

**The Community Library**  
**Board Meeting Agenda**  
**February 9, 2017**

Members: Ruth Ashworth 2021, Harriet Berard 2020, Linda Carpenter 2017, Ginny Downs 2018, John Hart 2018, Ken Hotopp 2019, Terry Keller 2017, Dee Neary 2019, Jerry Peters 2019, Janet Sand 2017, Jean Stennett 2021.

Excused: Neary, Downs

1. Determination of a quorum – 6 or more board members present.
2. Call to Order
3. Guests and Public Comment – Deyanira Cisneros & Linda Wegner, Advancing Tobacco- Free Communities
4. Minutes of the previous meeting
5. Communications
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
  - b. Facilities – Terry\*, John, Jerry, Ruth
    - Heating system - see below
  - c. Personnel – Jerry\*, Jean, Linda, Ruth
    - Director evaluation
  - d. Policy – Janet\*, Jean, Linda, Dee
  - e. Board Development – Dee\*, Ginny, Harriet
10. Ad Hoc Committee Reports
  - a. Long Range Plan Implementation Committee – Janet\*, Jerry, Devon
  - b. Building Committee – Harriet, Jean, Janet, Jerry?, John?
    - Meeting with architects
11. Unfinished Business
  - Computer control and monitoring of heating system
  - Expanding the number of library board members
  - Eagle Scout project
  - Lamont family donors’ concerns
12. New Business
13. Other business
14. Important events coming up:
  - a. Next regular board meeting: **Thursday, March 9<sup>th</sup> 1pm**
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  
Minutes  
Board of Trustees Meeting  
January 12, 2017**

**Call to Order**

As a quorum was present, President Ken Hotopp called the meeting to order at 1:02 p.m.

Present: Harriet Berard, John Hart, Ken Hotopp, Terry Keller, Jerry Peters, Janet Sand, Jean Stennett. Excused: Linda Carpenter, Virginia Downs, Dee Neary.

**Minutes**

Mr. Peters moved, seconded by Mr. Keller, to accept the minutes. Motion unanimously approved.

**Communications**

Mr. Keller received a note from Jane Lamont saying that the Lamont family is giving a donation to the library. Dan Lamont came to the library and asked if the room dedicated to his mother was paid for and Henry Lamont wanted the family name on the plaque in the entrance way. Janet Sand reported that originally the plaque was used to raise money for the renovation after much discussion, it was decided that a new plaque will be added and the Lamont family will be the first name on it. Ms. Sand and Mr. Hotopp will meet with Mr. Dan Lamont to explain the situation and invite him to attend the next meeting with Mr. Mays.

**Director's Report**

- Mr. Hedges unindicated that The Board needs to decide on the Proposal by Matthew Galasso c to erect a historical marker on the front lawn of the library as an Eagle Scout project. Mr. Keller will contact Matthew for further details.
- The date for a meeting with architect Paul Mays will be January 26 at 2:00 p.m.
- Ms. Berard Moved to accept the holiday schedule, seconded by Ms. Sand. Motion unanimously passed.

- Mr. Hart said the boiler problem could cost as much as \$10,000 to repair. It was decided that the director will contact several companies and get their proposals for the job.

**Treasurer's Report**

Mr. Hart state the library has about\$50,000 left over from last year. Money collected for fines, faxes, etc. is coming in as more than expected.

December, 2016 Payroll:	Gross Pay	\$10,180.01
	Taxes	22.04
	Benefits	<u>1,571.24</u>
	Total	\$11,773.29

Mr. Peters moved, seconded by Mr. Keller, to pay the bills. Motion unanimously passed.

**Finance Committee**

Mr. Hart presented an overview of the budget. He also expressed a major concern that the library has no backup people for key positions (Director, Clerk, etc.).

Mr. Hart moved that the budget be approved, seconded by Mr. Peters. The motion passed unanimously.

**Facilities Committee**

Mr. Keller will become the new facilities chairperson. The air control issues have been solve d and completed.

**Personnel Committee**

Mr. Peters indicated that the initial Director's evaluation report is completed had has been sent to Mr. Hedges. The committee will meet with Mr. Hedges in the near future.

**Policy Committee**

The committee moved that the Payroll Corrections Policy be accepted. The motion passed unanimously. The committee also moved to accept the Budget Development Policy which was accepted unanimously.

## **Unfinished Business**

Mr. Hedges will be asked to provide more specifics concerning the boiler problem.

## **Other Business**

- Mr. Hedges will be asked to include an invitation to the public to attend Board of Trustees meetings in his weekly newspaper announcement.
- Ms. Berard said she had been contacted by the Galway Library as to what is done with the interest if the school district withholds some of the money which Ms. Berard answered. Mr. Hart said he offered to meet with the Galway treasurer to explain how he "keeps the books."
- Ms. Berard stated the little coffee pot, which she purchased, should remain in the Lamont room.

The next meeting of the Board of Trustees will be February 9, 2017.

At 3:02 p.m., Mr. Hart moved to adjourn the meeting, seconded by Mr. Peters. The motion passed unanimously.

Submitted by Jean Stennett

## **Director's Report for the month of January, 2017:**

Patron Services – Circulation has been steady compared with previous years, though downloadable content continues to show strongly at 8% of the total, roughly equal to Adult Fiction or Children's Picture Books. Program attendance was up compared with recent years with 159 people attended 29 programs which were predominately offered to children and teens. Computer use is on-par with last year, though the trend of lesser public workstation use and greater personal device use continues from last year. Programs scheduled for the week of February 20<sup>th</sup> coinciding with the school break schedule have been developed; promotion will continue through early February. Facilitated book discussion programming supported by the NYS Council on the Arts have begun development.

Resources – Butler, Rowland, Mays Architects, LLP provided consultation on the existing conditions of the library property and building. The report was distributed to the Building Committee during a thorough presentation of the findings.

Boiler and plumbing problems continue to present ongoing challenges. Contractors have been solicited to provide estimates for beginning service on burner control problems and outstanding target wall repairs. Basement drainage of building waste lines have been found to be substantially clogged, requiring persistent service calls.

Weather-related closures of the school district have led to some extensive closures at the library; continued adherence to our existing Safety Policy may result in further instances where the public may be disappointed in the library's closed-status. A substantial procedural implementation document has been developed to support administrative decisions related to weather closures. Snow removal services have with a new contract provider have been modestly tested and found decent. Having greater service with consideration to pedestrians will depend on discussions with our provider.

Professional – Work on the Annual Report for Public and Association Libraries covering 2016 has begun. This substantial report documenting all aspects of our organization in roughly 400 questions is required by the NYS Education Department for continuation of our Charter of Incorporation. Initial work shows a contracting collection, reflective of both decreased circulation and due to improved collection retention efforts, higher program offerings and attendance, and substantial meeting room use by the public.

Meetings –

1/17, 18, 23, 24 – CRCSD Winter Weather Closures led to the library closing as well.

12/30, 11:30 AM - 3:30 PM: Louie's Plumbing; Basement waste drainage problems.

1/4, 2:45 - 3 PM: Paul Mays consultation; preliminary review of Existing Conditions Report .

1/5, 8 AM - 9 AM: TBS repair – burner control module failure.

1/5, 11:30 AM - 1 PM: Directors Council

1/17: Louie's Plumbing – commencing repairs to boiler pump gasket. Discussion of basement waste drainage problems. Front vestibule heater; noted lower temperature may have effect on indoor air temperature.

1/24, 5 - 6 PM: Friends of the Community Library; leadership transitions, membership drive, annual meeting discussion.

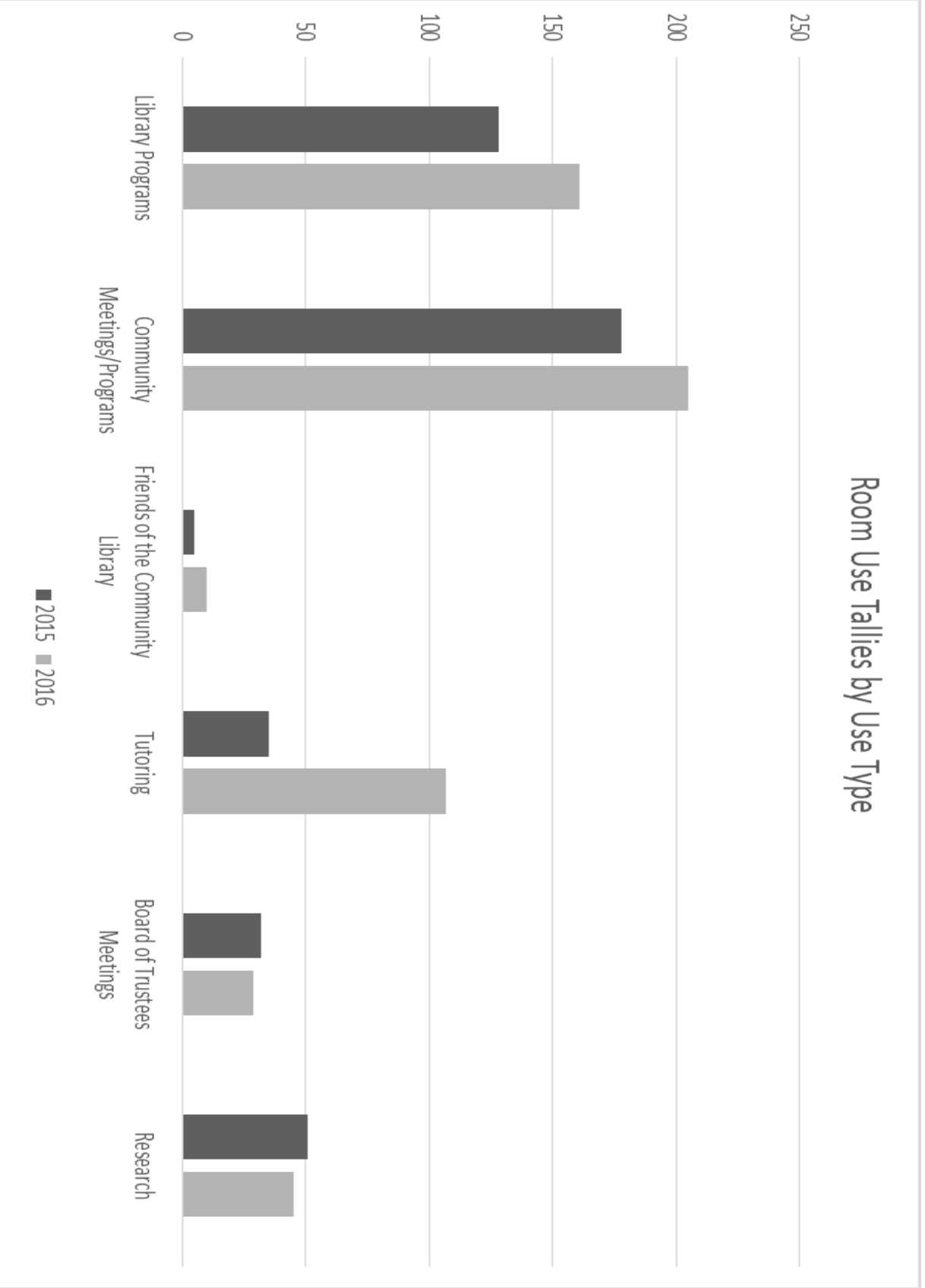
1/26, 10:30 AM - 2 PM: Basement waste drainage problems.

1/26, 2 - 4 PM: Butler Rowland Mays Architects, LLP presenting the Existing Conditions Summary report.

1/31, 11 AM - Noon: GoToWebinar - Training, Data, and Publications - Overview of Resources Provided by the Office of the State Comptroller

2/1, 2 - 2:30 PM: RL Parsons Heating - inspected the boilers, diagnosed the same target wall issue that TBS and Louie's have identified. Repair estimates will be prepared.

2/2, 11 AM - Noon: GoToWebinar - Property Tax Cap Reporting - School Districts











## In Consideration of Board of Trustees Size in Similar NYS Libraries

Libraries	# of Trustee Meetings	# of Trustee:	Population of The Legal Service Area	Total Operating Revenue	Total Holdings	Total Paid Staff	Type
Frank J. Basloe Library Of Herkimer New York	14	5	10,060	\$297,192	40,181	4.5	PUBLIC
Liberty Public Library	11	7	10,650	\$399,690	176,488	4	PUBLIC
Fallsburg Library	15	7	10,674	\$359,280	173,796	6.26	PUBLIC
Elma Public Library	11	7	11,317	\$387,795	40,306	4.6	PUBLIC
North Greenbush Public Library	10	11	12,075	\$320,124	106,937	4	PUBLIC
Town of Ulster Public Library	11	9	12,327	\$342,094	61,498	6.44	PUBLIC
Stevens Memorial Library	12	7	13,793	\$275,501	33,412	3.1	PUBLIC
The Community Library	12	11	14,295	\$292,663	35,854	4.88	PUBLIC
City Of Tonawanda Public Library	10	5	15,130	\$378,034	31,320	7.14	PUBLIC
Cohoes Public Library	9	5	16,168	\$249,660	67,841	5	PUBLIC
Town of Crawford Free Library	11	9	17,023	\$283,650	172,716	5.52	PUBLIC
Lackawanna Public Library	12	7	18,141	\$391,276	30,945	6.66	PUBLIC
Hudson Area Association Library	11	15	10,878	\$250,069	39,886	3.95	ASSOCIATION
Darwin R. Barker Library Association	10	9	11,230	\$285,841	67,866	5.4	ASSOCIATION
Davenport Library	10	11	11,380	\$303,192	63,722	6.7	ASSOCIATION
Phillips Free Library	11	8	12,531	\$208,290	34,873	3	ASSOCIATION
Saranac Lake Free Library	10	10	13,299	\$235,064	53,109	7.1	ASSOCIATION
Round Lake Library	12	11	14,765	\$353,899	50,440	7.96	ASSOCIATION
Maxwell Memorial Library	16	9	19,456	\$299,928	74,279	6.53	ASSOCIATION

**MVLS Advocacy Day Schedule Wednesday, March 1, 2017**

9:30	AM	Assemblywoman Mary Beth Walsh 112 <sup>th</sup> District	Room 725 LOB 455-5772	Schenectady County
10:00	AM	Assemblyman Angelo Santabarbara 111 <sup>th</sup> District	Room 654 LOB 455-5197	Montgomery, Schenectady Counties
<i>Meeting with Legislative Director Brian Coffin</i>				
10:30	AM	Assemblyman Phil Steck 110 <sup>th</sup> District	Room 702 LOB 455-5931	Schenectady County
11:00	AM	Senator James Tedisco 49 <sup>th</sup> District	Room 803 LOB 455-2181	Fulton, Schenectady Counties
11:30	AM	Senator George Amedore 46 <sup>th</sup> District	Room 802 LOB 455-2350	Montgomery, Schenectady County
12:00 – 12:30		Lunch		
12:00 – 1:00		Rally		
1:00	PM	Senator James Seward 51 <sup>st</sup> District	Room 430 A Capital 455-3131	Schoharie County
1:30	PM	Assemblyman Marc Butler 118 <sup>th</sup> District	Room 525 LOB 455-5393	Fulton County
2:00	PM	Assemblyman Peter Lopez 102 <sup>nd</sup> District	Room 402 LOB 295-7250	Schoharie County