

The Community Library  
Board Meeting Agenda  
Thursday, March 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): Downs, Neary

1. Determination of a quorum
2. Call to Order and for additional Agenda items Deferred Compensation Plan
3. Guests and Public Comment
4. Minutes of the previous meeting
5. Communications
6. Director's Report
7. Treasurer's Report OK – SWAP THE FINANCIAL REPORTS; EXPENSES FIRST. Also, Lynn's sheet isn't carrying FAM funds total in to the summary box on the right of the Accounts Summary
8. Presentation of the Bills and Actions two additional bills, received just today
9. Committee Reports---Standing Committees (\* indicates chair)
  - a. Finance – Jerry\*, Harriet, Larry  
2019 Budget
  - b. Facilities – Ruth\*, Jerry, Larry  
Lighting repairs & maintenance
  - c. Personnel – Jean\*, Jerry, Linda, Ruth  
Staff appreciation will be in September
  - d. Policy – Janet\*, Jean, Linda, Dee
  - e. Board Development – Dee\*, Ginny, Harriet  
Candidate search; vacant seat
10. Ad Hoc Committee Reports
  - a. Long Range Plan Implementation Committee – Janet\*, Fran, Jerry, Devon
  - b. Building Committee – Harriet\*, Jean, Janet, Jerry – 2/26/18 Meeting
  - c. Financial Structure Committee – Jerry\*, Linda, Dee – Claims Audit
11. Unfinished Business
12. New Business

MVLS Library Awards  
Approve - NYSED Annual Report – approved
13. Important events coming up:
  - a. Next regular board meeting:
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  
February 8, 2018

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:35 p.m. Present: Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Jerry Peters, Larry Rockwell, Janet Sand, Jean Stennett, Devon Hedges. Excused: Ruth Ashworth, Dee Neary.

Minutes:

Ms. Stennett made a motion, seconded by Ms. Carpenter, and unanimously approved to accept the minutes of January 2018.

Director's Report:

Mr. Hedges plans to meet with members of the College Logo Club to garner ideas for an updated library logo.

Mr. Hedges indicated that he met with Wade Abbott (MVLS) to discuss the 21st Century Libraries initiative.

Mr. Hedges and Mr. Peters are continuing the process of reorganizing the financial structure of the library.

Treasurer's Report:

Mr. Peters outlined the financial report for the month of January. After each of the trustees reviewed the bills, Mr. Peters made a motion, seconded by Ms. Stennett, and unanimously approved to pay the bills.

Committee Reports:

Finance:

Mr. Rockwell reported that SEFCU doesn't bond, and he will continue to investigate the need and cost of bonding of trustees.

After presenting the Tax Cap Resolution, Mr. Peters made a motion, seconded by Mrs. Berard, and was unanimously approved.

Next, after presenting the Resolution to Authorize Payment in Advance of Audit, Mr. Peters made a motion, seconded by Mrs. Berard, and was unanimously approved.

Next, after presenting the Resolution Acknowledging Payments Not Requiring Audit, Mr. Peters made a motion, seconded by Mrs. Berard, and was unanimously approved.

Mr. Peters made a motion to add Lynette Lawyer as signee to the operating, renovation, and director's accounts, and to remove John Hart from these accounts. Mrs. Sand seconded the motion, and it was unanimously approved.

Finance:

Mr. Hedges described his research to find an electric company to replace the lightbulbs throughout the library. After his explanation, Mr. Peters made a motion to contract with Rehabilitation Support Services for up to \$12,000 to provide this service. Ms. Stennett seconded the motion which was passed. Mrs. Berard and Mrs. Sand abstained.

Policy:

Having provided the trustees a month for review, Mrs. Sand presented the committee's revised bylaw describing the duties of the financial officer. The revision was unanimously approved.

Board Development;

The committee will review needed changes in the Calendar of Duties of Board Trustees.

**Building:**

Mrs. Berard announced the next meeting is scheduled for February 15 at 1:00 p.m.

**New Business:**

Mrs. Sand explained that a patron had expressed concern that the library is closed on Saturdays if Monday is the official holiday. Mr. Hedges replied that he would discuss the issue with his staff.

**Important Events:**

NYLA Advocacy Day February 28

Next regular board meeting: March 8 at 1:00 p.m.

**Adjournment:**

Mr. Peters made a motion, seconded by Ms. Stennett, and unanimously approved to adjourn at 2:51 p.m.

