

The Community Library
Board Meeting Agenda
Thursday, August 10, 2017

Members: Ruth Ashworth 2021, Harriet Berard 2020, Linda Carpenter 2021, Ginny Downs 2018, John Hart 2018, Ken Hotopp 2019, Dee Neary 2019, Jerry Peters 2019, Larry Rockwell 2022, Janet Sand 2022, Jean Stennett 2020

Excused (no more than 5 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 – letter to Fagone/Chase, Lamont summary letter
6. Director's Report –Kaitlyn Forbes, Children and Youth Services Librarian
 - a. Computers will be installed in September
 - b. TBS estimate in preparation – Larry would suggest
 - c. Fencing work completed though unanticipated resurfacing/seeding will be estimated and completed.
 - d. Discussion board activity in place for a few weeks
 - e. Personnel
7. Treasurer's Report – John brings up the health insurance issue – that we collect in the month, pay at the end for the coming month. Now we've collected but not paid as we try to roll over into the beginning of the month. This makes payroll look lower than usual in the Financial Report
8. Presentation of the Bills and Actions – Water bill was about double what it had been. Also could have been to do with leaking toilet
9. Committee Reports---Standing Committees (* indicates chair)
 - a. Finance – John*, Harriet, Jerry -
 - b. Facilities –Ruth*, Jerry, John – Tobacco-Free signage, northeast fencing
 - c. Personnel – Jerry*, Jean, Linda, Ruth – no report, exit interview with Kaitlyn.
 - d. Policy – Janet*, Jean, Linda, Dee – Revised Code of Conduct, Internet Use Policies - approved
 - e. Board Development – Dee*, Ginny, Harriet – Community Survey – due at the next building
10. Ad Hoc Committee Reports
 - a. Long Range Plan Implementation Committee – Janet*, Fran, Jerry, Devon – no meeting
 - b. Building Committee – Harriet*, Jean, Janet, Jerry – 8/2 & 8/21 meetings, 2017 NYSL DLD Construction Grant
 - c. Financial Structure Committee – Jerry*, Linda, Dee, John (auxiliary) – Job description concept developed – met, in development, there's a flowchart
11. Unfinished Business – Oath of Office filings (Larry, Janet)

12. New Business – Paid Family Leave; contributing is not optional for most employees where employers are required to or opt in to participate.

13. Other business

14. Important events coming up:

- a. Building Committee meeting with Paul Mays: Monday, August 21, 2017; 10 AM
- b. Next regular board meeting: September 14, 2017

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
July 13, 2017

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m. Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Virginia Downs, John Hart, Ken Hotopp, Dee Neary, Jerry Peters. Larry Rockwell, Janet Sand, Jean Stennett, Devon Hedges.

Guests:

Liz, a frequent library patron, explained that she was upset by a fine for a damaged book. There appeared to be a discrepancy in the details. Ms. Stennett made a motion, seconded by Mr. Peters, and unanimously approved to forgive the fine.

Matt Galasso, an Eagle Scout, explained that his historical sign would be erected on library property when completed.

Minutes:

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

Communications:

Mr. Hotopp informed the trustees that a letter had been received from Mr. Lamont indicating that the library will be receiving approximately \$28,500 from the estate of Marion Borst by the end of the year.

Director's Report:

Mr. Hedges indicated that the various summer reading programs are robust in numbers and in enthusiasm. There was a discussion pertaining to the use of old children's computers.

Treasurer's Report:

Mr. Hart reported that there was a donation of \$1500 from Henry Lamont in memory of his mother, Rie Lamont, and a \$20 donation from the Golding Library Comic Committee.

Mr. Hart outlined the financial report for the month of June. After Mr. Hart's presentation of the bills, Mr. Peters made a motion, seconded by Ms. Stennett, and unanimously approved to pay the bills.

June Payroll:

Gross Pay	\$11,196.55
Taxes	\$111.60
Benefits	\$1,281.72
Total	<u>\$12,589.87</u>

Committee Reports:

Facilities:

Mr. Peters reported "mission accomplished" in regard to the trustees' spring clean-up day.

Mr. Hart volunteered to erect the exterior signage.

Ms. Stennett made a motion, seconded by Mrs. Ashworth, and unanimously approved to contract with our landscaping company to remove the back fence with the vines for a cost not exceeding \$500.

