

The Community Library
Board Meeting Agenda
Thursday, February 08, 2018

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

Excused (no more than 4 to meet quorum): 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
6. Director's Report
7. Treasurer's Report – *Pending receipt from Treasurer*
8. Presentation of the Bills and Actions
9. Committee Reports---Standing Committees (* indicates chair)
 - a. Finance – Harriet*, Jerry, Larry
Treasurer bonding; insurance details
 - b. Facilities – Ruth*, Jerry, Larry
Rehabilitation Supports Services to install lightbulbs, \$11,255.75
Ongoing maintenance projects identified
 - c. Personnel – Jean*, Jerry, Linda, Ruth
 - d. Policy – Janet*, Jean, Linda, Dee
Bylaw Amendment
 - 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
 - c. Financial Structure Committee – Jerry*, Linda, Dee
11. Unfinished Business
12. New Business
13. Important events coming up:
 - a. Next regular board meeting: March 8, 2018
 - b. NYLA Advocacy Day, February 28; MVLS van carpool leaving Duanesburg at 8:30 AM.
14. 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
January 11, 2018

Call to Order:

As a quorum was present, Vice President Jean Stennett called the meeting to order at 1:02 p.m. Present: Ruth Ashworth, Harriet Berard, Virginia Downs, Jerry Peters, Larry Rockwell, Janet Sand, Jean Stennett, Devon Hedges. Excused: Linda Carpenter, Ken Hotopp, Dee Neary.

Guests:

Katherine Hawkins, who will be representing our library at MVLS, and Lynn Lawyer, CPA, our new library treasurer, were in attendance.

Minutes:

Mrs. Sand made a motion, seconded by Mr. Rockwell, and unanimously approved to accept the minutes of December 2017.

Director's Report:

Mr. Hedges has been meeting with TBS in regard to redesigning the technical support (building environmental controls) needed in the library.

Mr. Hedges indicated that there are problems with exterior lighting at the front and at the south side of the building that he is trying to rectify.

Treasurer's Report:

Mr. Peters outlined the financial report for the month of December. After each of the trustees reviewed the bills, written approval was given to pay the bills.

Committee Reports:

Finance:

Mr. Peters made a motion, seconded by Mrs. Berard, and unanimously approved to transfer \$60,000 into the renovation fund.

Mr. Peters indicated that the finance committee will meet to begin development of the 2019 budget.

Mr. Peters provided the oath of office to Mrs. Lawyer to be notarized.

Personnel:

At the request of Mr. Hedges, Mr. Peters made a motion, seconded by Mr. Rockwell, and unanimously approved to appoint Victoria Van Wormer as provisional clerk.

Policy:

Mrs. Sand outlined the changes in-to the Bylaws regarding responsibilities of the financial officer. She requested that the trustees review these changes to be voted upon at the February meeting.

Mr. Rockwell agreed to research the question of the need to bond the library treasurer.

Board Development:

Mr Hedges presented a *Guide to the Calendar of Important Duties and Functions*. Mr Hedges asked trustees to e-mail suggested changes to Mrs. Neary.

Long Range Plan Implementation:

Mrs. Sand explained that this plan was to be implemented 2015-2020.

The goals of a larger children's area, an area for large group meetings, and improved energy efficiency will be accomplished with the current renovation project.

The goal of increased publicity has improved, but visibility still needs improvement.

Outside signage could be improved, but approval of the ~~Historical Society~~Historic District Review Commission is needed.

The goal of expanded connections with the community is "a work in progress."

Building:

The committee will meet January 17 at 1:00 p.m.

Financial Structure:

Mr. Peters indicated that the suggested changes will be evaluated each month.

Mrs. Berard made a motion, seconded by Mr. Rockwell, and unanimously approved to elect Mr. Peters as the financial officer.

New Business:

With the resignation of Mr. Hart, a new trustee is needed. Various community members will be approached.

Important Events:

2/8/20 1:00 p.m. Next regular board meeting

2/28/20 Library Advocacy Day

Adjournment:

Mr. Peters made a motion, seconded by Mrs. Berard, and unanimously approved to adjourn at 2:37 p.m.

