerry, John
 - c. Personnel – Jean*, Jerry, Linda, Ruth
Paid Leave proposal
Director’s evaluation
 - d. Policy – Janet*, Jean, Linda, Dee
Weather Closures
 - e. Board Development – Dee*, Ginny, Harriet

10. Ad Hoc Committee Reports
 - a. Long Range Plan Implementation Committee – Janet*, Fran, Jerry, Devon
 - b. Building Committee – Harriet*, Jean, Janet, Jerry – 11/3 Meeting; Dumond family contacts
 - c. Financial Structure Committee – Jerry*, Linda, Dee, John (auxiliary) – 11/3 Meeting
11. Unfinished Business

12. New Business

13. Other business

14. Important events coming up:
 - a. Next regular board meeting: Thursday, 12/14; 1 PM
 - b. Staff & Volunteer Appreciation: Wednesday, 11/22 6 PM
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
October 12, 2017

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, John Hart, Ken Hotopp, Dee Neary, Jerry Peters, Larry Rockwell, Jean Stennett, Devon Hedges. Excused: Ruth Ashworth, Janet Sand.

Communications:

Mr. Hart reported that the library will be receiving in the near future approximately \$46,000 from the Decker estate.

Mr. Hart also reported that the library had received a check for \$50 from the Peaceable Day Quilt Guild.

Minutes:

Mr. Hart made a motion, seconded by Mr. Peters, and unanimously approved to accept the amended minutes of September 2017.

Director's Report:

Mr. Hedges indicated that he is seeking a second vendor for the light bulb replacement project.

The self-flush toilet in the basement is still an issue until the plumber has time in his schedule to fix it.

Mr. Hedges reported that Ms. Patrice Mai-Snyder has submitted her resignation. Mr. Hedges suggested that the personnel committee conduct an exit interview with her.

MVLS will conduct their Board of Trustees meeting at our library on October 19 at 10:30 a.m.

Mrs. Berard volunteered to represent our board at this meeting.

Treasurer's Report:

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

September Payroll:

Gross Pay	\$8,963.54
Taxes	\$70.27
Benefits	\$1,468.27
Total	<u>\$10,502.08</u>

Committee Reports:

Personnel:

Ms. Stennett reminded the trustees that the director evaluations are due by October 15.

At the personnel committee's recommendation, Ms. Stennett made a motion to pay no more than \$263.25 per month toward the Library I's health insurance .

Policy:

Mrs. Neary indicated the question pertaining to paid sick leave will be evaluated by the personnel committee.

Mrs. Neary reported that the policy committee was recommending that the by-law be changed to indicate there will be eleven trustees on the board. This motion was unanimously approved.

Board Development:

Mrs. Neary presented the trustees the results of the community survey.
At Mr. Peters' suggestion, the board agreed to reflect on the results in order to discuss implementation of suggestions at the November meeting.

Building:

Mrs. Berard requested that Mr. Tim Snyder be asked to attend the next meeting with Paul Mays to elicit requests from the Historical Society in regard to their room.
Mrs. Berard volunteered to contact the DuMond Family to determine if there are limitations pertaining to the use of the Library's History Room which they donated.
Mr. Hedges will indicate to Paul Mays the concerns with the current proposal.

Financial:

Mr. Peters reported that he has been in discussion with Ms. Lynn Lawyer, a local accountant, in regard to reorganizing the library's financial structure.

New Business:

Ms. Stennett will organize a staff appreciation get-together this autumn.
Mr. Rockwell will be asked to choose committee membership at the November meeting.

Important Events:

11/9 1:00 p.m. Next regular board meeting

Adjournment:

Mr. Hart made a motion, seconded by Mr. Peters, and unanimously approved to adjourn at 2:45 p.m.

Submitted by Virginia Downs

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

Patron Services – We continue to show losses in physical circulation compared to last year, about a 7% drop. Within that, General Videos, General Fiction and Picture Books are our highest circulating groups; downloadable content statistics were not available at the time of this report. Program attendance for October typically drops compared with the trailing months of Summer Reading and Back to School; this past month was typical for a period without an active Children and Youth Services program. Computer use is roughly on par with prior months and last year.

