

The Community Library Board Meeting Agenda for: Thursday, October 11, 2018

Members: Ruth Ashworth 2021, Fred Barnes 2019, Harriet Berard 2020, Linda Carpenter 2021, Ginny Downs 2023, Ken Hotopp 2019, Dee Neary 2019, Jerry Peters 2019, Janet Sand 2022, Jean Stennett 2020, Julia Walter 2023

Excused (no more than 4 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
6. Director's Report
7. Treasurer's Report
 - a. Harriet asked that DAR payments identify the chapter in our books; I've got the name and will change in QB after consulting with Lyn
 - b. Lots of questions about
8. Presentation of the Bills and Actions
 - a. Jerry did an adhoc vote for approval of one pay check and the wage garnishment bill. Bills otherwise passed
9. Committee Reports---Standing Committees (* indicates chair)
 - a. Finance – Jerry*, Harriet, Linda (assistant)
 - i. Preparations and committee recommendations for 2019 Budget – Forward the Budget Development Policy to Jerry & Dee
 - ii. Reapportionment
 - b. Facilities – Ruth*, Jerry – wants off when possible, Julia – no report
 - i. Schedule inspection of physical plant
 - ii. Attic floorboard removal – Ken is trying to figure out if maple producers would like to use it for burning/boiling. Maybe distillers working with barrel making. Apparently, Jerry never did take any after the summer day when we looked at it. He's indicated that he might take a dozen or two. Anything that works to get rid of it is fair. I don't get a chance to speak to the issue of public work issues, contracts, etc.
 - c. Personnel – Jean, Linda* as acting chair, Ruth, Julia, Fred – no meeting
 - i. Staff appreciation
 - ii. Director's evaluation – there's more than a bit of screwing around over where the form for the evaluation is. Jerry seems to think he has it and indicates that he will send it along to the committee and to bug him if he does not. I'd recommend a simple 'Director is doing great: YES or PROBABLY'
 - iii. Appreciation Dinner report – whatever. Monies collected from stragglers. Thanks all around. Har har.
 - d. Policy – Janet*, Linda, Dee, Fred
 - i. 10/10 meeting with feedback from other committees – short meeting, orienting Fred to the policy committee's ways of doing things.
 - e. Board Development – Dee*, Ginny, Harriet
 - i. Corrected roster

ii. Janet will stand in for Jean Stennet as Vice Chair

10. Ad Hoc Committee Reports

a. Long Range Plan Implementation Committee – Janet*, Jerry, Julia – Review of Strategic Plan

b. Building Committee – Jerry*, Harriet, Jean, Janet

11. Unfinished Business

12. New Business

13. Important events coming up:

a. Next regular board meeting: Thursday, November 8, 1 PM

14. 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
September 13, 2018*

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:02 p.m. Present: Ruth Ashworth, Fred Barnes, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Jerry Peters, Janet Sand, Julia Walter, Devon Hedges. Excused: Dee Neary, Jean Stennett. Mr. Hotopp introduced and welcomed Mr. Frederick Barnes, our new trustee.

Minutes:

Mrs. Sand made a motion, seconded by Mrs. Berard, and was unanimously approved to accept the August minutes.

Communications:

Mr. Hedges has received a letter from the college's Logo Club indicating that members will be in contact regarding a new logo for the library.

Matt Galasso thanked the library trustees for their support regarding the historical marker erected on library property for his Eagle Scout project.

Director's Report:

Ms. Thais Gruning has been selected for the Library Assistant position.

The Division of Library Development (DLD) Construction Grant has been submitted.

Mr. Hedge indicated that the architecture drawings will be submitted to the trustees.

Treasurer's Report:

The trustees reviewed the current treasurer's report. Some additional suggestions were discussed.

Mr. Peters presented the bills. After each trustee reviewed the bills, Mr. Peters made a motion, seconded by Mrs. Downs, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Mr. Peters reported that his committee is working with the policy committee to update the new financial procedures.

Facilities:

Mrs. Ashworth thanked the trustees for their participation in the annual "clean-up" day.

Personnel:

Ms. Carpenter will organize the Appreciation Event for staff, volunteers, and Friends of the Library. This pizza dinner is scheduled for October 3 at 6:00 p.m.

