

The Community Library  
Board Meeting Agenda  
Thursday, December 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): Ruth Ashworth, Dee Neary

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 –TBS Service contract, NYSID Waiver
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, Larry – 2018 Budget Apportionment
  - b. Facilities – Ruth\*, Jerry, John, Larry
  - c. Personnel – Jean\*, Jerry, Linda, Ruth
  - d. Policy – Janet\*, Jean, Linda, Dee – Operating Schedule, Attendance
  - e. Board Development – Dee\*, Ginny, Harriet
10. Ad Hoc Committee Reports
  - a. Long Range Plan Implementation Committee – Janet\*, Fran, Jerry, Devon
  - b. Building Committee – Harriet\*, Jean, Janet, Jerry – 11/30 Meeting
  - c. Financial Structure Committee – Jerry\*, Linda, Dee, John (auxiliary) – Lynn Lawyer
11. Unfinished Business

Review of Bylaws regarding Treasurer's role  
Treasurer's report to be included in advance Board Packet
12. New Business
13. Other business
14. Important events coming up:
  - a. Next regular board meeting: Thursday, January 11, 2018
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  
November 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, Jerry Peters, Larry Rockwell, Janet Sand, Jean Stennett. Excused: Dee Neary, Devon Hedges.

Guests:

Mr. Hotopp introduced Ms. Christina Knee as Schoharie County's new representative to the MVLS Board of Trustees. Ms. Knee described her background and the board thanked her for volunteering.

Minutes:

Mrs. Berard made a motion, seconded by Mr. Hart, and unanimously approved to accept the October 2017 minutes.

Communications:

A letter from SEFCU Insurance Agency indicated that the library's insurance has been transferred to Rose and Kiernan. Mr. Hart requested that more information be provided in regard to this transfer. Mr. Hotopp informed the trustees that a letter from Mr. Dan Lamont indicated that the library would be receiving \$28,257 from the estate of Marion Borst.

Director's Report:

Mr. Hedges' report was reviewed. Plumbing issues are still a problem to be resolved. Mr. Hart mentioned that a very high water bill is probably related to this issue.

Treasurer's Report:

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

October Payroll:

Gross Pay	\$7,818.26
Taxes	\$40.61
Benefits	\$983.76
Total	<hr/> \$8,842.63

Committee Reports:

Finance:

Mr. Hart indicated that the finance committee needed to meet to finalize the appropriations for the 2018 budget. The committee will meet December 4 at 1:00 p.m. and all board members are welcome.

Facilities:

Mr. Hart mentioned that weeds along the building are unsightly and the lawn service should be asked to rectify this.

Personnel:

Ms. Stennett reported that the Staff and Volunteer Appreciation event is scheduled for November 29.

Ms. Stennett indicated that the director evaluation review went well.

Also, Ms. Stennett outlined the committee's proposal for paid sick leave for hourly employees. This proposal would provide 60 hours per year for those with 1-3 years service and 90 hours for those with four or more years of service. This will go into effect in January 2018. Mrs. Sand made a motion to accept this proposal. The trustees passed this proposal with Mr. Hart abstaining.

**Policy:**

Mrs. Sand reported that weather related library closures will continue to coincide with the school closures.

**Board Development:**

After reviewing the results of the community survey, it was determined that some suggestions will be resolved with the building renovation. The board development committee will review suggestions which can be resolved.

**Building:**

Mrs. Berard reported that she had been in contact with the DuMond family. They are agreeable to the suggestion that the Pine Room would become the DuMond room and be designated as a reading room.

**Financial Structure:**

Mr. Peters reported that the committee is continuing to separate duties in regard to the financial aspects of the library. He is planing to contact Ms. Lynn Lawyer is review the suggested plans.

**Unfinished Business:**

Mrs. Sand reminded the board that the by-laws would have to be changed to reflect the proposed changes in the financial structure.

**New Business:**

Mrs. Downs suggested that the board packet given to the trustees before meetings could include the treasurer's report.

**Important Dates:**

11/29 6:00 p.m. Staff and Volunteer Appreciation Event  
12/14 1:00 p.m. Next regular board meeting

**Adjournment:**

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

Submitted by Virginia Downs

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

Patron Services – November has been a slow month at the library in patron use, reflecting the general trend of the past few months. Circulation was down 8% compared to last year with 4,168 items circulated, with general videos, fiction, and ebooks representing the most used groups of materials. Programming attendance was light given the vacancy in our children's services program. About 20% of our events were presented for children and family audiences and represented about 40% of attendance; 66 people attended 9 events in total.

Resources – Lighting contractors have been solicited for estimates on bulb and ballast replacements; delivery of a final bid has been delayed due to an unexpected rush of work for one contractor. A separate electrical job related to exterior fixtures has been identified and will be completed soon. Building control systems upgrades that were assured for completion in November are now being promised for end of December.