Submitted by Virginia Downs

**Director's Report for the month of February, 2018:**

Patron Services – The Annual Report for Public and Association Libraries, a condition for our annual Charter Review, was submitted to the NYS Education Department. Our collection has been shifting to accommodate more audiovisual media and we've been adding downloadable content to reflect patron demand. In keeping with observed trends from the past year, circulation is declining while public programming shows growth, with percent change rates at -14% for overall circulation (with -22% for print materials and -7% for all other materials) and +14% for program offerings and attendance. The full report, accompanied by the monthly reports provided by the Director from the past year can give a more precise sense of our past patterns and potential future directions.

Resources – My work on the Annual report, which for the first time this year has included reporting all fiscal transactions of the library in the prior year, has been a substantial undertaking. Further development of the library's Treasury and business office function has been slowed as a result. All library accounts with the Bank of Richmondville have now been associated with our Quickbooks account and a software module for processing payroll has been established and configured. Additional implementation will be completed in the coming month.

Lightbulb replacement work has been scheduled for early March. Change orders will likely occur during the work as during an early meeting on logistics, an inspection of one fixture revealed a likely ballast replacement issue. It is unknown how many of the fixtures will require the ballast replacement work, though it is expected that many will be simple bulb or hard-to-reach bulb replacements.

Professional – The Historic District Review Commission received our application for work on the exterior lighting fixtures. The plan was approved conditionally, with late changes from vendors with plans for attempted repair or replacement being accepted by the Commission. With cost efficiency as the priority, the library has been authorized to pursue estimates for repair of the existing fixtures followed by cost

estimates for the installation of an identified fixture with an historic or traditional finish. The initially proposed fixture with a somewhat contemporary finish was not approved, though architect Paul Mays has suggested a product which the Commission did like

The LOGO Club at SUNY Cobleskill reviewed recommendations and some preferred concepts in library logo design in order to begin developing their work. Part of the consultation will involve contacts from the club returning with initial proposals and rates for work. We can then respond to their work and arrive at a final product. We will then pay for and be in a position to choose what we'd like to do with their final logo.

Elected officials of both the Assembly and Senate have responded positively to efforts from the New York Library Association and MVLS to appeal for restoration of aid in the state budget after Gov. Cuomo's proposed Executive Budget drastically cut operational and construction aid from last year's gains. Though there is not currently a representative from the 102<sup>nd</sup> Assembly District to appeal to, Sen. James Seward was very receptive to our appeals and encouraging in regard to our future construction work and development.

#### Meetings –

2/1 Summer Reading Program workshop at Schenectady Public Library

2/2 Deliver Deposit -

2/3 Cabin Fever Day – Popsicle stick chain reactions & crafts

2/5 RSS/Norman Arnold; cleaner

2/6 Doug Bixler; Schenectady Public Library, graphic designer - Consultation on community feedback for building committee

2/8 Board of Trustees - regular business meeting

2/8 LOGO Club; RE: Commercial art, work opportunity – SUNY Cobleskill, Old Gym

2/12 Norman Arnold; cleaner

2/12 Bank of Richmondville, Gerry Peters - Internet banking, linking accounts to Quickbooks.

2/12 RSS - Consultation and feedback regarding Norman Arnold, cleaner.

2/12 Joe Falzarano – RE:basement drain, planning on backfilling the trench, supporting the pipe as much as possible with stone more than the previous sand.

2/13 Bruce Ruot - Of RSS and David of Teamwork Construction; assessing lightbulb replacement logistics and planning. David also had a look at the exterior lighting issue and indicated repair may likely be possible.

2/13 Intuit Customer Service - Intuit is unable to accept payment for the Payroll Enhanced module through any other means than via credit card on a month-to-month basis.

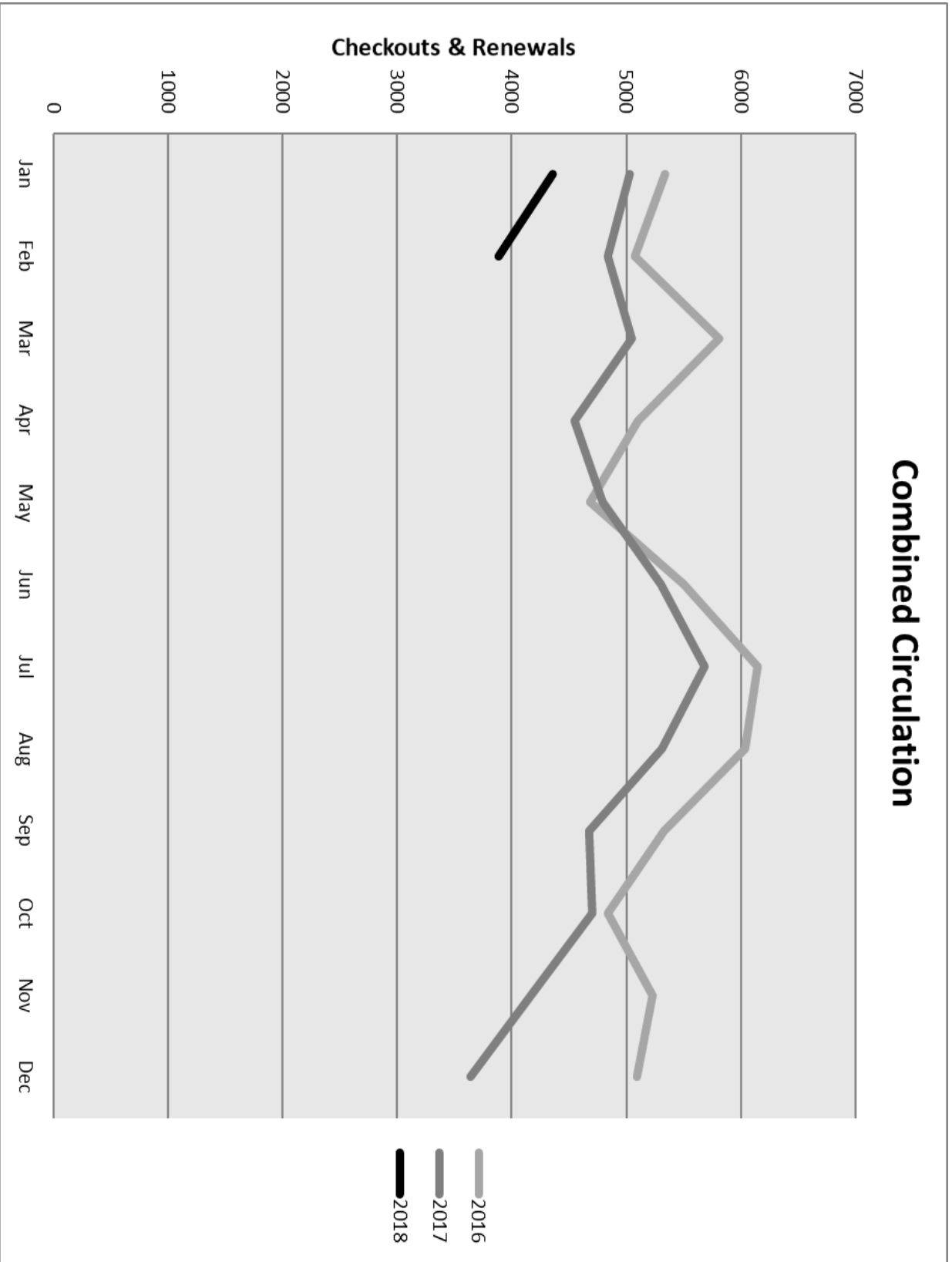
2/15 Historic District Review Commission - Present application for exterior light modification; rescheduled from 2/7/18.

2/26 Building Committee - Meeting with Paul Mays regarding Master Plan timelines and initial estimates

2/27 Care & Feeding of Your Library Board – Albany, Pre-Advocacy Day continuing education

2/28 Library Advocacy Day in Albany

# Combined Circulation



<b>February 2018</b>			Rate	Statement Date	Other Notes
<b>OPERATING ACCOUNTS</b>					
		Includes Interest			
Ckg. Acct.~ B of R'ville	158,528.79		0.05%		
Director's Acct. B/R	430.00				
Director's Acct Petty Cash	20.00				
Cash Box	60.00				
Deposit outstanding (director's acc)	0.00				
Outstanding Checks	0.00				
Outstanding Payroll/Ins Obgl's	0.00				
Actual Operating	<u>159,038.79</u>				
<b>CAPITAL ACCOUNTS</b>					
Renovation Fund Balance	365,770.58		0.05%		
Outstanding checks	0.00				
Deposit made but not posted	0.00				
Actual Renovation	<u>365,770.58</u>				
<b>INVESTMENTS</b>		101,028.10	<b>- This was the Value on 12/17</b>	Statement	Shares
FAM Account				12/31/17	1374.158
(Every three months)					
<b>REVENUE (Operating Account)</b>					
Donation	0.00	<b>ASSETS</b>			
Interest	7.86	OA (B of R) Operating Fund			158,528.79
Fines	493.60	OA Director's Acct.			430.00
Fed/State Aid		Director's Acct Petty Cash			20.00
Ambit Refund		Cash Box			60.00
2015 Tax Levy		Outstanding Deposits			0.00
MVLS 2016 LLSA		Outstanding Checks			0.00
MVLS 2016 Public Grant		Outstanding Payroll			0.00
NYS Tax Refund		<b>Operating Accounts</b>			<b>159,038.79</b>
Battle of the Books - Food Sales		(B of R) Renovation Fund			365,770.58
<b>Total Monthly Income</b>	<u><b>501.46</b></u>	FAM Funds			0.00
		<b>Other Funds</b>			<b>365,770.58</b>
<b>Donations</b>		<b>Total Assets</b>			<b>524,809.37</b>
Friends					
Total	0.00				
<b>REVENUE (Renovations Account)</b>					
Interest	13.15				
MERCK Dividend	13.44				
Donation - Mah Jongg Club	0.00				
Donation - Kathy & Marshall Garrow	0.00				
Donation - Morgan Stanley					
Donation - Cobleskill Historical					
Schoharie Chamber - early renewal disc	0.00				
NYS Construction Grant					
<b>Total Monthly Income</b>	<u><b>26.59</b></u>				





Summary of Claims			3/15/2018	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.4-7	Empire Bluecross	W05261	0201803607714	\$ 6.64
12.4-7	CDPHP	Group#: 20022337	180420006828	\$ 623.04
12.6-1	Baker & Taylor	L9452793	3022043955, 3022053776	\$ 67.02
12.6-1	Baker & Taylor	L4187743	3022036160, 2033479644, 2033498568, 2033521154	\$ 1,330.97
12.8	Midwest Tape	2000012078	95793360, 95824227, 95844770, 95855503	\$ 251.88
12.16-1	Louie's Plbg & Htg.	Air filter replacements	2079	\$ 343.76
12.16-2	NYSEG	1002-8403-052		\$ 694.86
12.16-2	Constellation NewEnergy, Inc.	Cust #:5463881-0	10993464701	\$ 609.92
12.16-2	National Grid	07664-27123		\$ 13.94
12.16-4B	National Grid	07664-27114		\$ 446.35
12.16-4C	New Looks Landscaping LLC	Feb. snow service		\$ 450.00
12.16-4C	Professional Fire Protection, Inc.	1st half of 2018 sprinkler inspection	21607	\$ 320.00
12.16-5	New York State Industries for the	Cust #:86331	760493	\$ 68.83
12.18-1	Staples Credit Plan	6035 5178 2074 0644		\$ 75.96
12.18-2	Demco	Cust #:710217083	Inv #:6313376	\$ 106.74
12.19-2	Midtel	0682009420		\$ 25.92
	MVLS		2465, 2468, 2479	\$ 729.96
12.8		DVD replacement	\$ 12.99	
12.24-1		Summer Reading training	\$ 16.00	
12.24-7		JA Fee	\$ 700.97	
	The Community Library Director's Account	Replenish to \$480		\$ 160.00
			<b>Total:</b>	<b>\$ 6,325.79</b>
	For Library Use Only Director's Account			
12.24-6	Village of Cobleskill HDRC Application Fee			\$ 25.00

## 2019 Pay Grade Proposal for Community Library Hourly Staff

<b>Library Clerk</b>	<b>(Base rate is at 11% above minimum wage)</b>			<i>Increase over prior grade or evaluation tier</i>		
<i>Evaluation Tier</i>						
NCS Grade	Salary Minimum	Salary Midpoint	Salary Maximum	Mid	Max	Next NCS Grade
3	\$ 11.44	\$ 11.55	\$ 11.67	1%	1%	2%
4	\$ 11.78	\$ 11.90	\$ 12.02	1%	1%	2%
5	\$ 12.14	\$ 12.26	\$ 12.38	1%	1%	2%
6	\$ 12.50	\$ 12.63	\$ 12.75	1%	1%	2%

<b>Library Assistant</b>	<b>Base rate is derived from 2018 base rate, adjusted 3% for inflation</b>			<i>Increase over prior grade or evaluation tier</i>		
<i>Evaluation Tier</i>						
NCS Grade	Salary Minimum	Salary Midpoint	Salary Maximum	Mid	Max	Next NCS Grade
8	\$ 17.18	\$ 17.35	\$ 17.53	1%	1%	2%
9	\$ 17.70	\$ 17.88	\$ 18.05	1%	1%	2%
10	\$ 18.23	\$ 18.42	\$ 18.60	1%	1%	2%
11	\$ 18.78	\$ 18.97	\$ 19.16	1%	1%	2%
12	\$ 19.35	\$ 19.54	\$ 19.74	1%	1%	2%
13	\$ 19.94	\$ 20.14	\$ 20.34	1%	1%	2%
14	\$ 20.54	\$ 20.74	\$ 20.95	1%	1%	2%

\* NCS Grade is derived from the US Bureau of Labor Standards National Compensation Survey based on comparable job descriptions

Pay grades taken from NCS are determined through evaluating regular job duties and job description. Evaluation tiers (with minimum, Grades, tiers and increase rates are designed to recognize and reward growth. They can also be used to recognize and reward longevity  
Percent increases over prior grade or evaluation tier were selected due to fit with 2016 budget apportionment planning.

**2019 Pay Grade Proposal for Community Library Salaried, Exempt from Overtime Staff  
Library Director**

Library Director	<i>Base rate is derived from 2016 Board resolution, setting Director's pay at \$47,500 and Director's self-evaluation of NCS grade</i>			<i>Increase over prior grade or evaluation tier</i>		
	<i>Evaluation Tier</i>			Mid	Max	Next NCS Grade
NCS Grade	Salary Minimum	Salary Midpoint	Salary Maximum			
10	\$ 43,014.00	\$ 43,444.14	\$ 43,878.58	1%	1%	2%
11	\$ 44,313.02	\$ 44,756.15	\$ 45,203.71	1%	1%	2%
<b>12</b>	\$ 45,651.28	\$ 46,107.79	\$ 46,568.87	1%	1%	2%
<b>13</b>	\$ 47,029.94	<b>\$ 48,500.00</b>	\$ 48,985.00	1%	1%	2%
<b>14</b>	\$ 49,470.00	\$ 49,964.70	\$ 50,464.35	1%	1%	2%
15	\$ 50,963.99	\$ 51,473.63	\$ 51,988.37	1%	1%	2%
16	\$ 52,503.11	\$ 53,028.14	\$ 53,558.42	1%	1%	2%

\* NCS Grade is derived from the US Bureau of Labor Standards National Compensation Survey based on comparable job descriptions

Pay grades taken from NCS are determined through evaluating regular job duties and job description. Evaluation tiers (with minimum, midpoint and maximum as guides) are determined through performance evaluation.

Grades, tiers and increase rates are designed to recognize and reward growth. They can also be used to recognize and reward longevity via increase tied to longevity term (benchmarked at 2, 3, or 4 years)

Percent increases over prior grade or evaluation tier were selected due to fit with 2016 budget apportionment planning.





## THE COMMUNITY LIBRARY RESOLUTION

### The Community Library Adoption Of The State of New York Deferred Compensation Plan

WHEREAS, The Community Library wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the “Plan”) for voluntary participation of all eligible employees; and

WHEREAS, The Community Library is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law\* and

WHEREAS, The Community Library has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with The Community Library by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement;

NOW, THEREFORE, it is hereby:

RESOLVED, that The Community Library hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of The Community Library are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

REOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

Adopted the eighth day of March, 20 18, at a meeting of the Community Library

\* A local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law includes: a county, city, town, village or other political subdivision as defined in Section 131 of the retirement and Social Security law or civil division of the State; a school district or other governmental entity operating a public school, college, or university; a public improvement or special district, a public authority, commission, or public benefit corporation; or any other public corporation, agency or instrumentality or unit of government which exercises governmental powers under the laws of the State.



NOW, THEREFORE, it is hereby:

I hereby certify that the Community Library is a local public employer within the meaning of Section 5 of the State Finance Law and that the adoption of the Plan has received all required approvals of any local governing body or officer and otherwise complies with local law.

Witnesseth by:

The Community Library

By:

\_\_\_\_\_

\_\_\_\_\_

Consent of The Deferred  
Compensation Board of the  
State of New York to  
Local Public Employer's  
Participation

By: \_\_\_\_\_