Resources – The search resumed for Librarian I and began for Library Clerk; the one candidate for Librarian I declined the job offer. For the Library Clerk vacancy, a new facebook job listing tool has been used in addition to our in-house and local print advertising, professional network listings, and the primary library website notices. Though the facebook tool has produced a larger amount of responses than traditional means, the majority of candidates haven't followed through with written instructions for application and resume submissions. This may lead in turn to additional time between selection on the part of the library and approval from Civil Service.

Grass seed for the northeast lawn has taken hold; spring growth may help fill it out somewhat. Technical Building Systems has provided assurances that our new building environment controls system is in the process of being received and configured with a likely launch date in November. The current system is working in delivering heat and cooling appropriately, though as noted, is unable to be adjusted, scheduled, or inspected in any meaningful way. Plumbing problems for the basement bathroom have essentially stopped, though projects remain including completing the drain pipe adjustment. More than one of the plumbing issues have, paraphrasing our plumber's words, resolved mysteriously. Underlying problems haven't clearly been identified and resolved, though the process of disassembling, inspecting, and reassembling has ended the symptoms!

Professional – Coordination of the annual Battle of the Books program has shifted to diplomacy as our typical calendar has involved outreach beginning in November. Given our current personnel limitations, I've been working with the school librarians, CREST booster group, and the Friends of the Library to adjust the scope of the program for a smaller range of grades and titles. Beginning the outreach cycle of the program later will help accommodate personnel development.

The Building Committee's consideration of draft plans, addressing challenges of past and future program goals, and developing past outreach feedback into responses have helped shape priorities. In light of the Development Committee's community survey, it is clear that continued success in public engagement demands a more substantial response from the library in our development process. The library must lead that response with support from our consultants. How that relationship will be characterized during the equally crucial funding campaign development and deployment process remains to be seen.

Two residents of the Cobleskill-Richmondville School District have been recruited to join the MVLS Board of Trustees and fulfill the requirement that Schoharie County be represented by a minimum of three residents. Katherine Hawkins and Christina Knee join Middleburgh's Eleanor Spencer in representing our county.

