

The Community Library
Board Meeting Agenda
Thursday, April 13, 2017

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

Excused (no more than 5 to meet quorum): Dee Neary, Janet Sand

1. Determination of a quorum
2. Call to Order
3. Guests and Public Comment
4. Minutes of the previous meeting
5. Communications – Glen Sanders re “Encouraging Respect For All”
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
 - c. Personnel – Jean*, Dee, Terry
 - d. Policy – Janet*, Jean, Ruth
 - Tobacco Free Area
 - Internal Claims Audit
 - 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
 - i. Public Meetings
11. Unfinished Business
12. New Business
13. Other business
14. Important events coming up:
 - a. Next regular board meeting: **Thursday May 11,2017**
 - b. MVLS Annual Meeting – May 10 at Hales Mills Country Club in Johnstown
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
Board of Trustees Meeting
March 9, 2017

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, John Hart, Ken Hotopp, Terry Keller, Jerry Peters, Janet Sand, Jean Stennett, Devon Hedges. Excused: Dee Neary.

Minutes:

Mr. Hart made a motion, seconded by Mr. Peters, and unanimously approved to accept the minutes of February 9, 2017.

Communications:

Mr Hotopp informed the trustees that the MVLS annual meeting is scheduled for May 10. Mr. Hedges has the forms to nominate individuals for awards that will be awarded at this meeting. Mr. Hart read a note from Ms. Carol McAdams indicating her appreciation of the library, its various programs, and the staff.

Director's Report:

Mr. Hedges is in contact with Mr. Falzarano pertaining to the repair of the boiler.

Treasurer's Report:

Mr. Hart outlined the financial report for the month of February. Mr. Hart made a motion, seconded by Mr. Peters, and was unanimously approved to accept this report.

February Payroll:

Gross Pay	\$10, 239.13
Taxes	\$174.07
Benefits	\$1,280.80
Total	<hr/> \$11,694.00

Committee Reports:

Finance:

Mr. Hart reported that the finance committee met on February 17. As a result of this meeting Mr. Hart made a motion to request a tax levy of \$263.292 for 2018. This motion was unanimously approved. Based on the finance committee's recommendation, Mrs. Berard made a motion and seconded by Mrs. Downs to accept a preliminary budget of \$286.360. This motion was carried.

Facilities:

Mr. Keller reported that he has been receiving estimates for both heating and drainage repairs.

Personnel:

Mr. Peters reported that the annual director's evaluation has been completed.

Policy:

Mrs. Sands indicated that the committee will be meeting March 29. Mr. Hotopp requested that the committee consider a policy regarding staff travel reimbursement.

Board Development:

Mrs. Neary has indicated via e-mail that this committee will investigate the suggestion of increasing the number of board members.

Building Committee:

Mrs. Sand suggested that trustees contact community members to attend building committee meetings to seek opinions and ideas.

Unfinished Business:

The Lamont Family concerns about donations is tabled until the April meeting.

New Business:

Mr. Hart made a motion, seconded by Mrs. Berard, and was unanimously approved to accept the NYSED annual report as presented.

Important Dates:

Next regular board meeting-April 13, 2017 at 1:00 p.m.

MVLS annual meeting-May 10, 2017

Adjournment:

Mr. Peters made a motion, seconded by Mrs. Downs, and unanimously approved to adjourn at 2:40 p.m.

Submitted by Virginia Downs

Director's Report for the month of March, 2017:

Patron Services – Digital circulation is up about 10% compared to last year and though overall circulation is down, repeated weather-related closures of the library may likely account for a slower than usual March. 5,049 items were checked out or renewed during the month. Our new (though second hand) children's computers continue to show increased interest, contributing to nearly 60% of our overall computer use in the Children's Room. Battle of the Books was a great event and big program attendance contributor, adding nearly half of our program statistics for the month. Year-to-date comparisons will not be meaningful until May given that the popular event took place in April last year. Over 400 attendees at roughly 40 programs, where 50% of those offered were directed at child and family audiences and 30% to adults.

Resources – More than 30 years of local school yearbooks were received in donation, bridging significant gaps in the local history collection. OCI, a digitization vendor based in Oklahoma, is being considered for scan our collection.

A preliminary assessment of the value of items in the George H. Ryon Collection has been completed. As a result of this assessment, access by the public to about 10% of the collection is being significantly restricted until a more thorough appraisal of their value might be made. Though the collection predominately consists of non-first edition prints of classic literature, a small group aside from the most

valuable are also comparatively restricted. Promotion of the available items will help determine public interest, which is crucial for collection management activities.

The adult fiction collection has neared the shelving occupancy goals set in 2016. Reconfiguration of the display areas on the shelf will proceed in April. Picture Book City in the children's collection areas will also be implemented in the coming months before Summer at the Library begins in July. Adult non-fiction and the young adult collections are also receiving some attention and adjustments.

Estimates for repair and on-going maintenance of the boiler systems have been received. During the process of soliciting estimates, a new issue was discovered related to code compliance; only the latest estimate includes pricing for it. One of the three vendors concurred with earlier position taken by our regular plumber, that one of the ostensibly pressing repairs was actually not necessary or recommended by the manufacturer.

Professional – Development of Internal Controls policy and procedure with the Policy Committee has contributed to considerable research of the Office of the State Comptroller's website, including publication libraries, webinar presentations, and consultation from Mohawk Valley Library System and state library professional networks. The Internal Claims Audit policy, developed with the Policy Committee, is a first step in a tightly related array of policies and procedures intended to create structural constraints around opportunities for fraud when dealing with public funds. Future efforts will cover areas related to the collection and custody of assets, record keeping and report preparation, and the authorization of expenditures.

Based on feedback from the Personnel Committee regarding supervisory activities at the library, please see below for a recent staff meeting agenda. Meetings vary in their content and often include policy discussions, procedure training, and introduction of new initiatives along with regular features such as calendar updates, scheduling issues, and review of recent events.

Meetings –

3/3: Coordination of NYS Council on the Arts grant-funded programming.

3/3: TBS; consultation on uneven heating

3/3: Staff Meeting – Polaris upgrade, circulation trends, Children's computers usage tallies, Adult Fiction retention project, face-out shelving displays, Reference Services development, payment plans, Tobacco-Free Libraries policy.

3/7: NYS Dept of Labor Boiler Inspector Russell Pavoldi – inspection reports from boiler insurer are behind schedule.

3/8: Polaris Upgrade -

3/8: BRM Architects meeting with Building Committee - Building Conditions, Program Report.

3/9: Stanz Combustion – Inspection for preparing an estimate for work on boiler.

3/9: Board of Trustees – regular meeting

3/10: Lori Cross - SEFCU - Spoke with Lori regarding Russell Pavoldi (NYS DOL Boiler Inspector) visit on inspection violation, that our insurer hasn't been by when they were supposed to in 9/2016 and that we need to have inspection handled, some code violations dealt with. Lori agreed with me that there's been some likely oversight error on our insurer, The Hartford's part and that she'll contact them and get back to me shortly, probably in a few business days.

3/16: New Looks Landscaping - Snow clearing procedures reviewed; issue of access to disabled parking spots discussed. Village snow removal plays a role in obscuring spaces. Special snow removal from property will be over the weekend.

3/21: Jeffrey Maxson Boiler safety inspector - From FM Global, a service from The Hartford

3/22: Friends of the Library – Regular organizational meeting, new Officers.

3/22: Navigating Retirement with GPS – Presented in partnership with SEFCU

3/30: GoToWebinar - Tools for Adult Literacy through your Library

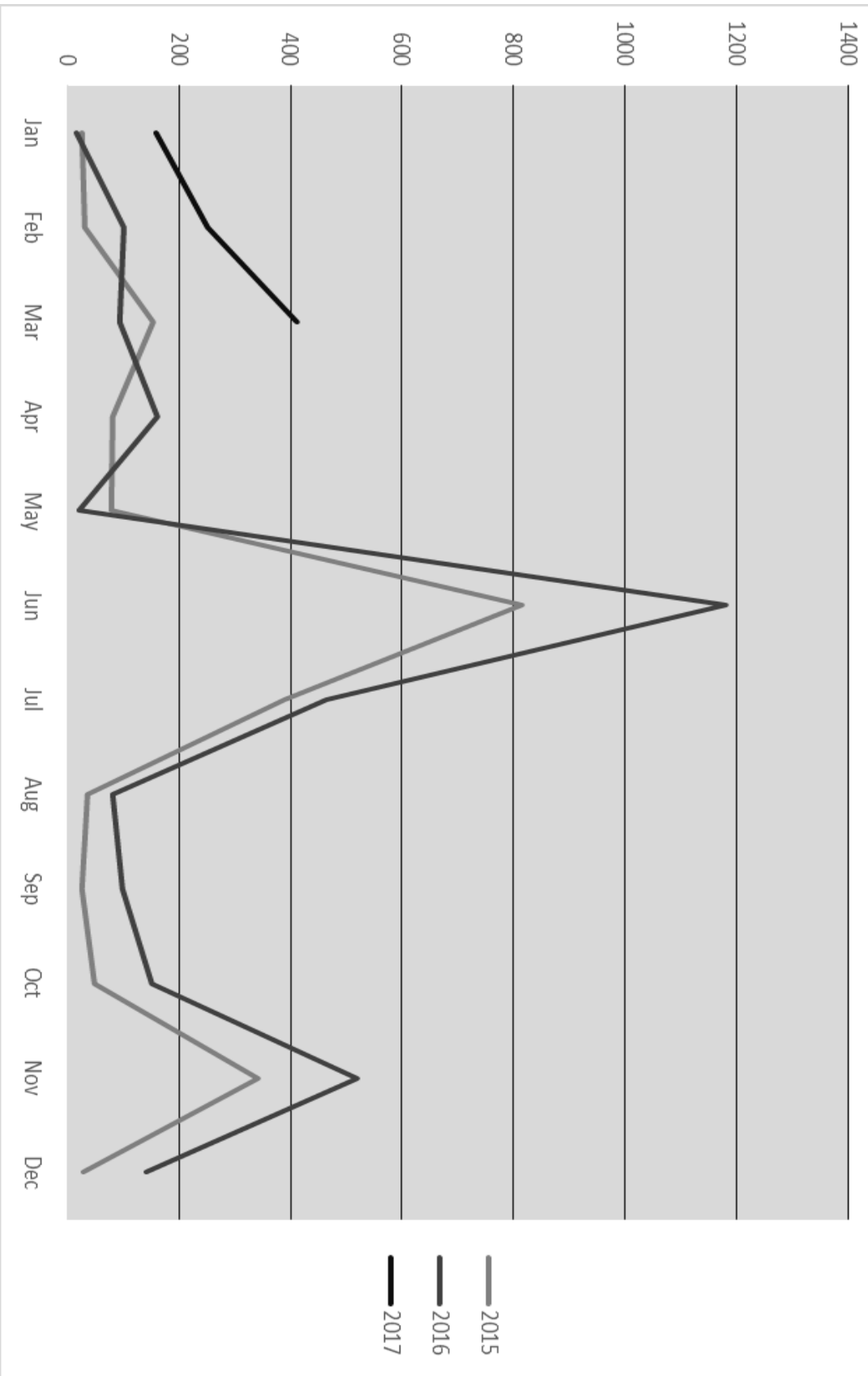
3/29 - : Policy Committee - Internal Claims Audit, Tobacco Free Library

Supervisory/Staff Meeting Agenda

4/7/2017

- Calendar
- Circulation/Use
- Collections
 - Donations
 - Shelving arrangement – Face-out displays
 - George H. Ryon Collection
- Hardware
 - Problems with Patron USB devices
 - Faxing, Scan to Email
 - Copier and Color Printer do not need to be turned off.
- Other
 - Respect for All buttons
 - SUNY Cobleskill Van Wagenen Library – Allows borrowing for community members
- Policies
 - Room Reservation – reminders
 - Tobacco-Free Library
 - Internal Claims Audit

Program Attendance



Tobacco-Free Library

Application

Everyone who spends time at the Community Library is affected by use of tobacco products on library property.

Statement of Purpose

Tobacco product use is unhealthy and detrimental to general health and wellbeing. Tobacco products, once consumed in public spaces and facilities, are often discarded on the ground, posing a litter problem and the risk of ingestion by toddlers and/or wildlife. Such behavior is in opposition to the efforts of children, youth and adults pursuing information or technology needs and enrichment at the library.

The library personnel, visitors to the library, and the institution itself are often seen as role models. The use of tobacco products around youth has a negative effect on their lifestyle choices; modeling positive health behaviors helps shape a better community.

Policy

The Community Library is committed to providing a high quality of life for everyone who makes use of the library and its grounds. The use of any tobacco products on library property is not allowed. Tobacco products are defined as any manufactured product containing tobacco or nicotine including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, bidis, snus, dissolvable tobacco products and electronic nicotine devices (ENDS) like electronic cigarettes. Policy compliance and enforcement are voluntary, though failure to comply with a reasonable request related to tobacco use may be escalated through the library's Code of Conduct.

Responsibility

The library maintains tobacco-free signage and conducts other efforts to promote awareness of this policy. Library personnel including staff, volunteers, Board members, and other designees will enforce this policy directly with visitors to the library. 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:

Internal Claims Audit

Application

This policy applies largely to the Board of Trustees in whole through their exercise of fiduciary responsibility for public funds. Public confidence in the fiscal management of the library, legal compliance and fraud liability management is supported through this strong internal control.

Statement of Purpose

Internal financial controls help to ensure accountability, to protect the assets of the library, to create reliable financial reporting, and to promote and ensure regulatory, legal and ethical compliance. This policy concerns the internal audit of claims, a control process identified by the NYS Office of the State Comptroller as a “super control”. Establishing the standards for procedures by which the library will exercise thorough scrutiny over the expense of public funds creates a high level of accountability. Audit of claims allows for stopping fraud before it occurs and for impartial reception of whistleblowers.

Policy

The full Board of Trustees reviews a prepared Summary of Claims accompanying a Claims Packet comprising all claims against the library’s funds including bills, vouchers, and payroll due within seven or more days. Claimants and expenses noted in the Payment Prior to Authorization Policy may be paid prior to audit. The audit occurs prior to submitting payment on a semi-monthly basis within at least one week before the 15th and final day of a month. Valid and legal claims (including those paid prior to audit) are approved, signified by signature or initial on each individual claim, corresponding item on the Summary of Claims, or the Summary as a whole. The Summary and Packet are then forwarded in turn to personnel responsible for preparing, signing, and distributing checks. The completed Summary and Packet are marked to prevent reuse and retained as stipulated in the Record Retention Schedule.

Responsibility

The Library Director or a designee is responsible for preparing the Claims Packet including the Summary of Claims. The Board of Trustees is responsible for conducting the Audit of Claims. An independent bookkeeping firm is responsible for preparing payments. The Treasurer is responsible for signing checks. The Library Director is responsible for final preparation and distribution of the authorized payments.

The Library Director or a designee is responsible for providing documents related to the policy to concerned parties. The Library Director is responsible for training and supporting staff regarding this policy.

Approved Date:

Revised:

Reviewed by / on:

**Statement in Support of
Schoharie County Board of Supervisors'
Resolution Encouraging Respect for All**

The Community Library Board of Trustees commends the leadership and administration of Schoharie County for promoting inclusiveness and respect. The library's mission of providing information, technology and enrichment to everyone in the communities that we serve reflects our common goals with the Schoharie County Board of Supervisors as seen in their Resolution Encouraging Respect for All.

Our support of the American Library Association's "Library Bill of Rights" reflects a lasting commitment to respect for diversity in the broadest of senses. The articles of the Library Bill of Rights call on libraries to resist exclusion and censorship, to present all points of view, to provide equitable access, and to encourage free expression. Many of the library's policies concerning Collection Management, Room Reservation, Exhibits, Postings, Confidentiality, and Registration among other policies and resolutions demonstrate that commitment of respect for all of our community members.

Libraries strengthen communities through celebrating diverse viewpoints, backgrounds, and encouraging free expression. We welcome our county leadership in encouraging respect for all.