Plumbing work continues to be stalled owing to Louie's Plumbing availability.

An additional electrical project is needed for faulty exterior outlets and a few exterior lights. No tripped breakers indicate that a circuit interruption isn't a straightforward issue; Aaron's Electric has been enlisted to help.

Two candidates for Library Clerk have been identified; a selection will be made following Civil Service authorization by the 3<sup>rd</sup> week of December. I've spent a great deal of time covering at the Public Service Desk due to low staffing.

Professional – No applications have been received by Civil Service for the Librarian I position following extensive advertising in professional networks. This is the 2<sup>nd</sup> round of solicitation that's been made since the beginning of October. Previously, we had one eligible applicant that declined the offer due to uncompetitive pay. In the initial hiring rounds for this position in 2016, there was one applicant who was appointed and served the library well, although they found more desirable employment in a little over a year. Due to these and other factors, I'm working on developing a new position based on existing Civil Service classifications, Library Assistant. This position has lower experience and credentialing requirements, which may help attract interest from a broader pool of applicants.

The New York Library Association Conference provided learning opportunities regarding legal issues in financing and building libraries including details regarding prevailing wage law requirements, bonding with the Dormitory Authority, Wicks Law, and more. Also of note were presentations on labor and employment law, privacy rights, Board/Director relationships, libraries without late fees, and more.

A new budget coding scheme has been developed in anticipation of our conversion to using QuickBooks and taking on an independent Treasurer. This effort was undertaken to help provide a uniform and conventional line item structure, allowing for greater accessibility of the budget and financial records by Trustees, the public, and those otherwise uninitiated in NYS library-specific budget coding.

Butler Rowland Mays has provided feedback data from our public discussions regarding the building planning process. As the data provided would appear to have been created with the library administration in mind as the audience, it is taking some time to re-draft images and public messaging. Having the beginnings of a public relations campaign in place before January is the goal.

Meetings –

11/3: Building Committee – Paul Mays and Rebecca Strong presented revised building drawings

11/3: Financial Restructuring Committee

11/7: Rebecca Strong - BRMA - Public feedback graphics and reports.

11/8: Joint Automation Council

11/8-11: NYLA Annual Conference

11/14: Central Library Committee; Schenectady Public Library: negotiating services and grant spending

11/15: Head Start tour and Story Time

11/15: Cobleskill Historical Society – Related to architect proposals and invoices for \$502.25 for after-hours Room Reservations.

11/17: Cobleskill Village Police Lieutenant Brown; regarding abandoned vehicles.

11/29: Policy Committee – Discussed Bylaws changes associated with the role of Treasurer; no changes needed at this point. Developed Operating Schedule and Attendance Policy.

11/29: Staff Appreciation Dinner

11/30: Building Committee

12/2: Friends of the Library meeting

12/4: Finance Committee; 2018 Budget Apportionment

12/5: NYSID (New York State Industries for the Disabled) Preferred Source Providers; they are preparing a bid for cleaning services only; I expect to receive a rate and service plan by the beginning of the year. A waiver for grounds keeping services bidding requirements will be provided.