Meetings –

10/2: Policy Committee

10/4: Board Development Committee

10/6: Staff Meeting

10/6: Building Committee Meeting - Paul Mays & Rebecca Strong

10/12: Board of Trustees regular meeting

10/13: Librarian I interview #2

10/18: Central Library Advisory Committee Meeting, October 18

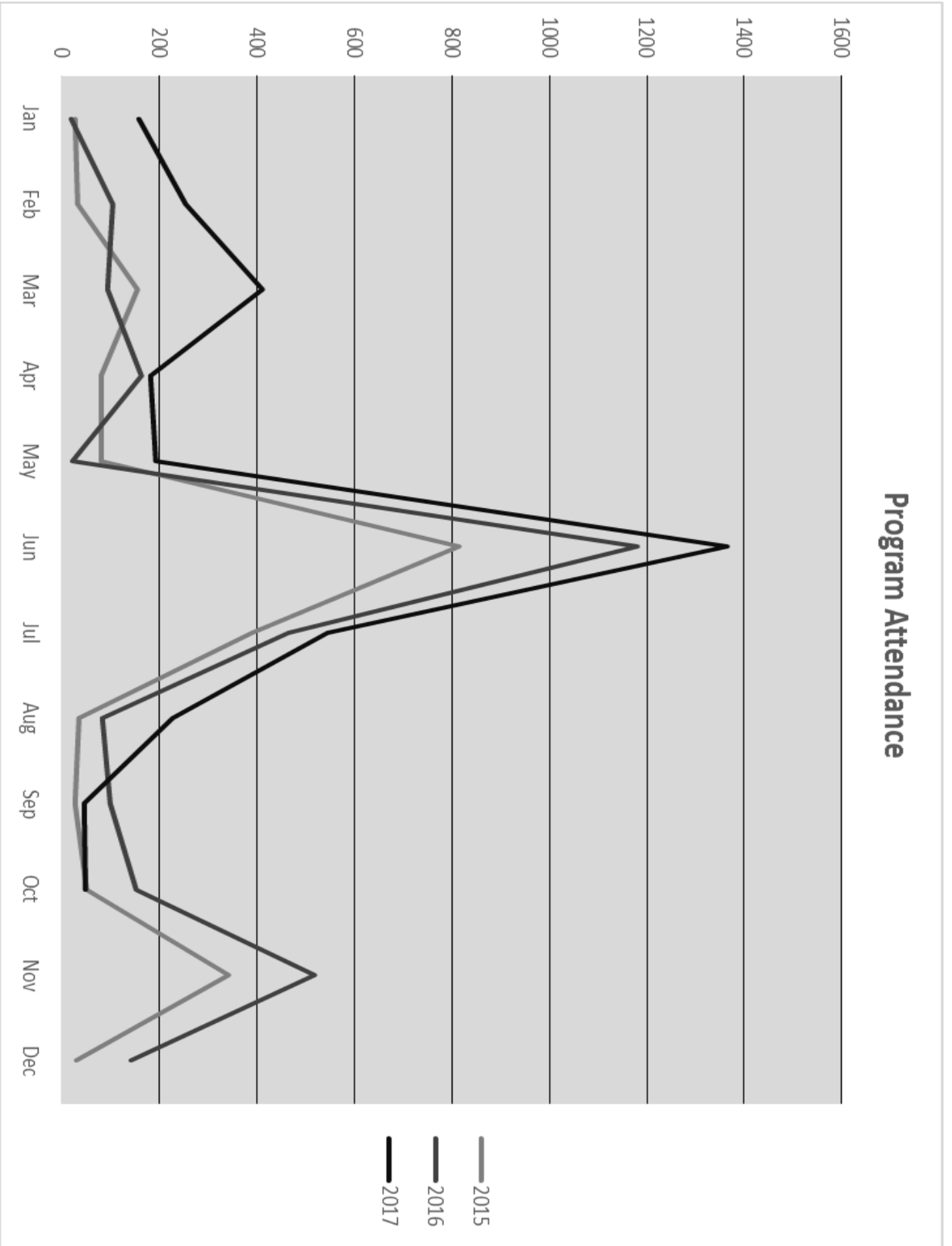
10/18: Librarian I, present job offer

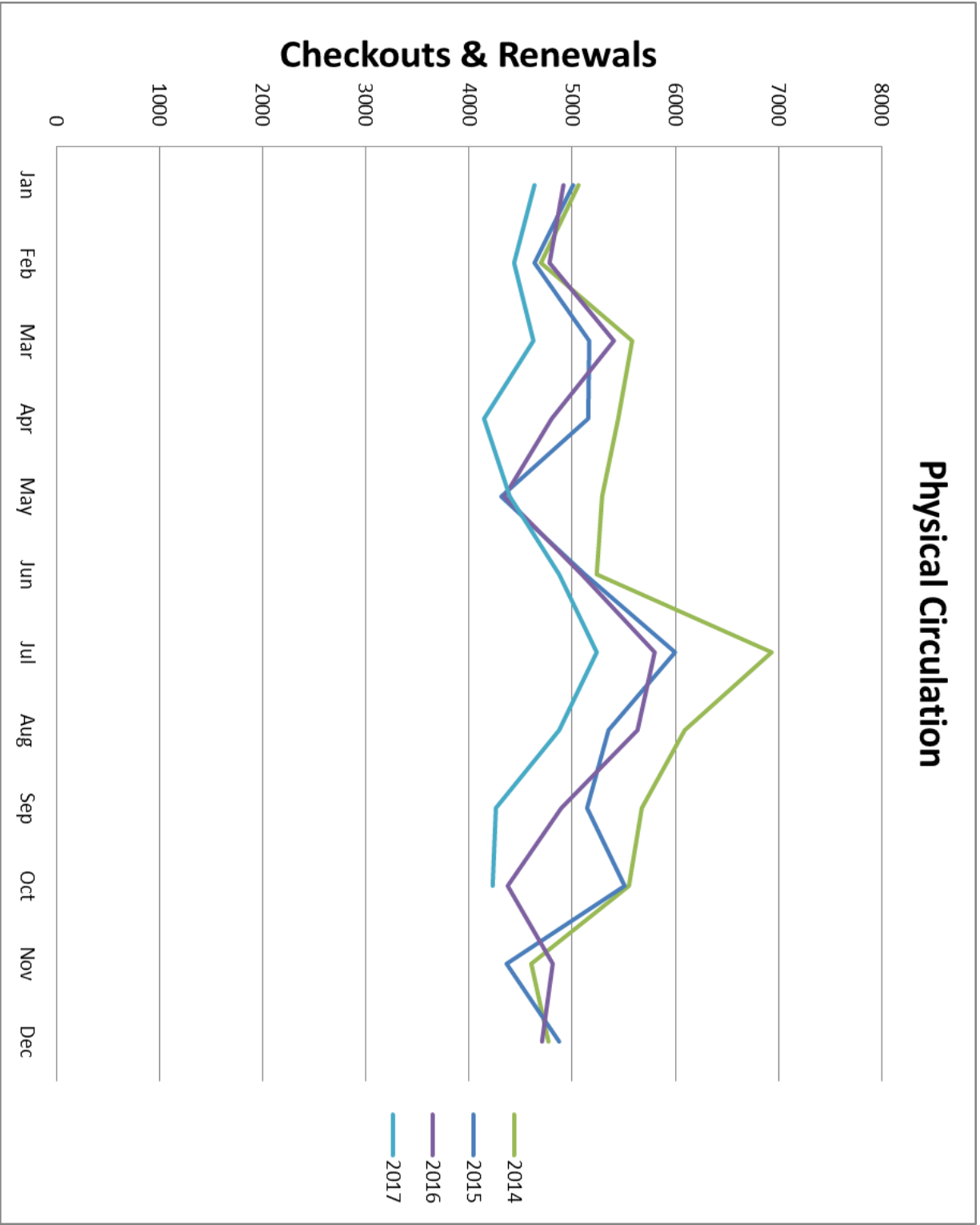
10/19: MVLS Board Meeting

10/23: Personnel Committee - Benefits

10/30: Personnel Committee - Annual review

10/30: Policy Committee – Weather/emergency closures, patron notification





Summary of Claims			10/31/2017	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.24-3	New York Library Association	2017 state conference	7766	\$ 442.00
12.16-3	Village of Cobleskill	Water & sewer	48300	\$ 459.20
	The Community Library Directors Account	Reimburse to \$480		\$ 105.38
			Total:	\$ 1,006.58
	For Library Use Only Director's Account			
12.16-5	Noble Ace Hardware	Debits, 10/10		\$ 4.18
12.16-5	Noble Ace Hardware	Debit, 10/23		\$ 26.20
Authorized Signatures:			Date:	

Summary of Claims			11/15/2017	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.4-7	Empire Bluecross	W05261	201711604872	6.64
12.4-7	CDPHP	Group#:20022337	172870011755	\$ 623.04
12.6-1	Baker & Taylor	L9452793	3021865722, 3021853557, 3021841404, 3021877346	\$ 252.13
12.6-1	Baker & Taylor	L4187743	3021868958, 3021852948, 3021838102	\$ 2,650.12
12.6-1	Middleburgh Public Library	Collected for lost/damaged item		\$ 18.95