Policy:

Mrs. Sand indicated that her committee is working with both the finance committee and the building committee on revising policies.

Board Development:

Mrs. Berard noted that the roster should indicate that Ms. Stennett's term will expire in 2020, and Mr. Barnes, who was appointed, will need to be elected in 2019.

Mr. Hedges distributed the new Handbook for Library Trustees of NYS.

Building:

Mr. Peters made a motion, seconded by Mrs. Sand, and unanimously approved to submit the DLD Construction Grant proposal.

New Business:

Each trustee reviewed the Conflict of Interest Policy, then signed and submitted it. At Mr. Hedges request, Ms. Carpenter made a motion, seconded by Mrs. Sand, and unanimously approved the appointment of Ms. Thais Gruning as Library Assistant.

Important Dates:

9/17-DLD Grant application hearing

9/22-Friends of the Library Basket Raffle 12:00 p.m.

10/3 Staff, Volunteers, Friends Appreciation event 6:00 p.m.

10/11 Next regular board meeting 1:00 p.m.

Adjournment:

Mrs. Berard made a motion, seconded by Ms. Carpenter, and unanimously approved to adjourn at 2:38 p.m.

Submitted by Virginia Downs

Director's Report for the month of September, 2018:

Patron Services – Circulation was down about 10% YTD, which is in keeping with the trend we've seen this year; that's about 500 fewer items checked out than September, 2017. Within the 4,191 items checked out, General Fiction, Video, Picture Books, and eBooks were the most popular respectively with the top three each representing about 10% of all items circulated. Development on Battle of the Books is underway with the Radez Elementary School Librarian working with the Community Library to develop reading lists for grades 3-5; lists for grades 6-8 are still being considered. Outreach to the schools will begin in November before the holiday breaks take place.

Resources – Exterior lighting at the entryways is entirely operational at this point. Ballast and bulb replacements were needed in some cases; it is expected that the current fixtures shouldn't need further maintenance for the foreseeable future. The Facilities Committee Cleanup Day was successful in many regards. The list of items that aren't part of what the volunteers are able to do is transferring from year to year at this point; good information for planning what to contract out.

The Joint Automation Project has purchased software that intends to streamline some of the issues related to ensuring patrons are associated with the library that serves their area; this information is useful for annual state reports, allows specifying access to certain subscription-based materials, and more. Implementation of this product in to our registration procedures requires some re-development of training materials and practices. Meetings held by the Joint Automation Project are facilitating these developments.

The Library Clerk exam has been posted by Civil Service, scheduled for November 17. This means that the current provisional appointment for Library Clerk is set to expire when the exam results are available in a list of certified eligible candidates. The exam is open to legal residents of Schoharie County or one of the six contiguous counties; the top third of all scores will be eligible for probationary appointment and permanent placement.

Professional – The MVLS Board of Trustees voted to approve \$115,192 in grant funds toward the western entrance accessibility construction project; this represents 73% of project costs. The funds available for the awards came to \$900,000 with requested funds from among 6 applicants totaling \$920,000; all libraries were awarded 70% or more of their project costs. This project 2nd largest request and the largest award that the Community Library has won in over a decade.

The Friends of the Library had another successful Basket Raffle Fundraiser this year within a few hundred dollars of last year. Volunteers coordinating providing entertainment and engagement with our community while staff contracted performers, helped to set up tables and concessions. A great community event was enjoyed by most everyone!

Meetings –

9/6/2018: Lois Gordon - DLD Construction Grant; BRMA soft costs need to be excluded from the grant. Include BRMA details in Narrative and Budget Narrative sections.

9/6/2018: Ken Hotopp; Agenda preparation -

9/10/2018: Facilities Committee Cleanup Day -

9/12/2018: Schoharie County Sheriff's Department Officer Proctor; phone consultation- Include name or account # in the memo line of wage garnishment payments

9/13/2018: Board of Trustees - regular meeting

9/14/2018: Computer 1 on 1 - Word processing; needs to produce a Word File for her publishing. Has purchased some sort of word processing program.

