

The Community Library
Board Meeting Agenda
Thursday, September 14, 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 – Cobleskill Historical Society, Foundation for Mohawk Valley Libraries
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 – Ruth*, Jerry, John
 - i. Reseed and water northeastern corner lawn
 - ii. HVAC system control computer upgrades
 - iii. Toilet flush mechanisms replacement
 - c. Personnel – Jerry*, Jean, Linda, Ruth
 - i. Health insurance
 - ii. Library Director evaluation
 - iii. Website
 - d. Policy – Janet*, Jean, Linda, Dee
 - i. Bylaw changes
 - e. Board Development – Dee*, Ginny, Harriet
 - i. Public surveys
10. Ad Hoc Committee Reports
 - a. Long Range Plan Implementation Committee – Janet*, Fran, Jerry, Devon
 - b. Building Committee – Harriet*, Jean, Janet, Jerry – 8/31 meeting
 - c. Financial Structure Committee – Jerry*, Linda, Dee, John (auxiliary)
11. Unfinished Business

NYS Paid Family Leave Act
NYSL DLD Construction Grant
12. New Business - Staff Appointment
13. Other business
14. Important events coming up:
 - a. 9/23 - Friends of the Community Library 10th Annual Basket Raffle Day, drawing at noon.
 - b. Next regular board meeting: Thursday, October 12, 1 PM
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
August 10, 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.

Minutes:

Ms. Stennett made a motion, seconded by Mr. Peters, and unanimously approved to accept the July 2017 minutes.

Communications:

Mr. Hotopp informed the trustees that he had received a letter indicating that the library will be receiving money from the Irving Chase estate. Also, Mr. Hotopp informed the trustees that he had received a letter from Mr. Dan Lamont indicating the Lamont Family will be donating additional money to the library in memory of Rie Lamont.

Director's Report:

Ms. Kaitlyn Forbes, Children and Youth Services Librarian, described the library's successful summer reading program. Fifty-three programs were offered with 484 students attending.

Mr. Hedges reported that circulation has decreased but program numbers have increased. These trends are similar to libraries throughout the state.

Mr. Hedges reported that the back fence has been removed .

At Mr. Hedges' request, Mr. Peters made a motion, seconded by Mrs. Ashworth, and unanimously approved to go into executive session in regard to a personnel matter. Mr. Hart made a motion, seconded by Mr. Peters, and unanimously approved to go out of executive session.

Treasurer's Report:

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

Committee Reports:

Facilities:

Ms. Ashworth reported that the exterior tobacco-free signs have been erected.

Mr. Hart mentioned that an annex window pane needs to be repaired.

After a very high water bill was received, a leaking toilet was repaired.

Policy:

Mrs. Sand presented the revised Code of Conduct Policy and the revised Internet Access Policy. Both revised policies were unanimously approved.

Board Development:

Mrs. Neary asked the trustees to have the public surveys completed by the September meeting.

Mrs. Berard asked for a brief recess to honor Mrs. Wingfield. Mr. Hotopp and Mr. Hedges thanked Mrs. Wingfield for her nine years of service and wished her well in retirement.

Financial Structure Committee:

Mr. Peters shared with the board a rough draft of a ven diagram of the revised financial structure being considered.

Building Committee:

The Committee met with Mr. Mays and agreed with his suggestion that the outside area be a priority since this project may be eligible for a grant.

Unfinished Business:

The Oath of Office has been completed for Mr. Rockwell and Mrs. Sand.

New Business:

Mr. Hart explained the details of the NYS Family Leave Act which will go into effect in January 2018. The board members agreed that additional information is needed before a decision about the library's participation can be decided.

Important Events:

Monday, August 21, 10:00 A.M.- Building Committee meeting with Mr. Mays

September 14, 1:00 p.m. - regular board meeting

Friends of the Library are presently creating their baskets for The Coby Day raffle in September.

Adjournment:

Mr. Peters made a motion, seconded by Ms. Stennett, and unanimously approved to adjourn at 2:36 p.m.

Submitted by Virginia Downs

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

Patron Services – Our Year-To-Date circulation continues on the recent trend at -7%; about 3,000 fewer items have circulated so far in 2017 than this time in 2016. Videos, fiction and picture books are the highest use collections, with our New and Popular items and downloadable content coming in at similarly high circulation. Programming attendance was at a 5-year high; 228 people came to 25 programs including 15 for children and 7 for adults. Computer use mostly showed high wireless session counts, though the early learning computers are also showing strong increases since establishing the new equipment.