Policy:

Mrs. Sand reported that the committee is presently working on the confidentiality policy.

Board Development:

Mrs. Neary presented the slate of officers for 2017-2018.

President - Ken Hotopp

Vice President - Jean Stennett

Secretary - Virginia Downs

Treasurer - John Hart

Historian - Harriet Berard

The slate of officers was unanimously approved.

Mrs. Neary presented Mr. Rockwell, the newly elected trustee for the library, with the Trustee Orientation handbook which she summarized for the board.

Mrs. Neary distributed a brief community survey to trustees requesting they seek community suggestions.

Mrs. Berard made a motion and seconded by Mrs. Neary to purchase for the trustees t-shirts with the library logo to identify the trustees and to promote the library. After discussion, Mrs. Berard withdrew the motion.

Mrs. Downs suggested a plaque be erected in the library thanking individuals for their donations. After discussion, it was agreed this idea would be investigated further by the committee.

Building Committee:

Mrs. Berard indicated that the committee will meet August 2, at 1:00 p.m. and August 21 at 10:00 a.m.

Financial Structure:

Mr. Peters announced a meeting Monday, July 17, at 10:30 a.m.

New Business:

Mr. Rockwell and Mrs. Sand signed the Oath of Office document.

Each trustee signed the Conflict of Interest form.

The committee members will remain the same. Mr. Rockwell will indicate his preference at the August meeting.

Other Business:

Mr. Hart will be unavailable August 4-14, and Mr. Peters will assume treasurer's responsibilities during this time.

Important Dates:

The next regular board meeting will be August 10 at 1:00 p.m.

Adjournment:

Mr. Hart made a motion, seconded by Mr. Peters, and unanimously approved to adjourn at 3:00 p.m.

Submitted by Virginia Downs

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

Patron Services – Overall circulation was 5,683 compared with last July at 6,149 though cumulative circulation for the year shows signs of improvement as our year-to-date continues to improve from -9% in April to -6% in July. Public access to programming continues its positive trend with 52% YTD attendance though fewer programs were offered than last year's Summer Reading program; 545 people attended 43 programs throughout the majority of our Summer Reading program. More programs in the first weeks of August will round out the summer programming season. Computer use continues to reflect the trend of more users on our wireless network and fewer on our public workstations, though 353 used the desktops compared with last year's 372 users; 1755 computer use sessions were logged in total. Children's computer use is now only being tracked for the newer AWE stations, as they feature automated session logging instead of a manual count and prior manual counts showed a sustained decline in use of the older stations.

Resources – The Friends of the Community Library have begun receiving basket donations for their annual raffle fundraiser. Be ready to see some great prize baskets on display in mid-August and plan on getting some tickets!

Installation dates for the 2017 computer systems order have been established. Though consultation with the Joint Automation Project Director has yielded that there is no necessarily quicker path to have an order from earlier in the year fulfilled, it has been a significant wait to have our systems built and installed. Once final delivery is completed and all invoicing has cleared, any budget surplus will be directed toward established auxiliary equipment purchasing.

Technical Building Systems has been contacted to provide estimates on upgrades to the building environmental control system, allowing for reestablishment of full control for the system. Prior ballpark estimates were substantial, so having a formal, written quote provided should allow for greater planning.

Professional – Final documentation for the 2016 Division of Library Development Construction Grant award has been processed and should be resolved soon, after which the remaining award sum will be distributed.

With active collaboration with the Financial Structure Committee, segregation of fiscal duties and development of the independent Treasurer's job description are well underway. Additional details of the process include expansion of the Director and staff's responsibilities. Assessment of relevant automated reports and development of internal workflows are also in progress.