9/15/2018: Books a la Carte "Little Fires Everywhere" by Celeste Ng - Keith Whilhite – cancelled; rescheduled due to family medical emergency

9/17/2018: MVLS Construction Committee Meeting

9/18/2018: JA Operations Committee - Quipu geolocation web interface design consultations

9/18/2018: Revitalizing Library Volunteer Engagement webinar - Presenter: Carla Lehn, The Lehn Group, former Library programs Consultant of the California State Library

9/22/2018: Friends Basket Raffle

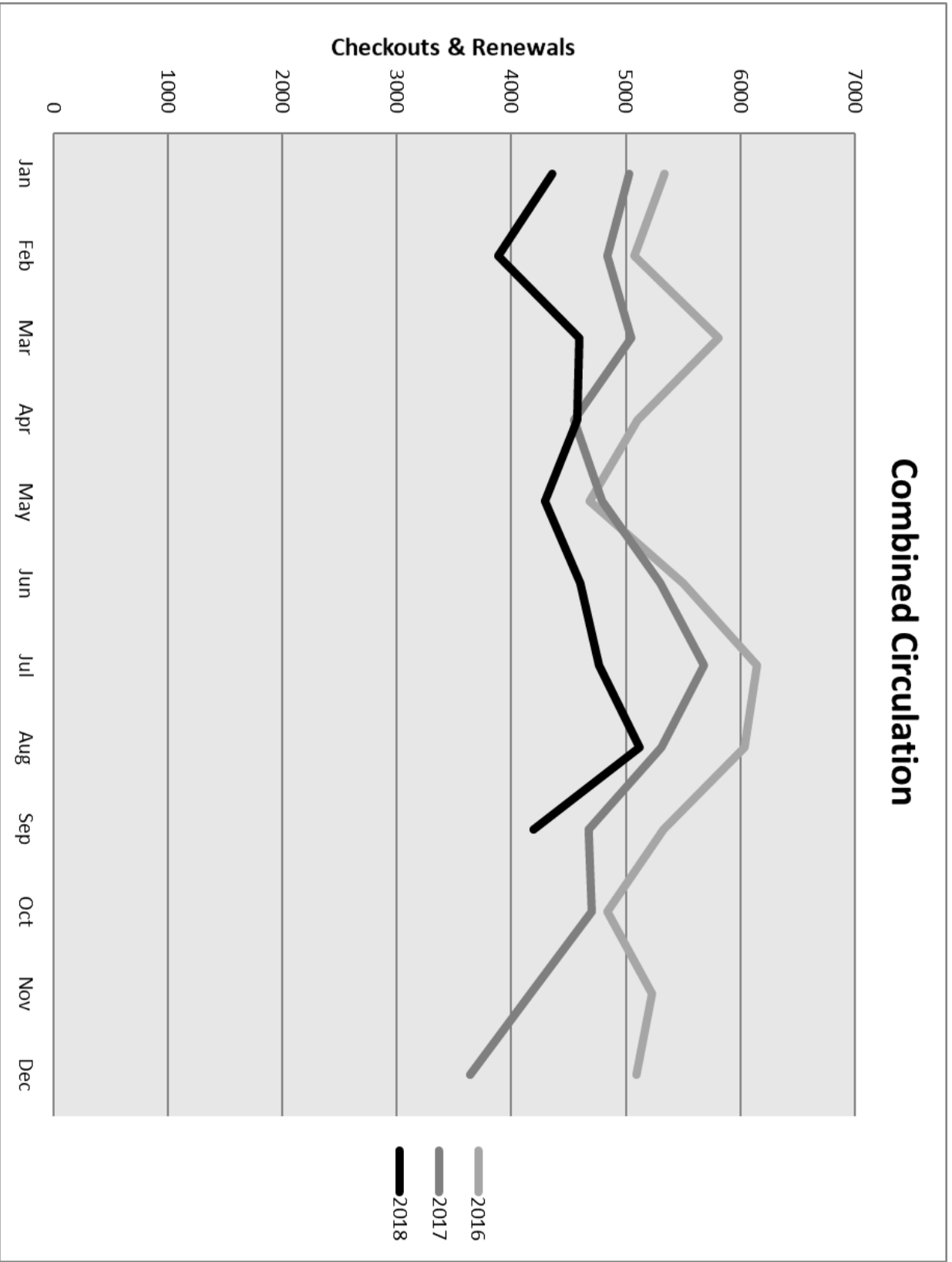
9/25/2018: Ken Hotopp - Agenda and Board business consultation

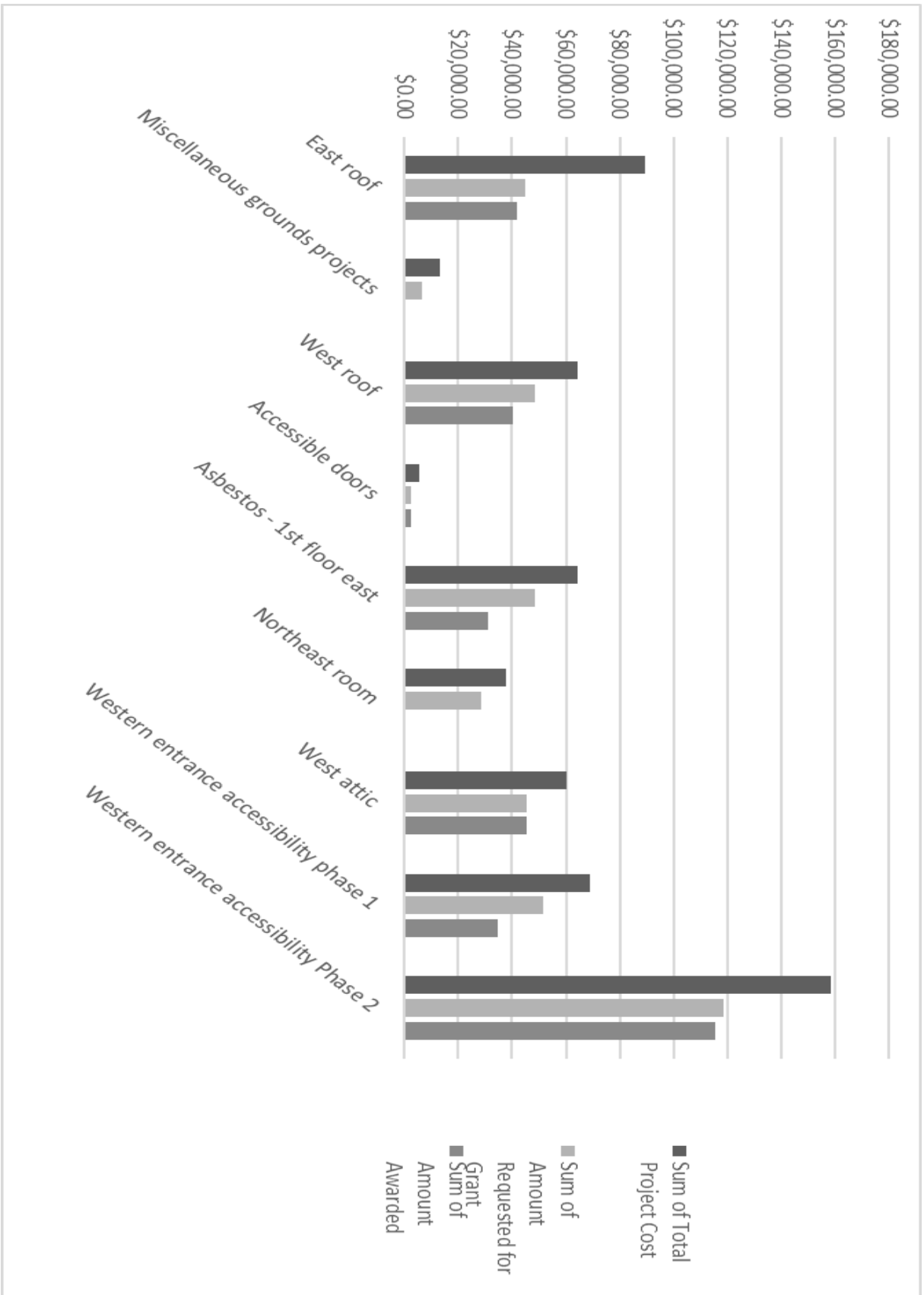
9/27/2018: Jerry Peters - Finance Officer – Treasurer's report progress and notes.

10/3/2018: One-to-one computer help - library materials searching.

10/3/2018: Personnel Appreciation Dinner-

Combined Circulation





Treasurer's Report not available as of this report.

Summary of Claims			10/15/2018	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.4-7	CDPHP	Group#: 20022337	182550008438	\$ 695.81
12.4-7	Empire Bluecross	W05261	0201810608112	\$ 7.76
12.6-1	Baker & Taylor	L9452793	2033949015, 2033964852, 2033981774	\$ 85.07
12.6-1	Baker & Taylor	L4187743	3022401536. 3022390368, 3022388103, 3022371565, 3022363758	\$ 1,422.77
12.8	Midwest Tape	2000012078	00096402584, 0096422730, 0096440077, 0096463001, 0096477861	\$ 813.51
12.16-1	NYSEG	1002-8403-052		\$ 115.44
12.16-2	Constellation NewEnergy, Inc.	Cust #:5463881-0		\$ 586.39
12.16-2	National Grid	07664-27123		\$ 13.59
12.16-2	National Grid	07664-27114		\$ 775.49
12.16-3	Village of Cobleskill	Acct#: 48300	B-0010693	\$ 82.00
12.16-4A	New York State Industries for the Disabled, Inc.	Cust #:86331	787867	\$ 500.80
12.16-4B	New Looks Landscaping LLC		1235	\$ 450.00
12.16-4D	Casella Waste Systems, Inc	54-324137	1338155	\$ 102.54
12.18-2	Demco	Cust #:710217083	6426164	\$ 133.71
12.19-1	Verizon	5182347897 796250		\$ 114.11
12.19-2	Midtel	0682009420		\$ 27.94
12.24-3	New York Library Association	Cust ID: THE COMM	8561	\$ 431.00
12.24-5	Cobleskill Agway	Meeting Expense; Acct: 1091	170543	\$ 78.47
12.24-7	MVLS	Circulation	2676	\$ 700.97
	Walmart Community / SYNCB	6032 2020 0026 4243		\$ 55.09
12.24-4		Program supplies	\$ 9.94	
12.24-5		Meeting expenses	\$ 45.15	
			Total:	\$ 6,496.65
	For Library Use Only			
	Director's Account			
Authorized Signatures:			Date:	

TRUSTEE ROSTER FOR THE COMMUNITY LIBRARY 2018

<p>Ruth Ashworth (2021) 171 Trillium Lane Cobleskill, NY 12043 cell: 231- 2244 R2ashworth@gmail.com</p>	<p>Frederick P. (Fred) Barnes (2019) 467 Little York Road Cobleskill, NY 12031 234-2420 barnesfp@gmail.com</p>
<p>Harriet Berard, Historian (2020) PO Box 126 Warnerville, NY 12187-0126 234-3625 cell: 231-2943 hpberard@nycap.rr.com</p>	<p>Linda Carpenter (2021) PO Box 343 Richmondville, New York 12149 294-7128 cell: 518-937-8181 lcarpenter3@yahoo.com</p>
<p>Virginia (Ginny) Downs, Secretary(2023) 193 Grandview Drive Cobleskill, NY 12043 234-4557 cell: 231-8765 vdowns@nycap.rr.com</p>	<p>Kenneth Hotopp, President (2019) 205 Myers Road Howes Cave, NY 12092 234-2169 hotopp34@gmail.com</p>
<p>Melodie (Dee) Neary (2019) 333 Main Street Richmondville, NY 12149 294-6543 cell: 607-435-9920 nearyd8715@aol.com</p>	<p>Gerald (Jerry) Peters, Financial Officer (2019) 242School Hill Rd. Cobleskill, NY 12043 234-1744 gfpeters@verizon.net</p>
<p>Janet Sand (2022) 144 Settles Mountain Road Cobleskill, NY 12043-7406 234-3945 cell: 231-0312 janetsand@gmail.com</p>	<p>Jean Stennett, Vice President (2020) 42 North Street Cobleskill, NY 12043 234-1744 jstennett1@outlook.com</p>
<p>Julia Walter (2023) 105 Mill Creek Lane Cobleskill, NY 12043 234-9802 cell: 231-1164 juliaw@nycap.rr.com</p>	<p>Devon Hedges, Director 1Front Avenue Albany, NY 12203 518-234-7897x103 cell:518-542-2998 cob-director@mvls.info</p>

Edited October 2018