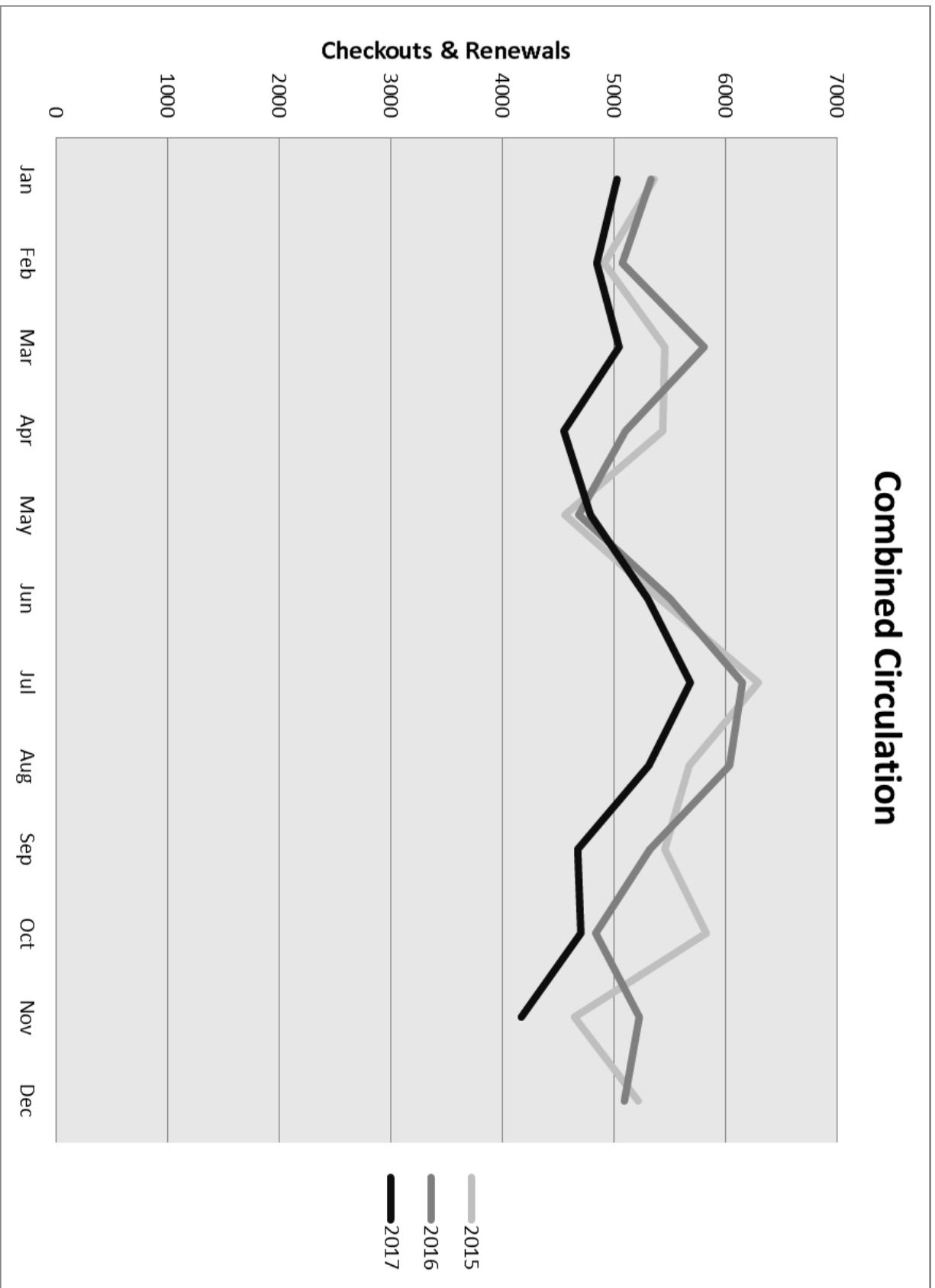
12/6: Reading and Math are SNOW Much Fun; activity night at Ryder Elementary

12/7: Annual Joint Automation Fees/Finance Meetings

12/8: Quipu eCard Webinar; patron registration product presentation with Joint Automation

12/11: Lynn Lawyer - Treasurer's duties consultation and orientation

# Combined Circulation







Summary of Claims			12/15/2017	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.4-1	New York State & Local Retirement System			\$ 7,711.00
12.4-5	The Hartford	43934382	Worker's Compensation	\$ 457.00
12.4-6	Standard Security Life Ins. Co. of NY	Disability Insurance		\$ 154.80
12.4-7	Empire Bluecross	W05261		\$ 6.64
12.4-7	CDPHP	Group#:20022337	173170008542	\$ 623.04
12.6-1	Baker & Taylor	L9452793	3021889160, 3021901930, 3021912975, 3021924012	\$ 347.86
12.6-1	Baker & Taylor	L4187743	3021888707, 3021898135, 3021912732, 3021927501	\$ 1,914.74
12.8	Midwest Tape	2000012078	0095543954, 0095552040, 0095568757, 0095591222, 0095604079	\$ 402.21
12.16-1	NYSEG	1002-8403-052		\$ 349.40
12.16-2	Constellation NewEnergy, Inc.	1-1702659	10502244301	\$ 463.22
12.16-2	National Grid	07664-27123		\$ 13.12
12.16-2	National Grid	07664-27114		\$ 467.92
12.16-4A	Upstate Professional Cleaning		17-118	\$ 600.00
12.16-4D	Casella Waste Systems, Inc	54-324137		\$ 88.07
12.16-6	Mount Vernon Fire Insurance Company	Director & Officer's Insurance/ Nonprofit Management Liability; NDO2551744	NDO2551744D	\$ 173.90
12.19-1	Verizon	5182347897 796250		\$ 102.88
12.19-2	Midtel	0682009420		\$ 27.62
12.24-7	MVLS	Circulation	2354	\$ 610.27
	Staples Credit Plan	6035 5178 2074 0644		\$ 260.58
12.16-5		Janitorial supplies	\$27.82	
12.18-1		Paper	\$232.76	
	Devon Hedges			\$ 354.04
12.24-2		2017 Mileage reimbursements	\$179.44	
12.24-6		ALA Graphics reimbursements	\$174.60	
			<b>Total:</b>	<b>\$ 15,128.31</b>
	For Library Use Only			
	Director's Account			
12.24-6	TechSoup	Chk. # 221, 12/8/17, Quickbooks 2018 License		\$ 50.00

## **Attendance**

### **Application**

The expectation of punctual attendance and adherence to established regular schedules extends to all personnel (paid staff and volunteers) with established schedules or duties involving support of direct service to the public. In particular, paid staff are expected to fulfill the commitment of making the library and its services available to the public according to the Operating Schedule policy. Jury duty and medical leave of significant duration is not covered by this policy.