Resources – Estimates have been collected for a number of facilities-related projects including light bulb replacements, turf re-seeding, and the HVAC computer control system upgrade. Full details on the HVAC computer control system are forthcoming from the vendor, though as per previous discussion, we're likely looking at a sole-source provider scenario given how specialized our installation is. The turf project will either incur additional cost for having watering service or require some extent of volunteers to help with a daily watering schedule in order to cover days that the library isn't open.

Professional – Civil Service provided a Certified List of Eligible candidates for the Library Clerk vacancy; an eligible candidate has been selected for the position; approval for the selection will be requested at the regular meeting of the Trustees.

Our application was submitted to the NYSL Division of Library Development Construction Grant program for work on the western entrance stairs, ramp, and southern building perimeter for \$68,800 with a request of \$51,525 in grant funds to supplement \$17,275 in matching funds from the library. The MVLS Building Committee will meet on Monday, September 11 from 9:30 AM to discuss project applications and allow member library representatives to answer questions and defend their projects. If awarded funds, we will have until July 1, 2018 to begin work on any of the approved projects; this will allow us further time to develop complementary plans and projects with Butler, Rowland, Mays Architects and to pursue additional funding in the 2018-19 Construction Grant program cycle. All funded projects must be completed by June 30, 2020.

Meetings –

8/7, 10 AM - Noon: Policy Committee - Confidentiality & minors, Cash reconciliation

8/10, 12:45 - 3:15 PM: Board of Trustees - Members of the public are encouraged to attend our regular business meetings.

8/10, 3 - 3:30 PM: Meghan Brennan; BRMA - discuss collection placements, furnishings

8/17, 1:30 - 2 PM: Clerk Interview -

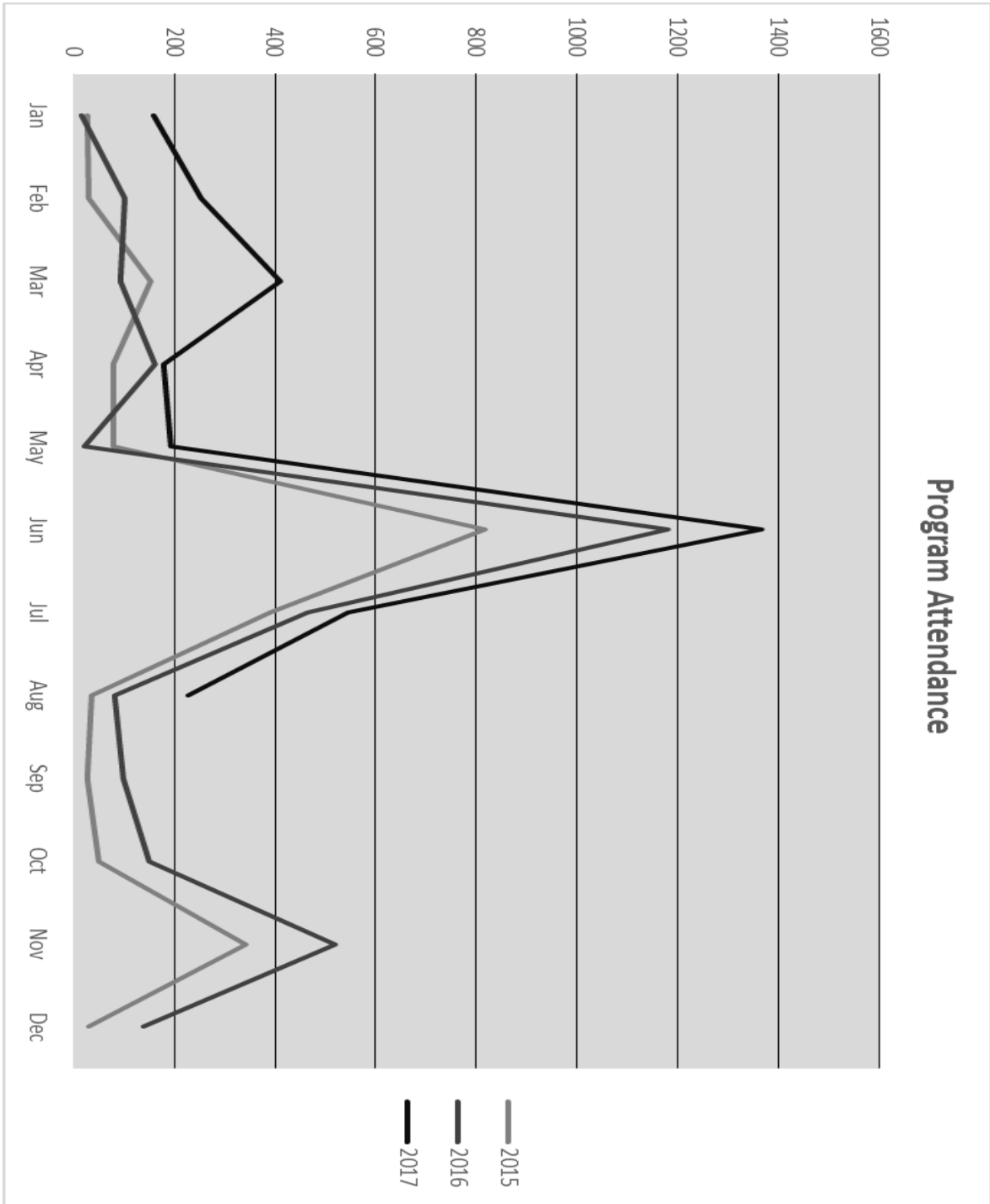
8/19, 10 AM - 11 AM: Friends of the Community Library

