

The Community Library  
Board Meeting Agenda  
Thursday, May 10, 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): Sand, Stennett

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 – bullet aid rec'd
8. Presentation of the Bills and Actions
9. Committee Reports---Standing Committees (\* indicates chair)
  - a. Finance – Jerry\*, Harriet, Larry  
Insurance coverage
  - b. Facilities – Ruth\*, Jerry, Larry
  - c. Personnel – Jean\*, Jerry, Linda, Ruth
  - d. Policy – Janet\*, Jean, Linda, Dee  
Assistance from other committees
  - e. Board Development – Dee\*, Ginny, Harriet  
2019 ballot and budget
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  
Legal representation
12. New Business
13. Important events coming up:
  - a. Next regular board meeting:
  - b. Budget Vote 5/15
  - c. Friends of the Community Library Annual Meeting 6/9 10:30 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  
April 12, 2018

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:01 p.m. Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Larry Rockwell, Janet Sand, Jean Stennett, Devon Hedges. Excused: Jerry Peters, Dee Neary.

Guests:

Members of the Logo Club from SUNY at Cobleskill presented an array of logos for the library. After seeking reaction from the trustees, the students indicated they would continue to work on the project. Mr. Hotopp introduced Ms. Julia Walters and Dr. Gary Surman to the trustees. Both Ms. Walters and Dr. Surman are considering becoming a member of the library board.

Minutes:

Mrs. Berard made a motion, seconded by Mr. Rockwell, and was unanimously approved to accept the amended minutes of March 2018.

Communications:

Mr. Hedges announced that he had received a check from MVLS for \$13,000. The source of this money is from the State Assembly Budget Aid.

Director's Report:

Mr. Hedges indicated that he had attended an Introduction to Governmental Accounting class presented by NYS office of the State Comptroller. He found this detailed workshop informative and hopefully the information will be helpful with the reorganization of our library's financial structure.

Treasurer's Report:

Mr. Hedges outlined the financial report for the month of March. After each trustee reviewed the bills, written approval was given to pay the bills.

Committee Reports:

Finance:

Mr. Rockwell presented the Library Insurance Coverage information that he has been investigating. Mrs. Sand made a motion, seconded by Ms. Stennett and unanimously approved that the finance committee review the details of Mr. Rockwell's report and make a recommendation to the board regarding insurance and/or bonding.

Facilities:

Mrs. Berard suggested that the committee discuss the contract with New Looks Landscaping after receiving an expensive bill for snow removal.

Personnel:

Ms. Stennett outlined the current details pertaining to health insurance for the director. The Personnel Committee made a motion that for 2018-2019 the Director will continue to pay \$233.04 per month for his health insurance, and The Community Library will be responsible for the remainder of \$462.77 per month. The trustees unanimously approved this motion.

Board Development:

Mrs. Berard highlighted the few changes that had been necessary to update the Calendar of Important Duties and Functions of the Library Board of Trustees.

Mrs. Berard thanked Ms. Walters and Dr. Surman for attending the meeting and hoped they would consider becoming a trustee.

Building:

Mr. Hedges indicated that the architects are continuing to develop a master plan for the library's renovation.

New Business:

Ms. Walters mentioned that it could be helpful to have an attorney as a member of the board.

Important Dates:

MVLS Annual Dinner Meeting 5/9/18 5:30 p.m.

Next regular board meeting 5/10/18 1:00 p.m.

Adjournment:

Ms. Stennett made a motion, seconded by Mrs. Ashworth, and unanimously approved to adjourn at 3:01 p.m.

Submitted by Virginia Downs

### Director's Report for the month of May, 2018:

Patron Services – Our partnership with Schoharie County Community Action Program and MyFreeTaxes.com helped over twenty residents e-file their taxes for free this year. Along with our paper tax form distribution program, many patrons benefitted from our assistance. That said, the MyFreeTaxes.com service is noting declines over the past two years and that trend has continued.

Circulation has stayed stable unlike in prior years' transition from March to April which typically shows a decline. That notwithstanding, the trend of lower physical circulation combined with increased downloading and computer use remains in place. The Battle of the Books program, coordinated this year by CREST and staff at the Radez, Golding, and Ryder schools was a substantial success. The Friends of the Community Library and others in the community were happy to serve as volunteer question judges, time and score keepers. The library facilitated the Friend's donation of refreshments and prizes by purchasing and serving food and preparing the prizes. Score tallying, announcing, and fill-in for volunteers was also provided by the library.

Resources – Our relationship with NYSID/Rehab Support Services (RSS) continues to be helpful in providing needed facilities-related services. Following the successful replacement of all of the lightbulbs and many of the lamp ballasts in the building, work has been underway to determine the cause and facilitate repair of exterior lighting and electrical systems. In the process of hunting down problematic circuits, a significant problem with the sump pump was discovered and fixed. A full account of the varied facilities problems to be addressed was shared with RSS.

Schoharie County has been working cooperatively in developing the Library Assistant position, though they were initially inclined to retain the Senior Library Clerk title. On-going negotiations have been maintained in an attempt to reconcile the differing job duties and expectations in order to determine the best job classification. It has been repeatedly stressed to the Office of Personnel and Civil Service that there is a great need for filling this position as we approach the summer months. The Summer Reading Program has been in development since early March and continues to take shape in advance of outreach to the schools in late May and June.

Invoicing for our computers order has been received; our new systems are in Saratoga with the Joint Automation Project being prepared for public and staff use. Following receipt of our critical hardware replacements, shopping for auxiliary systems will be considered.

At the April meeting, some concern was expressed over the cost of snow plowing and removal services. The current contract for grounds keeping including the snow season is included in the Board Packet for May along with the invoice that was addressed at the April meeting. Contract terms provide for general grounds keeping services as specified at \$500 per month with an additional \$25 per person per hour for general services outside the contract and \$175 per hour for removing snow from the property.

Professional – MVLS provided a substantial consultation on how libraries address legal questions. Included in the recommendations were to utilize a lawyer that MVLS has worked with in the past for brief, cursory issues like contracts, policies, and initial consultations. More involved issues are typically

handled by a larger firm that specializes in libraries. Where multiple MVLS member libraries may benefit from given legal consultation, they may be interested in paying via reimbursement where the lawyer wants a direct client relationship with the library or they may pay directly. Lastly, a service is currently in development for a complimentary service for the types of brief consultations often handled by MVLS' attorney; that should be available in July. In sum, the experience of lawyers with direct knowledge of library-specific law is both invaluable and scarce! Attorneys with experience in municipal governments may be the closest thing otherwise, but there may be gaps in their knowledge, access, or perspective.

#### Meetings –

4/3/2018: Board Agenda development with Ken Hotopp

4/3/2018: Christina Knee - MVLS Board membership

4/5/2018: Sharon Obrien - MVLS - Collection ordering template strategies

4/5/2018: Linda Carpenter - Mah Jonng - Discussion of room temperature, controls, alternate locations for the Mah Jonng club to meet.

4/10/2018: Kirstie Fidler - Volunteer interest

4/10/2018: Ken Hotopp - Audit of Claims process, committee assignments, Treasury functions.

4/10/2018: Mary Jane Lynch - Student art show being mounted.

4/12/2018: HydroTest - Annual inspections/maintenance on our fire extinguishers.

4/12/2018: Board of Trustees

4/24/2018: Schoharie County Civil Service – new position development

4/25/2018: Policy Committee

5/2/2018: Eric Trahan - Phone call consultation on legal services for libraries.

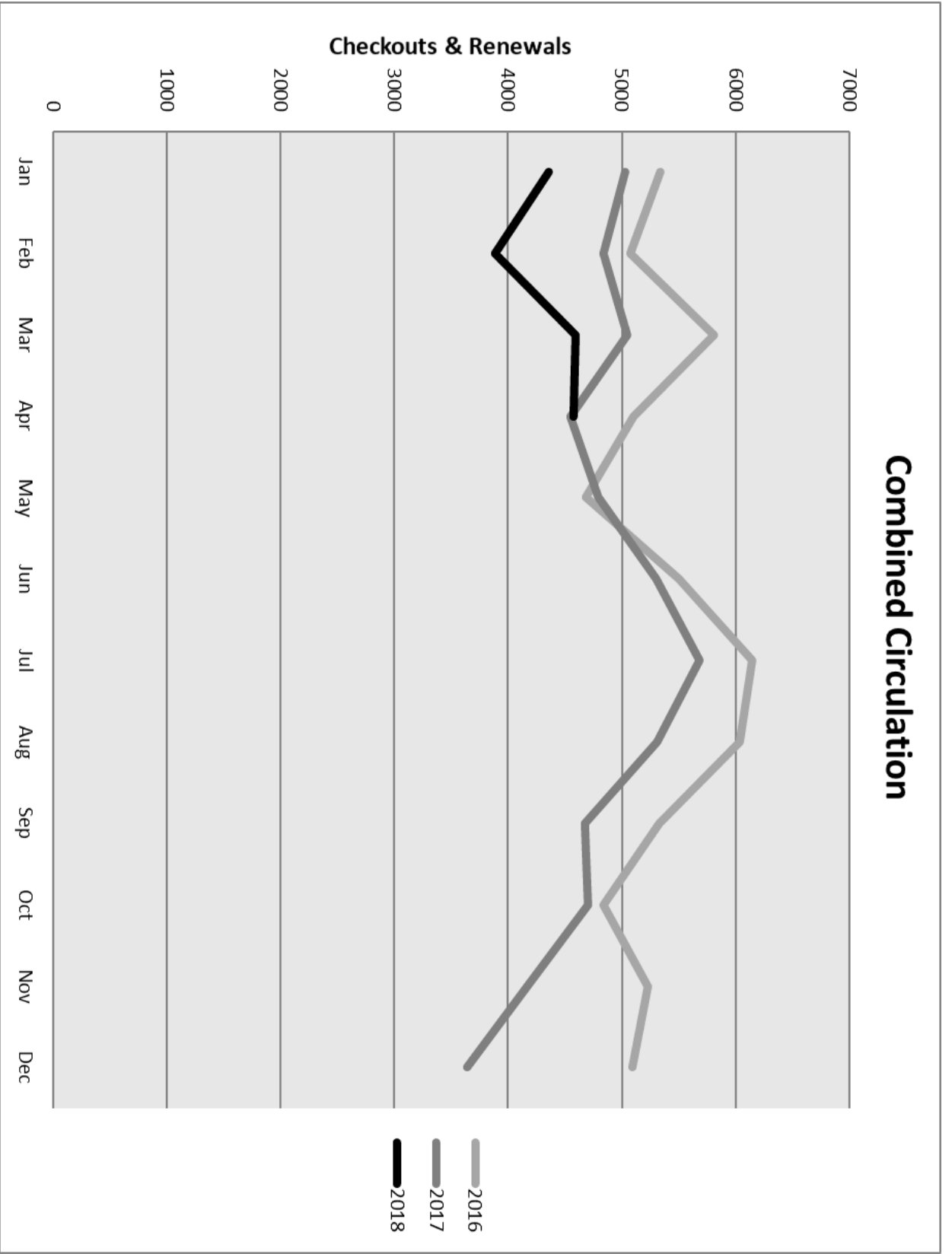
5/2/2018: Bruce Ruot - Exterior lighting – exterior light repair & conversion to LED. They'll guarantee it for year. I gave Bruce the full list of 'handyman'-type work that the library needs help with. Included in that list: Exterior lighting, Exterior outlet, Basement doors sticking, Exterior signage repair/painting new message, Interior double-hung windows that let lots of flies in, Broken annex windows.