### **Purpose**

Governing attendance allows for equitable and transparent application of standards for acceptable service. Restricting allowable absences also enables the administration of the Paid Time Off policy by differentiating approved leave from allowable and excessive absences. Monitoring punctuality and maintaining regular shift schedules serves supervisory goals in ensuring that library services are available to the public.

### **Policy**

Absences will be noted when personnel do not report for a scheduled shift of work. Absences will be allowed where reasonable notice (two hours is the minimum needed for an opening shift) is provided to and confirmed by the director in advance. Allowed absences where an employee takes compensation as Paid Time Off will not count against the allowed absences per year. Tardiness with notice provided to and confirmed by the director will be allowed within 15 minutes of the start of a shift that doesn't open the library for the public; tardiness is not counted as an absence. Employees wanting occasional changes to their scheduled hours are encouraged to coordinate with other staff to ensure coverage of public services. The director should be notified and provide confirmation of any changes. If no coverage is available through agreement with others, direct consultation with the director will determine if a change is possible. When no notice is provided for an absence or tardiness, tardiness becomes recurrent, or schedule changes are substantial, corrective action including changes to scheduled hours or employment may be taken.

Probationary Employees are allowed two absences.

Employees are allowed five absences and two unexcused absences per year.

Volunteers are allowed ten absences and one unexcused absences per year.

### **Responsibility**

Staff will provide notice to the director concerning an absence as readily as possible, ideally on the preceding day or earlier. Where such notice is not possible, the absence should be reported as soon as possible in advance. Notice should be provided verbally, as that is the most readily accessible way to receive confirmation that the notice has been received; text, email, and other message-based

notifications may not be confirmed in a timely manner and accordingly may not be accepted. On receipt, the Library Director will confirm the provided notice and will keep record of all absences. The Library Director or a designee holds responsibility for providing documents related to the policy to the concerned parties. Staff are responsible for reporting allowed absences as Paid Time Off on their regular time sheets. The Library Director is responsible for training and supporting staff regarding this policy.

Approved Date:

Revised:

Reviewed by / on:

## Operating Schedule

### Application

Members of the general public and library personnel make use of the library's regular schedule, which reflects times the library and its services are available including scheduled holiday observances. These parties also need to know how disruptions to that schedule are dealt with.

### Statement of Purpose

A good library is accessible to the community; having the library open at varied times throughout the week enables access to a greater range of services by the public. The library's services include many unique offerings that are best enjoyed in person or with other people. The hours when the library is open to the public create an opportunity to access information and technology, to enjoy valuable experiences, and to participate in the community. Holiday hours and closures reflect the values of the library both in observing important cultural and civic events as well as providing more opportunities for patrons to enjoy the library. Disruptions to regular service need to be managed in a consistent and transparent manner that allows both rapid and accessible communication and understanding of the decision-making process.

### Policy

The regular schedule of operations for the library are as follows:

Sunday: Closed

Monday: Closed

Tuesday: 10:30 AM – 8 PM

Wednesday: 10:30 AM – 6 PM

Thursday: 10:30 AM – 8 PM

Friday: 10:30 AM – 6 PM

Saturday: 10 AM – 1 PM

The library observes the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Day

For all holidays other than New Year's Day and Christmas Day, the library observes the holiday on the prior Saturday when the date falls on a Monday or Sunday. Where Christmas Eve or New Year's Eve fall on a weekday, the library will close two hours early.

Unexpected closures of the library:

In emergency situations including inclement weather or other natural events, building equipment issues, fire events or a person's actions that present an imminent danger which threaten a disruption of safe library service, the library may close. For closures at times where the library is already open, library staff will instruct patrons on how to remain safe in either exiting the building or remaining in the library. Notice of library closure will be made available to the public using the most readily accessible means including listings in broadcast media, via the Internet, recorded telephone greeting, and physical signage. The decision regarding closure may be made by the Director based on weather reporting or in consultation with local safety authorities, maintenance personnel, library personnel including staff and the President of the Board of Trustees. As a matter of convenience and simplicity, the library will not open for public service when the Cobleskill-Richmondville School District is closed due to weather related emergencies.

**Responsibility**

The Library Director determines the regular schedule through community assessment and in consultation with the Board of Trustees. The Director and Board may review implications of scheduled holidays in advance, making changes as warranted. The Library Director is responsible for making decisions regarding unexpected closure. If the Director is unavailable, if Library Staff feel that the library should close in the interest of public safety, a call will be made to inform the President of the Board of Trustees of their decision. 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: