

The Community Library
Board Meeting Agenda
Thursday, June 14, 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):

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 – Matthew Galasso; placement of historical marker, Katherine Hawkins; hours of operation & holiday schedule.
6. Director’s Report
7. Treasurer’s Report
8. Presentation of the Bills and Actions
9. Committee Reports---Standing Committees (* indicates chair)
 - a. Finance – Jerry*, Harriet, Larry
 - i. Insurance coverage for Board Members
 - b. Facilities – Ruth*, Jerry, Larry
 - c. Personnel – Jean*, Jerry, Linda, Ruth
 - d. Policy – Janet*, Jean, Linda, Dee
 - i. Policy recommendations from Committees
 - e. Board Development – Dee*, Ginny, Harriet
 - i. Officer Candidates
10. Ad Hoc Committee Reports
 - a. Long Range Plan Implementation Committee – Janet*, Fran, Jerry, Devon
 - b. Building Committee – Harriet*, Jean, Janet, Jerry
11. Unfinished Business
12. New Business
 - a. Tracking election results for future recruitment efforts
13. Important events coming up:
 - a. Next regular board meeting: Annual Meeting, Thursday, 7/12 at 1 PM
 - b. Summer Reading Kickoff Party, Tuesday, June 26, 5 – 7 PM
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
May 10, 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, Dee Neary, Jerry Peters, Larry Rockwell. Excused: Janet Sand, Jean Stennett.

Guests:

Ms. Christina Knee was present and expressed interest in becoming a write-in candidate for a member of the library board as she is presently a member of the MVLS board representing Schoharie County.

Minutes:

Mrs. Berard made a motion, seconded by Mrs. Neary, and was unanimously approved to accept the April amended minutes.

Communications:

Friends of The Community Library will have their annual meeting on June 9 at 10:30 a.m., and the library board members are invited to attend.

Director's Report:

Mr. Hedges has been in contact with Civil Service in developing a job description for the Library Assistant position.

While Mr. Hedges is on vacation, the Executive Board will handle any unexpected significant issues that may occur.

Treasurer's Report:

Mr. Peters outlined the financial report for the month of April. After each trustee reviewed the bills, Mr. Peters made a motion, seconded by Mrs. Ashworth, and unanimously approved to pay the bills.

Committee Reports:

Finance:

Mr. Rockwell, Mr. Peters, and Mrs. Berard will meet to determine the need for insurance coverage of board members.

Facilities:

Mrs. Ashworth reported that the interior lighting has been repaired and the exterior lighting is in the process of being repaired. Mr. Hedges added that during the work process, NYID had found a problem with the sump pump and had taken care of that needed repair.

Policy:

Ms. Carpenter outlined a list of Established Gaps in Policy Development and suggested that appropriate committees would investigate the need to update the specific gaps.

Board Development:

Mrs. Neary announced that the committee would meet after the budget and new trustee vote to develop a slate of officers.

Finance Structure:

Mr. Peters made a motion, seconded by Mrs. Neary, and unanimously approved to disband this Ad Hoc committee.

New Business:

Mrs. Berard suggested that “tombstones” of prominent Americans be displayed in the library. Mr. Hedges was happy to accommodate this suggestion.

Important Dates:

Budget vote -5/15 at Golding and Radez schools

Friends of The Community Library annual meeting- 6/9 at 10:30 a.m.

Next regular board meeting-6/14 at 1:00 p.m.

Adjournment:

Mr. Peters made a motion, seconded by Mrs. Downs, and unanimously approved to adjourn at 3:01 pm.

Submitted by Virginia Downs

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

Patron Services – Circulation stands as most of the year has so far, about 10% less than last year. Our highest circulating collections included eBooks, Fiction, and Video for general audiences at 11%, 10%, and 8% respectively. Earlier this year, changes to collection names were initiated to simply differentiate collections for children and young adults, with working toward identifying the remainder as general collections intended for a broad audience. Subscription rates for 2019 eBook licensing have been solicited by MVLS; to accommodate the steady public interest in downloadable books, I've voted for the highest rates allowable by our budget category covering electronic materials. 260 children were informed about the Summer Reading Program through 12 program presentations at Ryder Elementary School in May. School visits continue through June at Ryder and Radez Elementary Schools. About 4 programs per week are scheduled for the Summer Reading season, from 7/1 through 8/4, kicking off with a party on Tuesday, June 26 from 5-7 PM.

Resources – Exterior stairs lighting has been repaired since early May, though some repairs to the fixture housings are still underway. Basement auxiliary room doors, some of which had fallen out of alignment, were repaired. No progress has been made on the exterior signage project.

Schoharie County Personnel and Civil Service have approved the job classification and vacancy notice for the Library Assistant position. Promotion and outreach for the vacancy have been conducted with an application deadline of June 15. It is my hope that the county office will return a list of approved candidates in the following week so that I may proceed with interviewing and hiring before the month is out.

Maintenance for the planting beds and lawn mowing have begun without notable incident. The grass plantings from last year in the northeast corner of the property haven't grown in as much as had been hoped, but issues with timely and thorough watering (as discussed at the time) likely play a role in that. Whether we feel a need to work to further coverage in that area should be resolved.

Professional – Paul Mays has been reached after a number of attempts during the late winter and spring. He has indicated that the next steps for the Building Committee and library are to determine how to proceed with the proposed work in the last documents shared from his firm. The Committee should meet and discuss the available options, bearing in mind some of the discussion of phased work and available funds through the Renovation Account and the Division of Library Development Construction Grant program. MVLS has indicated that funds this year are robust, so it would be a good opportunity to consider a project where having our dollars stretch with a 75% on a larger project may be an achievable goal.

As discussed in prior notes about available legal representation, the Capital District Library Council (CDLC) has retained the services of an attorney to offer member libraries (including MVLS libraries) timely input on intellectual property, digital rights management, vendor contracts, first amendment, civil rights, employment law, and other legal issues that can impact library operations. This service is available as part of our relationship with CDLC through MVLS and does not involve additional costs.

Meetings and Contacts –

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

5/2/2018: Rehab Support Services / Teamwork – phone consultation on building maintenance and repair needs

5/3/2018: MVLS Director's Council – hosted by The Community Library; regular meeting of Library Director's from MVLS member libraries, MVLS consultant staff, and MVLS Director.

5/3/2018: Cave House Museum – phone consultation regarding Summer Reading programming opportunities.

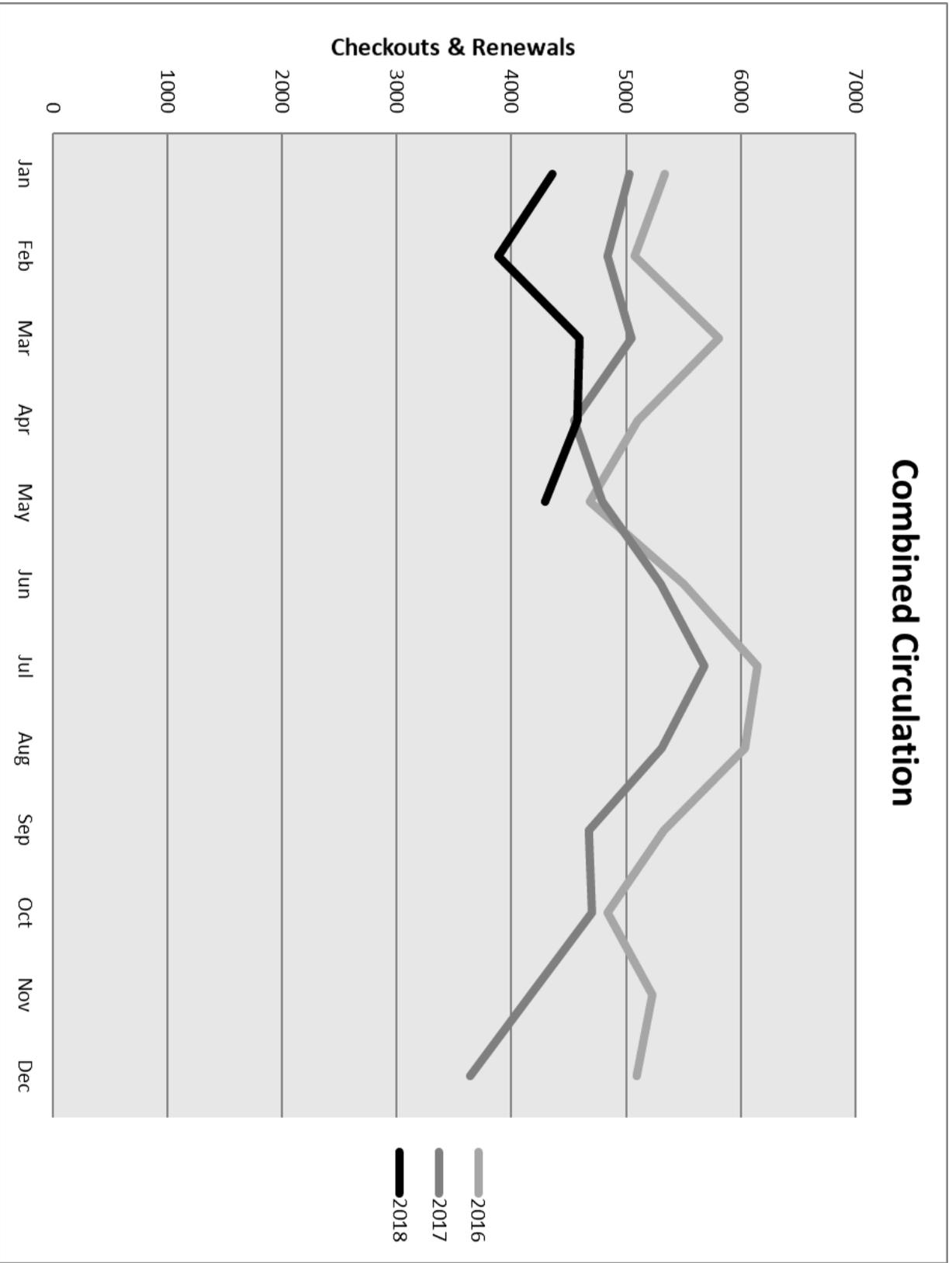
5/7/2018: Teamwork - Dave worked on a variety of building problem areas including exterior lighting and electrical, basement doors.

5/7/2018: Staples consumer protection – phone consultation regarding account security. Due to suspicious activity, cards were re-issued and security features added to account.

5/10/2018: Board of Trustees – regular meeting of the Board.

5/23/2018: JA Meeting – Regular meeting of the Joint Automation Council.

5/29/2018: Start of elementary school outreach programs, 12 class visits total in May; continuing through June 13. All classes in grades UPK – 5 are provided with promotional information for the Summer Reading program.



Officer Nominations

President:	Ken Hotopp
Vice President:	Jean Stennet
Finance Officer:	Jerry Peters
Assistant Finance Officer:	Linda Carpenter
Secretary:	Virginia Downs
Historian:	Harriet Berard
Treasurer:	Lynn Lawyer

Presented by the Development Committee