<b>The Community Library</b>	
<b>Profit and Loss</b>	
<b>January - April, 2018</b>	
	<b>Total</b>
<b>Income</b>	
4540001 Grant Income	13,000.00
5040001 Tax Levy	52,657.00
Sales	2,470.57
<b>Total Income</b>	<b>\$ 68,127.57</b>
<b>Gross Profit</b>	<b>\$ 68,127.57</b>
<b>Expenses</b>	
0 Sum of 'Other Miscellaneous' expenses	76.56
7200000 Sum of payroll and related expenses	0.00
7210000 Sum of Personnel Salaries & Wages	36,370.74
7250000 Sum of Employee Benefits	
7250001 Medicare	363.30
7250002 FICA	1,553.42
7250003 NYS unemployment insurance	321.91
7250005 NYS Worker's Compensation	127.00
7250007 Employer contribution to employee medical insurance	1,560.00
7250008 Direct Deposit	84.68
<b>Total 7250000 Sum of Employee Benefits</b>	<b>\$ 4,010.31</b>
<b>Total 7200000 Sum of payroll and related expenses</b>	<b>\$ 40,381.05</b>
7520001 Accountant	516.00
7540001 Other professionals, consultants	3,117.30
8110000 Programming Supplies	296.00
8110001 Office supplies	161.73
8130000 Sum of telecommunicatinos	390.67
8130001 Verizon	103.15
8130002 Midtel	26.67
8140002 PO Box rental	50.00
8180001 Print books	4,531.54
8180002 Magazines & Newspapers	1,292.04
8181001 Electronic materials - eBooks, databases, materials accessed via the internet	4,958.66

8182001 Other Materials - All other materials including audio and video, microforms, DVDs, ephemera	1,323.53
8210000 Total Repairs to Building and Equipment	868.86
8210011 Cleaning	1,330.00
8210012 Landscaping	880.00
8210014 Elevator inspection, maintenance, service	3,193.00
8210015 Fire Alarm Panel inspection, service, maintenance	320.00
8210018 Trash & Recycling	92.72
8210019 Uncategorized rent, parking, other occupancy	25.00
8210020 Routine building maintenance	32,548.65
8210030 Business owners insurance	6,742.32
8210040 Director & Officer's Insurance	173.90
8220000 Utilities	
8220001 Natural Gas	2,737.90
8220002 Electricity	4,290.75
<b>Total 8220000 Utilities</b>	<b>\$ 7,028.65</b>
8310001 Mileage	348.91
8310004 Unspecified Travel Expenses	313.40
9910001 MVLS membership fees (circulation/items)	2,102.91
Payroll Expenses	0.00
Company Contributions	
Health Insurance	0.00
<b>Total Company Contributions</b>	<b>\$ 0.00</b>
Taxes	0.00
Wages	0.00
<b>Total Payroll Expenses</b>	<b>\$ 0.00</b>
<b>Total Expenses</b>	<b>\$ 113,193.22</b>
<b>Net Operating Income</b>	<b>-\$ 45,065.65</b>
Other Income	
5310001 Interest Earned	89.44
5310002 Dividend Income	26.88
<b>Total Other Income</b>	<b>\$ 116.32</b>
Other Expenses	
8320000 Conference & Meeting Registrations	85.00
<b>Total Other Expenses</b>	<b>\$ 85.00</b>
<b>Net Other Income</b>	<b>\$ 31.32</b>
<b>Net Income</b>	<b>-\$ 45,034.33</b>