8/21, 10 AM - Noon: Building Committee – consultation with Paul Mays

8/31, 10 AM - 11 AM: Building Committee

8/31, 3:30 - 4:30 PM: Friends Advertising meeting

9/7, 9 AM - 11:30 AM: Directors' Council
 9/11, 9:30 AM - 11:30 AM: MVLS Construction Grant Meeting -
 9/11, 9 AM - 10 AM: Computer Installations -
 9/14, 3 - 4:30 PM: Building Committee Meeting -



Technical Building Services

Custom proposal for facilitating on-going access to building heating and cooling system:

Key Points:

- The current, 9-year-old computer system is operating at severely diminished capacity.
- The upgrade is designed to last through significant future upgrades and potential background system changes.
- The upgrade automatically includes substantial system enhancements.
- Financing is available.
- Installation is expected to be conducted primarily offsite and without service interruption. Actual onsite work will be brief and include training.

Detail:

Existing Java Application Control Engine (JACE) server hardware is out of date and unable to operate with current Java software provided by Oracle Corporation; this leaves the system both inoperable and vulnerable to internet-based attacks.

New server software and hardware will rectify both issues in changing to a new HTML-based system. Changing to HTML will also allow for greater on-going support for the hardware as the technology is designed around interoperability between diverse systems and vendors; changes to Java will not have an effect. Changes to HTML are typically built with broad backward compatibility as essentially all web pages are built using that language.

Enhancements that will come as a result of upgrading our server hardware will include more customization for zone controllers, alerts to key staff when system components reach indicator points (low/high temperatures, component malfunctions, etc.), improved scheduling, access via mobile web-enabled devices, and more.

The owner of TBS has indicated that they would readily provide a variety of financing options on request. Any option would involve a 50% down payment; at that point, we'd be financing \$8,000 on likely 4-5% interest.

Installation and turnover to the new system would be done in one service call after everything had been configured remotely. All existing system controls for boilers, pumps, fans, cooling units, etc. would remain in place. Training would be provided by TBS.

Treasurer

Job Description

The Treasurer is appointed by, acts at the pleasure of, and is directly responsible to the Board of Trustees. Independent of the broader library staff and the governance and management of the library, through their assigned duties, the Treasurer serves as a strong internal control on all finances of the institution. Primary duties include reconciling bank statements and reporting to the Board on a regular (at least monthly) basis regarding accounts and the budget. Additional duties include verification of cash drawer reconciliation, preparation of deposits, providing a secondary signature for certain purchases, and coordination with the Director on reports to external entities.

Monthly Duties:

- **Reconcile all bank statements** (FAM, Operating, Renovation, and Director's Accounts) – Compare payees and draft/deposit amounts from Claims Summaries, bookkeeping check and payroll records, check registries, etc. with bank statements. Report irregularities to Finance Committee Chair and Director.
- **Monthly financial report to Board** – provide reports showing current status of key and total budget lines, including appropriated, current, and year-to-date amounts. The Summary of Claims, including prepared warrants and mailings from the Bookkeeping firm, are also presented to the Board for audit, signature, and final preparation.
- **Signatory duties** – the Treasurer may be called on to provide an additional signature for certain claims.

Weekly Duties:

- **Verify cash drawer reconciliation** – in Trustee's Office, review *Weekly Deposit and Cash Reconciliation* report from library staff; verify amount in secured deposit envelope.
- **Make deposits** – prepare deposit package including deposit slip and duplicate information to transmit to the Bookkeeping firm (Strauss & Associates)

Additional Duties:

- **Oversight of investments** – The Treasurer is responsible, in addition to regular monthly reporting, for oversight and administrative responsibility over investment holdings.
- **External reports** – The NYS Education Department Annual Report of Libraries and the NYS Comptroller's Office Annual Update Document reports are both to be prepared and submitted in coordination with the Director.