Meetings –

7/7, 9 AM - 10:30 AM: Staff Meeting

7/12, 9:30 AM - 11:30 AM: Joint Automation Council meeting July 12th

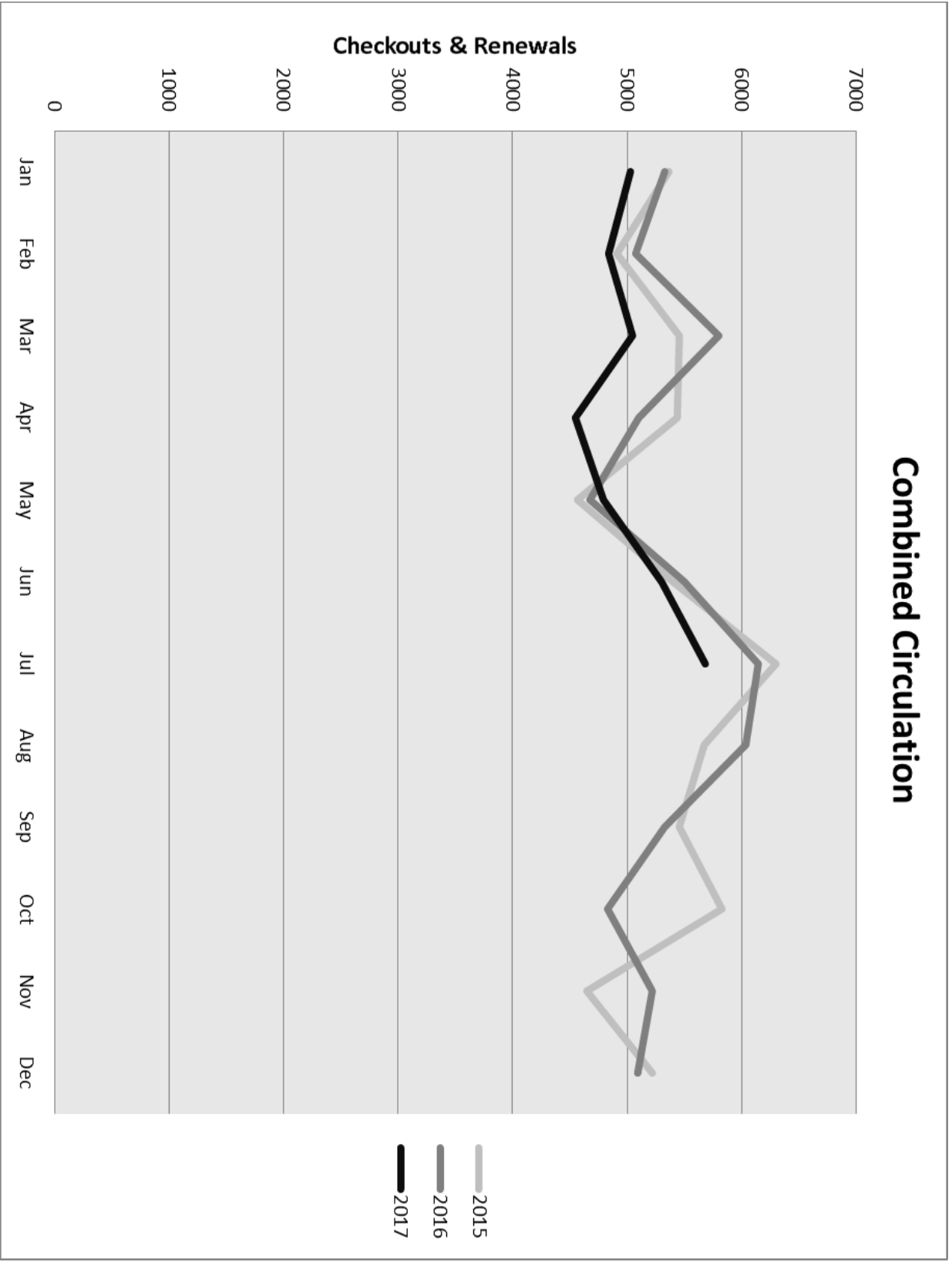
7/13, 12:45 - 3:15 PM: Board of Trustees - Members of the public are encouraged to attend our regular business meetings.

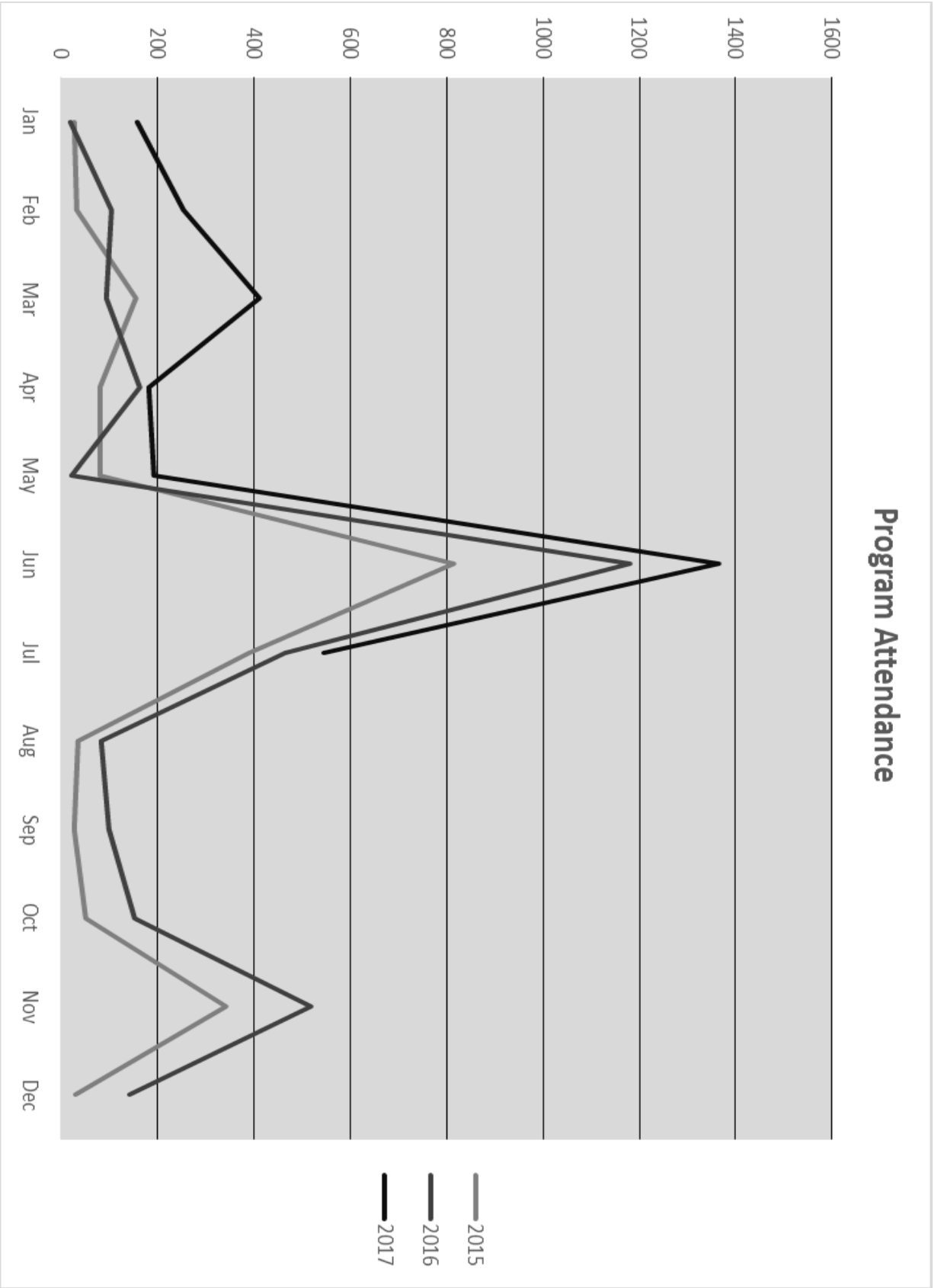
7/14, 8 AM - 9 AM: CPI Board Meeting - Attending as a visitor; see about what they do. Jim Poole, Membership Committee Chair stopped by on 7/6 and invited me to consider serving on the Board.

7/17, 2 - 3 PM: Sprinkler inspections

7/17, 10:30 AM - 12:30 PM: Financial Structure Committee

7/24, 10:30 AM - 12:30 PM: Financial Structure Committee





8/15/2017

Summary of Claims				
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.4-7	CDPHP	20022337	171940009957	\$ 623.04
12.4-7	Empire BlueCross	W05261	201708604459	\$ 6.64
12.6-1	Baker & Taylor	L9452793	3021692923, 3021703788, 3021714724, 3021726209	\$ 117.67
12.6-1	Baker & Taylor	L4187743	3021692562, 3021707153, 3021722755, 3021723191	\$ 1,338.25
12.8	Midwest Tape	2000012078	95211500, 95229544, 95245579, 95270215	\$ 612.52
12.16-1	NYSEG	1002-8403-052		\$ 453.81
12.16-2	Constellation NewEnergy	1-1702659		\$ 505.38
12.16-2	National Grid	07664-27114		\$ 635.44
12.16-2	National Grid	07664-27123		\$ 12.69
12.16-3	Village of Cobleskill	48300	B-0004651	\$ 180.40
12.16-4A	Upstate Professional Cleaning		17-073	\$ 520.00
12.16-4B	New Looks Landscaping LLC		944	\$ 430.00
12.16-4C	Bay State Elevator Company	2992-1	452667	\$ 570.91
12.16-4C	Red Hawk Fire & Security	THECO-01-024	2877590	\$ 270.00
12.16-4D	Casella Waste Services 54	54-32413 7	1292916	\$ 87.19
12.18-2	Demco	710217083	6172467	\$ 119.92
12.19-1	Verizon	518 234-7897 796		\$ 102.78
12.19-2	MDTEL	0682009420		\$ 31.27
12.24-3	Harmony Acres Partyland	Programming supplies	7/11, 7/21 invs.	\$ 25.94
12.24-3	Studio for Art and Craft		071417-01, 072517-01	\$ 610.00
	MVLS			\$ 787.59
12.23		Software licensing	\$ 13.09	
12.24-7		Circulation	\$ 774.50	
	Staples Credit Plan	6035 5178 2074 0644		\$ 497.24
12.16-5		Paper Towels	\$ 30.99	
12.18-1		Toner	\$ 466.25	
	Community Library Directors Account Reimbursement to \$487.90	includes Petty Cash reimbursment		\$ 315.49
			Total:	\$ 8,854.17
	For Library Use Only			
	Director's Account			
12.24-5	Price Chopper	8/2; Petty Cash, meeting expense		\$ 5.90
12.21	US Post Office	8/2; Petty Cash, ILL postage		\$ 2.50
12.21	US Post Office	8/3; Debit, stamps		\$ 147.00
Authorized Signatures:			Date:	

The Community Library

Code of Conduct

1. Damage to or theft of library materials, grounds or facilities is a crime.
2. Secure beverage containers are allowed as long as they are closed tightly near any computer equipment or library materials.
3. Use of any tobacco products as defined in the library's Tobacco-Free Library policy are not allowed on library property.
4. Alcoholic beverages and illegal substances are not permitted.
5. There should be no loitering or sleeping.
6. Be courteous. Talking, use of electronic devices and behavior that disturbs others is not allowed.
7. Library furnishings and equipment should be used appropriately. Feet belong on the floor.
8. Healthy hygiene is necessary in the library (no bare feet, etc.).
9. Service animals are permitted in the library, but pets are not. Unattended pets are not permitted on library property.
10. Patrons should only use areas that are for public access.
11. Children 10 and under must be accompanied by a responsible older person.
12. Children 10 and under may use the elevator when accompanied by a responsible older person.

Violators will be warned.

*Serious or repeated infractions of the Code of Conduct
may result in the suspension of Library privileges.*

Approved 12/8/2011; Revised 1/9/2014, 2/12/2015

Internet Access Policy

Application

Those interested in using the internet at the library are governed by this policy. This includes those accessing the internet via the public computer stations and the library's wireless network. Library staff and administration are guided by this policy in enabling access to and use of the internet by the public.

Statement of Purpose

The internet is an expansive and essential information resource for many people. The library is proud to offer high-capacity internet access to all for their personal enrichment and information needs. This value is enabled by the management standards and restrictions outlined in this policy.

Policy

Internet access is available at public computer stations using a valid library card from either the Mohawk Valley or Southern Adirondack Library System, by purchasing a Guest Pass or by using our wireless network for portable devices. Children younger than 16 are allowed internet access if given permission by a parent or guardian. A child's patron card will reflect parental permission. Parents are advised to monitor their children's use of the internet.

Use of library computers starts at two hours per day over a one-hour initial session and two 30-minute extensions available depending on demand. Guest passes may be purchased for additional time.

The library also provides continual wireless internet access via an unsecured, public network. Wireless users are bound by the same usage guidelines as patrons using library's computers. The library does collect anonymous data when wireless devices connect to the library's public network.

The library's public internet computers feature security measures that prevent changes to software. No programs can be installed by patrons on library computers. All data and files produced are destroyed at the end of a session. Personal digital storage may be used for saving and accessing files. The wireless network is publicly available and subject to risk of access to personal data and equipment.

Responsibility

Use of the internet-enabled public computer stations requires accepting the Internet Access Agreement, which is provided after logging in. Internet users are responsible for tracking and managing their online account login information. Assistance provided by the library in establishing or accessing accounts entails no responsibility for future access. Patrons are responsible for the cost of printing including errors.

Library staff are responsible for enabling access to the library's computers and for providing basic assistance to users on library equipment and personally owned devices. No assistance will be available to wireless network users outside of regular library service hours.

Library computers do not automatically filter or restrict access to any website. The library does not accept responsibility for the quality or accuracy of information found online. Internet users who share information online do so at their own risk. Any computer used on library property may not be used in a manner that is discourteous or disturbing to other library users, in any way that violates the Code of Conduct or for illegal purposes.

All internet users are responsible for their conduct while online. Internet privileges may be suspended or revoked due to violations of this policy. Illegal acts involving the library's internet connection may be subject to prosecution by local, state or federal authorities.

The Library Director or a designee holds responsibility 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: 2/9/2012; Revised: 3/14/2012, 7/10/2015

Reviewed by / on:

NEW YORK STATE PAID FAMILY LEAVE: Employer Facts

Effective January 1, 2018, nearly all private employers in New York State must secure Paid Family Leave coverage for their employees.

Paid Family Leave coverage is funded by employee payroll contributions. It provides wage replacement and job protection to employees who need time away from their jobs to:

- **bond** with a newly born, adopted, or fostered child,
- **care** for a family member with a serious health condition, or
- **assist** loved ones when a family member is deployed abroad on active military duty.

COVERAGE

Insurance coverage for Paid Family Leave must be available to employees beginning January 1, 2018, and generally will be included under an employer's existing disability benefits policy.

EMPLOYEE ELIGIBILITY

- Employees with a regular work schedule of 20 or more hours per week are eligible after 26 weeks of employment.
- Employees with a regular work schedule of less than 20 hours per week are eligible after 175 days worked.

In limited circumstances, employees whose regular work schedules are temporary or seasonal may opt out of Paid Family Leave.

When practical, employees should provide 30 days advance notice of their intention to use Paid Family Leave.

EMPLOYEE CONTRIBUTION

Employers may collect the cost of Paid Family Leave through payroll deductions.

The maximum employee contribution in 2018 shall be 0.126% of an employee's weekly wage, up to the annualized New York State Average Weekly Wage.

NYS Paid Family Leave Eligibility

Virtually every full-time or part-time private employee in New York State will be eligible for Paid Family Leave. Participation in the program is not optional for employees. If you are a public employee, your employer may opt into the program. Public employees who are represented by a union may be covered if Paid Family Leave is collectively bargained.

Employees with a regular schedule of 20 or more hours per week are eligible after 26 weeks of employment.

Employees with a regular schedule of less than 20 hours per week are eligible after 175 days worked.

Employees do not have to take all of their sick leave and/or vacation before using paid family leave. An employer may permit you to use sick or vacation leave for full pay, but may not require you to use this leave.

Maternity and Paternity Leave

Whether you are a parent expecting, fostering or adopting a child, you deserve to take time to care for your child without having to sacrifice your savings or your job. With proper documentation, in 2018, you may be eligible for up to 8 weeks of employee-funded Paid Family Leave.

Paid Family Leave only begins after birth and is not available for prenatal conditions. A parent may take Paid Family Leave during the first 12 months following the birth, adoption, or fostering of a child.

Caring for a Close Relative with a Serious Health Condition

New Yorkers have the right to be with their families in times of need without having to put their economic security at risk. The time you spend caring for a loved one with a serious health condition is critical. A close relative includes:

- Spouse
- Domestic partner
- Child
- Parent
- Parent-in-law
- Grandparent
- Grandchild

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

- inpatient care in a hospital, hospice, or residential health care facility; or
- continuing treatment or continuing supervision by a health care provider.

For example, you need one or more full days to care for your mom when she undergoes chemotherapy; or your dad is having surgery followed by extensive recuperation; or your child is undergoing intense psychotherapy and is unable to attend school for a period of time. You can take Paid Family Leave in these types of instances.