Summary of Claims			5/15/2018	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.4-7	CDPHP	Group#: 20022337	181020009190	\$ 623.04
12.4-7	Empire Bluecross	W05261	0201805610262	\$ 7.26
12.6-1	Baker & Taylor	L9452793	3022128386, 2033621151, 3022151907, 3022139770, 3022166280	\$ 228.99
12.6-1	Baker & Taylor	L4187743	2033620864, 2033643989, 0003084620, 0003084622, 2033671061	\$ 963.15
12.8	Midwest Tape	2000012078	95970955, 95986796, 95991771, 96004238, 96026458, 96049135	\$ 341.59
12.16-1	NYSEG	1002-8403-052		\$ 374.54
12.16-2	Constellation NewEnergy, Inc.	Cust #:5463881-0		\$ 656.69
12.16-2	National Grid	07664-27123		\$ 12.94
12.16-2	National Grid	07664-27114		\$ 457.79
12.16-3	Village of Cobleskill: Attn Clerk's Office	Acct #:48300, water/sewer	B-0007830	\$ 475.60
12.16-4B	New Looks Landscaping LLC		1081	\$ 450.00
12.16-4C	Bay State Elevator	Cust #: 2992-1	474082	\$ 570.91
12.16-4D	Casella Waste Systems, Inc	54-324137		\$ 93.33
12.16-5	Hydro-Test	Fire extinguisher service	18743	\$ 140.00
12.18-1	Televend Services, Inc.	Prepaid fax cards	9881	\$ 69.61
12.19-1	Verizon	5182347897 796250		\$ 123.85
12.19-2	Midtel	0682009420		\$ 21.60
12.22	J. Strauss & Associates	2018 Q1 Bookkeeping		\$ 435.00
12.24-4	Demco	Cust #:710217083	6361584	\$ 276.45
	MVLS		2528, 2543, 2544, 2549	\$3,306.01
12.23		4 computers, 1 monitor	\$2,605.04	
12.24-7		Circulation	\$700.97	
	New York State Industries for the Disabled, Inc.	Cust #:86331	769020	\$527.01
12.16-4A		Janitorial Services	\$500.80	
12.16-5		Paper Towels	\$26.21	
	Director's Account Reimbursement to \$480			\$ 468.66
			<b>Total:</b>	<b>\$ 10,000.98</b>

	For Library Use Only			
	Director's Account			
12.22	Intuit / Quickbooks	Debit, 4/13/18; Quickbooks Online & Direct Deposit fees		\$ 42.34
12.24-5	Pizza Shack	Debit, 4/20/18; Battle of the Books		\$ 121.95
12.24-5	Price Chopper	Debit 5/4/18; MVL Directors Council		\$ 8.18
12.24-5	Brick House Bakery	Debit 5/3/18; MVL Directors Council		\$ 8.00
	Authorized Signatures:		Date:	

**NEW LOOKS LANDSCAPING LLC**  
 Enhance The Beauty Of Your Home  
 4097 State Highway Route 7  
 Schoharie, NY 12157

Page No. \_\_\_\_\_ of \_\_\_\_\_ Pages

**LANDSCAPING PROPOSAL**

Cell (518) 231-2709 Cell (518) 231-2696

TO *The Community Library*  
*110 Union Street*  
*Cobleskill, NY 12043*

CONTRACTOR LICENSE NO.	JOB PRICE NO.
CLIENT NAME (NO.)	
JOB LOCATION	<i>110 Union Street</i>
LANDSCAPE ARCHITECT	DATE OF PLANS <i>10/7/17</i>
APPROXIMATE STARTING DATE <i>October</i>	APPROXIMATE COMPLETION DATE <i>October</i>

PHONE \_\_\_\_\_ DATE *10/7/17*

We hereby submit specifications and estimates for landscaping as follows:

*2017-2018 Snow Season*

Weekly mowing, weed trimming, weeding flower beds as needed, trim bushes spring/fall and weeding if needed. Mulching flower beds once per season (could be additional cost for material). Flowers/bushes will be cost of material if needed. Fall clean-up remove debris (leaves) from site.

*2017/2018 Snow Season*

Plow parking lot beginning at 3 inches. Shoveling side walks and stairs w/ up. Salt parking lot, side walks + stairs as needed. 100 lbs of salt left on site for use.

Cost per hour/per person for additional work will be \$25<sup>00</sup>

*fully insured* price per hour for snow removal from property @ *175.00*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be done only upon a written change order. The costs will become an extra charge over and above the estimate. All elements of this agreement are contingent upon strikes, accidents or delays beyond our control. The estimate does not include material price increases, or additional labor and materials which may be required should unforeseen problems arise after the work has started.