12.6-1	Johnstown Public Library	Collected for lost/damaged item		\$ 26.00
12.8	Midwest Tape	2000012078	95521820, 95503531, 95482836, 95467714, 95446824	\$ 770.24
12.16-4C	Bay State Elevator Co.	2,992-1	459610	\$ 570.91
12.16-1	NYSEG	1002-8403-052		\$ 383.14
12.16-2	Constellation NewEnergy, Inc	1-1702659	9845112301	\$ 492.35
12.16-2	National Grid	07664-27123		\$ 12.35
12.16-2	National Grid	07664-27114		\$ 634.09
12.16-4A	Upstate Professional Cleaning			\$ 600.00
12.16-4D	Casella Waste Systems, Inc	54-324137	1304391	\$ 88.07
12.19-1	Verizon	5182347897 796250		\$ 103.63
12.19-2	Midtel	0682009420		\$ 37.28
12.23	SYNCB / Amazon	60457 8781 034003 0	BddpVjITPNta, CxnWUojclGiR	\$ 129.15
12.24-5	Walmart Community/SYNCB	6032 2020 0026 4243		\$ 13.88
	MVLS		2323, 2332	\$683.06
12.8		Replacement disc	\$19.99	
12.24-7		Circulation	\$663.07	
	Staples Credit Plan	6035 5178 2074 0644		\$ 74.11
12.16-5		Janitorial supplies	\$63.52	
12.18-1		Paper	\$10.59	
			Total:	\$ 8,169.14
	For Library Use Only			
	Director's Account			
Authorized Signatures:			Date:	

Paid Leave Proposal

Beginning in January, 2018, hourly employees of the library with one to three years of service will receive 60 hours per year of paid leave to be used at their discretion. (This would include, but not limited to sick leave, vacation, mental health days, personal days, illness or death in the family) Employees with four or more years of service will receive 90 hours per year of paid leave to be used at their discretion.