Submitted by Virginia Downs

Director's Report for the month of January, 2018:

Patron Services – 4,363 items circulated in January, an increase of about 700 over December. Included in our top circulating groups were General Videos, General Fiction and Downloadable content. Just over 40 people attended 15 programs; just 7% of all programs were targeted for children and families. Additional programming opportunities throughout February will be considered.

Resources – Initial work in establishing QuickBooks Online for the library's Treasury function has been slow but steady. In addition to establishing a Chart of Accounts that conforms to conventional accounting standards, making it so that our bank account data is shared with our secure QuickBooks account and adding a Payroll module to the software are planned based on recommendations from Strauss & Associates along with our Treasurer. These secure additions will allow for timely reporting and increase accuracy while increasing efficiencies in data entry.

The building environmental control system is now established, affording access, control and maintenance capabilities to our heating and cooling system. Consultation with engineers installing the system indicates that a functional audit of our system is likely overdue at this point. Future work will include an assessment of the system function during the cooling season and rebalancing of the humidity monitoring functions.

Tax season assistance to the community will be supplemented with two community outreach sessions where the library is partnering with the Schoharie County CA\$H Coalition to provide extensive one-on-one assistance in filing taxes online. The library's public computers will be reserved for two of three hours on two Saturdays in March. Development of this program is in response to efforts in past years, where limited support has been difficult for the public to make use of, while more traditional support has been limited to weekday hours. Paper tax forms will be provided for the public as usual, though there are typically lower quantities offered by the IRS and NYS every year.

Development of the Library Assistant position is continuing, though during what is an otherwise slow programming season, other priorities have also taken resources.

A bid for the lightbulb replacements project was received from NYSID/Rehab Support Services. As a Preferred Source Provider, we are able to circumvent typical procurement policy requirements and proceed with the job. In light of our relative inexperience with working with Preferred Source Providers and managing the relevant laws, I would like to Board to formally consider the estimate prior to my scheduling work. The competing bids and links to information on the law are included in the Board Packet.

Professional – The NYS Education Department Division of Library Development Annual Report for Public and Association Libraries have been opened for completion and are due to MVLs Monday, February 26. This report allows the library to provide assurance of our meeting the eleven required minimum standards, to secure our registration and charter for another year, and allows for the continued eligibility of state and local tax funds. Provided in the report are detailed figures on library resources and usage, staffing, income and expenses, and more.

Further refinement and understanding of the complementary roles of Treasurer, Bookkeeper, and Business Office function for the Library Director continue to be developed.

Additional documents for the Board to review and authorize include the TBS Service Agreement Renewal and the Joint Automation Project Agreement; the latter of the two is attached to the Board Packet for your review by Eric Trahan's recommendation.

Meetings –

- 1/2: Employment inquiry, Syracuse University graduate student.
- 1/4: Closing early; inclement weather
- 1/4: Jaeger & Flynn; Human Resources services consultation
- 1/4: MVLS Directors' Council
- 1/4: Building Committee – near final considerations with Paul Mays for Building Master Plan
- 1/5: Keto - GTM Payroll – Human Resources services consultation
- 1/9: Paul Mays phone consultation; follow up from prior meetings, planning ahead.
- 1/9: Ed Galearneu, TBS - update and check in regarding the building environmental controls project.
- 1/10: Joint Automation Council
- 1/11: Community Library Board of Trustees
- 1/12: MVLS Trustees; supplemental orientation - Christina Knee and Katherine Hawkins
- 1/16: Schoharie County CASH Coalition – 2018 tax season planning
- 1/17: Building Committee - Meeting with Paul Mays regarding Building Master Plan process.
- 1/19: Ruth Ashworth; Facilities Committee 1/19: Professional Fire Protection; sprinkler system inspection, 1 of 2.
- 1/24: Doug Bixler - Schenectady County Public Library Graphic Design Consultant - Requesting assistance with architecture firm community feedback graphics.
- 1/24: Katherine Hawkins - Updates on Website location, MVLS member library issues.
- 1/24: Terri Pavoldi - Sharing details of Treasurer responsibilities and financial function development
- 1/24: Howard Arnold - Cleaner - Orientation to Rehab Support Services client Howard Arnold, who will be providing cleaning services for the library from 2/5 forward on Mondays.
- 1/24: Ruth Ashworth - Facilities Committee - Orientation to 2018 Facilities issues
- 1/26: Ken Hotopp - Agenda development
- 1/30: Wade Abbott - 21st Century Libraries Initiative; Community Feedback consultation
- 1/31: TBS system final installation
- 2/1: Schenectady County Public Library - Summer at the Library 2018 workshop
- 2/3: Cabin Fever Day - Create a drop-in activity
- 2/7: Historic District Review Commission – exterior lighting modification
- 2/8: SUNY Cobleskill Logos Club – development of new logo images for the library and the Friends

Summary of Claims			2/15/2018	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.4-7	Empire Bluecross	W05261	0201802607585	\$ 6.64
12.4-7	CDPHP	Group#: 20022337	180130011955	\$ 623.04
12.6-1	Baker & Taylor	L9452793	3021981164, 3021999136, 3022009725, 3022021191, 3022032788	\$ 100.22
12.6-1	Baker & Taylor	L4187743	3021979118, 3021999908, 2033456902	\$ 976.30
12.6-2	The Gazette Newspapers	SAN: 94490		\$ 227.24
12.8	Midwest Tape	2000012078	95708405, 95722159, 95740740, 95763575, 95779460	\$ 232.89
12.15	Aaron's Electric, Inc.	Bathroom outlet replacement	4712	\$ 297.95
12.15	Louie's Plbg & Htg.	Basement toilet repairs	2051	\$ 475.00
12.16-1	NYSEG	1002-8403-052		\$ 843.83
12.16-2	Constellation NewEnergy, Inc.	1-1702659	10851197801	\$ 697.76
12.16-2	National Grid	07664-27123		\$ 18.55
12.16-2	National Grid	07664-27114		\$ 503.00
12.16-4B	New Looks Landscaping LLC	December snow removal	1077	\$ 450.00
12.16-4C	Bay State Elevator Company		466853	\$ 570.91
12.16-4D	Casella Waste Systems, Inc	54-324137		\$ 92.72
12.19-1	Verizon	5182347897 796250		\$ 103.37
12.19-2	Mitel	0682009420		\$ 30.43
12.16-6	The Hartford	43934382; Business owners insurance		\$ 6,742.32
12.16-6	Mount Vernon Fire Ins.Co.	NDO2551744D; Nonprofitmanagement liability		\$ 173.90
12.22	J. Strauss & Associates	2017 Q4 bookkeeping, year end tax processing	4137	\$ 516.00
12.24-3	Schoharie County Chamber of Commerce			\$ 299.00
	MVLS		2442	\$ 728.47
12.18-1		Receipt Paper	\$ 11.50	
12.18-2		2017 Disc repairs	\$ 16.00	
12.24-7		Circulation	\$ 700.97	
	TBS		4832	\$ 19,168.00
12.15		R2 to N4 building controls system upgrade	\$ 15,975.00	
12.16-4C		Annual service & backup maintenance	\$ 3,193.00	
	Community Library Renovation Account	Transfer from Operating Account		\$ 60,000.00
			Total:	\$ 93,877.54
	For Library Use Only			
	Director's Account			
Authorized Signatures:			Date:	

Buying from a Preferred Source

If you are a state agency , a public benefit corporation (including most public authorities), a municipality, or a school district you are required by law to purchase commodities and services from Preferred Sources first if a Preferred Source offering meets your needs for form, function, and utility. The advantage to this type of procurement is that you do not need to follow the competitive bid process. New York has three Preferred Source organizations:

1. [New York State Department of Correctional Services Division of Industries](#)—Corcraft, provides employment opportunities for inmates.
2. [New York State Preferred Source Program for People Who Are Blind \(NYSPSP\)](#), provides employment opportunities for blind and visually impaired New Yorkers.
3. [New York State Industries for the Disabled](#), provides employment opportunities for both disabled New Yorkers and veterans.

Interested in buying from a Preferred Source, but not sure where to start? Check out the List of [Preferred Source Offerings](#) and learn more about how to buy with the Step-by-Step [Preferred Sources Guide](#).

While it is not possible for any private business to become a Preferred Source, it is possible for a business to partner with a Preferred Source. To identify these opportunities, contact the Preferred Source directly for information.

Lighting replacement bids summarized:

Contractor	Estimated total materials cost (based on RSS's bid)	Labor cost estimate	Total Cost
Aaron's Electric	\$2,816.32	\$2,600.00	\$5,416.32
Rehab Support Services	\$2,816.32	\$8,439.43	\$11,255.75

Neither bid includes the replacement of fixture ballasts, as those costs will be unknowable until work begins. Aaron's Electric does not include materials in their bid, so costs are extrapolated from the competing bid. RSS is known to comply with Prevailing Wage laws, and while Aaron's may be exempt as an owner/operator doing the work directly, I've not broached the issue of Prevailing Wage, as I also know Aaron's to employ non-family members, which may exclude them from exemption from the law.

Bylaw Amendments

Proposed additions are shown in **bold, underlined, italicized** text; omissions are ~~stuck through~~.

ARTICLE III. OFFICERS

III.1 The Officers of the Board of Trustees shall be elected by its membership at the Annual Meeting in July. The Board Development Committee will present a slate of officers; additional nominations may be made from the floor. The vote for officers shall be by secret ballot if two or more trustees have been nominated for one office. Officers shall be President, Vice President, Secretary, **Finance Officer**, and Historian elected from the Board. The position of Treasurer will be appointed as a separate officer independent of the Board membership.

III.5 The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office. An Assistant secretary who need not be a Trustee may be selected by the Board to assist the Secretary in the performance of those duties.

III.6 **The Finance Officer will act as liaison between the Treasurer and the Board, oversee the regular audit of claims, chair the Board Finance Committee and otherwise serve in such a capacity.**

III.7 **The Treasurer is responsible for depositing and disbursing library funds, maintaining appropriate accounting records and providing a monthly Treasurer's Report to the Board.** ~~The Treasurer shall be the disbursing officer of the Board providing monthly presentations of current budget financial status, bills to be paid, and shall perform such duties as are generally associated with that office. An Assistant Treasurer will be appointed at the Annual Meeting to assist the Treasurer in the performance of those duties. Both shall be bonded in an amount as may be required by a resolution of the Board.~~

III.8 The Historian shall collect, maintain and preserve such materials as pertain to the history of the library and its facility, the Board of Trustees and library activities.

Agreement between the Mohawk Valley Library System (MVLS) and the Southern Adirondack Library System (SALS) Joint Automation Project and **The Community Library**

The Mohawk Valley Library System and the Southern Adirondack Library System have jointly provided integrated automation services to their member libraries since 1983 through the MVLS/SALS Joint Automation Project. The Agreement between the two systems articulates the vision and mission of the Project, stating:

VISION: We will achieve excellence in library and informational services in the communities of the eight counties through the use of technology.

MISSION: MVLS and SALS will collaboratively support and provide access to an integrated automated library system through a joint automation project. We will respond to and assist member libraries with technical support, training and resources by utilizing current and emerging technologies.

The Joint Automation Council was established in 2003 by the two library system boards to “initiate policies and decisions regarding library automation services to the member libraries, recommend policy and advise the two System Boards on issues related to the provision of library automation services including funding”.

The Joint Automation Council is a group of representatives from the member libraries and two systems and an ‘unaffiliated’ party. Libraries are encouraged to participate in the council and in its committees and users groups. A consortium requires involvement of all members so that common policies can be formed, local needs understood, appropriate budgets developed, and shared decision making occur.

The **Community Library** understands that the MVLS/SALS Joint Automation Project is a cooperative project, sharing resources over the eight counties served by the two library systems and will work collaboratively with other member libraries, the Joint Automation Council, Joint Automation Staff and system staff to insure the efficient operation and security of the automated system for all participants.

With a shared patron database, each library is expected to enforce confidentiality laws and policies to insure that all personal information including borrowing, requests, and information searches remain private. The Joint Automation Project takes very seriously its responsibility to respect the privacy of every user and expects libraries to enact appropriate local policies, procedures, and necessary training to protect confidentiality.

Joint Automation Staff is the sole administrator of the Central Site Hardware and Software and network hardware and software. Joint Automation Staff is the designated official contact with Polaris Library Systems, Innovative Interfaces (III), our current automation provider.

To facilitate the use of the automated system by the member libraries of the Mohawk

Valley Library System and the Southern Adirondack Library System, the Joint

Automation Project provides automation services and support including, but not limited to:

- Provision of an online catalog, circulation, acquisitions, cataloging, and other functionality necessary to support library services
- Development, improvement and support of a wide area network connecting libraries to the JA network
- Security measures including appropriate firewalls to protect the JA network
- Payment of telecommunication fees to provide staff connectivity to the ILS
- Full technical support of the network
- Support of member library automation needs during library hours and emergency support as needed
- Support of member library computers purchased through JA or with JA approval, including troubleshooting problems
- Loan of equipment for staff computers
- Hardware support for member library computer equipment including peripherals such as keyboards, barcode readers, and printers
- Hardware support for library local area networks
- Maintenance of appropriate files, reports, and other Polaris software applications responsive to member library needs
- User accounts on the Polaris System
- Email accounts for library staff
- A Joint Automation Intranet providing information and support documentation about the automation system and services
- Coordinated purchase of computer equipment, peripherals, bar codes and other associated items
- Assistance with access to databases, if needed
- Consultation services on member library technology needs including wireless initiatives, local area networks, etc.

The provision of these and other services is funded through State Aid and system funds received by the Mohawk Valley Library System and the Southern Adirondack Library System and by fees paid by member libraries. Grant funds are also pursued for specific automation activities.

Project budgets and member library fees are determined by a structure approved by the Joint Automation Council and the MVLS and SALS Boards of Trustees. Member libraries are billed on a monthly basis. Changes in the fee structure are announced by the Joint Automation Council and the two

System Directors no later than March 1 of the year preceding any change. Any changes become effective with the January billing (sent in February). Fees paid by the library to the MVLS/SALS Joint Automation Project represent resources used by that library and do not represent a financial equity in the system.

Library Responsibilities:

- Act in conformity with applicable New York State Law and Regulations of the Commissioner of Education
- Develop, approve and enforce a confidentiality policy that protects the privacy of all library users. All staff and volunteers will need to sign a JA security policy.
- Abide by the approved policies of the Joint Automation Project.
- Follow system conventions for the entry of patron and item information into the shared database
- Notify Joint Automation staff of problems with network performance or connectivity as soon as possible after the problem is experienced
- Notify Joint Automation staff to report equipment or software problems
- Provide training to library staff that explains the Joint Automation Project and the needs for appropriate security of database records, transactions, and public and staff computers. The library staff member providing this training must have been trained by JA staff or the System trainers.
- Notify the Joint Automation staff of impending building or other facility changes or plans that will impact the provision of automated services
- Notify the Joint Automation staff of staff changes
- Pay fees and charges as expeditiously as possible
- Provide a contact person for the library in the event of network problems occurring during library closed hours

This agreement may be terminated by mutual agreement of the parties or a library may choose to withdraw from the Joint Automation Project with 180 days (6 months) notification to both the Joint Automation Council and to the appropriate System Director.

In the event of withdrawal from the Joint Automation Project, the library is entitled to an electronic file(s) of patrons who reside in the chartered area, bibliographic records and item records. These files will be provided by Joint Automation staff in standard format at no charge to the library. Should the library require custom programming of these files, the Joint Automation Council shall determine an equitable charge for this processing. No portion of fees paid will be refunded if a library opts out of the project.

For The Community Library

Board of Trustee President

Date: _____

MVLS Board President
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Date: _____

SALS Board President
()

Date: _____