**We Propose** hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

*Billing end of month @ 12 monthly installments @* dollars (\$ *500.00*), Per month

Payment to be made as follows:

*Annual 6,000<sup>00</sup>*

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Cancellation must be done in writing.

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

Authorized Signature \_\_\_\_\_

**Acceptance of Proposal:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature *Pamela Skand* Date *10/7/17* Signature \_\_\_\_\_ Date \_\_\_\_\_

New Looks Landscaping, LLC.  
4097 State Route 7  
Schoharie, NY 12157  
(518) 231-2696  
newlookslandscapingllc@yahoo.com

## INVOICE

### BILL TO

Community Library  
P.O.Box 219  
Cobleskill, NY 12043

INVOICE # 1050  
DATE 03/31/2018  
DUE DATE 04/30/2018  
TERMS Net 30

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/02/2018	Plow & Shovel	5	90.00	450.00
03/03/2018	Plow & Shovel	1	0.00	0.00
03/07/2018	Plow, Shovel, Salt	3	0.00	0.00
03/08/2018	Plow, Shovel, Salt	1	0.00	0.00
03/10/2018	Shovel & Salt	1	0.00	0.00
03/11/2018	Snow Removal 3.5 Hrs @ \$175/hr 10 loads	1	612.50	612.50
03/13/2018	Plow, Shovel, Salt	1	0.00	0.00
03/14/2018	Plow, Shovel, Salt	1	0.00	0.00
03/15/2018	Plow, Shovel, Salt	1	0.00	0.00
03/18/2018	Snow Removal 5 Hrs @ \$175/hr 15 loads	1	875.00	875.00

BALANCE DUE

**\$1,937.50**

## **Established Gaps in Policy Development**

1.1.4. Vulnerable Patrons

1.1.9. Programming

1.2.5. Borrower Fees

2.1.5. Freedom of Information Law Requests

2.2.1.5. Cash

2.2.1.7. Investment

2.2.1.9. External Audit

2.2.1.10. Fixes asset management, capitalization, disposition

2.2.2. Records Management

2.2.3. Facility Maintenance

2.2.4. Emergency Plan

2.2.5. Public Relations

3. Outside Relationships

3.1. Mohawk Valley Library System

3.1.2. Joint Automation Project

3.2. Cobleskill-Richmondville School District

3.3. Friends of the Community Library

3.4. Cobleskill Historical Society

## Community Library Policy Template & Guidance

### Application

Who does the policy apply to? Who is governed by the policy? Who does the policy affect – patrons, personnel, only certain personnel, trustees?

### Statement of Purpose

Think of this section as identifying the need for the policy and an answer to ‘why is this policy needed?’ Identify values held by the library as an institution along with services and resources it intends to support in forming this response. The library’s mission statement or an allusion to it is often included as a reference as all library efforts should serve the mission. Relevant laws or regulations may also be mentioned for justification and reference purposes. This section not only serves as a reminder to patrons and staff as to why this policy is important, but reminds those who are drafting the policy to keep the library’s mission in mind.

### Policy

The policy statement serves to lay out how the values discussed in the Statement of Purpose are expressed through library operations. This can take the form of details on the library’s ideal response to certain situations or a broad definition of administrative procedures. It is important to keep a separation between policy and procedure given that real-world implementation of procedures happens far from the sphere of influence governed by policy authors. Procedures deal with day-to-day operations of the library and may require adaptation to unforeseen circumstances or other special consideration.

*This section deals with vague guidance of the key elements of procedure*

### Responsibility

Who will be responsible for drafting necessary procedures to ensure that the policy is properly and successfully implemented? How is compliance with this policy managed? **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 staff regarding this policy.**

**Approved Date:** Click here to enter a date.

**Revised:** Click here to enter a date.

**Reviewed by / on:** Legal Counsel and/or by a designated person after a period of time.



Policy Title \_\_\_\_\_

Internal

External

Policy Section \_\_\_\_\_

## Application

## Statement of Purpose

## Policy

## Responsibility

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 staff regarding this policy.

Approved Date:

Revised:

Reviewed by / on: