

Members: Ruth Ashworth 2021, Harriet Berard 2020, Linda Carpenter 2021, Ginny Downs 2023, Ken Hotopp 2019, Dee Neary 2019, Jerry Peters 2019, Larry Rockwell 2022, 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
 - a. Operating & Holiday schedule; if Katherine has responded to Ken before the meeting
6. Director's Report
 - a. Concrete repairs – This is regarding the Union St. sidewalk, not the Lark St. stairs.
7. Treasurer's Report – Report improvements
8. Presentation of the Bills and Actions
9. Committee Reports---Standing Committees (* indicates chair)
 - a. Finance – Jerry*, Harriet, Larry
 - i. Insurance & Bonding of Trustees
 - b. Facilities – Ruth*, Jerry, Larry
 - i. Facilities cleanup day
 - c. Personnel – Jean*, Jerry, Linda, Ruth
 - d. Policy – Janet*, Jean, Linda, Dee
 - i. Bylaw review
 - e. Board Development – Dee*, Ginny, Harriet
 - i. Officer elections
 - ii. Documenting past unsuccessful Trustee candidates
10. Ad Hoc Committee Reports
 - a. Long Range Plan Implementation Committee – Janet*, Jerry, Devon
 - b. Building Committee – Harriet*, Jean, Janet, Jerry – Construction grant recommendations
11. Unfinished Business
12. New Business
 - a. Committee Memberships
13. Important events coming up:
 - a. Next regular board meeting: August 9, 1 PM
 - b. Foundation for the Mohawk Valley Libraries 3rd Annual Golf Tournament: Monday, July 30
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
June 14, 2018*

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, Ken Hotopp, Dee Neary, Jerry Peters, Janet Sand, Jean Stennett, Devon Hedges. Excused: Larry Rockwell.

Guests:

Ms. Julia Walter, who was elected as a trustee in May, attended. She will take the oath of office at July's meeting.

Minutes:

Mr. Peters made a motion, seconded by Ms. Carpenter, and was unanimously approved to accept the minutes of May 2018.

Communications:

Mr. Hedges indicated that he had been contacted by Matthew Galasso regarding the placement of the historical marker. Mr. Hedges explained that he wanted to speak to Linda Holmes, the mayor, about the "temporary" construction sign before making a decision about the historical marker.

Ms. Katherine Hawkins had sent a letter to Mr. Hotopp outlining the surprise of some patrons when they discovered the library closed on Saturday of Memorial Day weekend. Mr. Peters suggested a sign posted on the door three weeks in advance might be helpful. Mr. Hedges indicated that such signs were posted on the door and the closure was indicated on the website. Mr. Hedges will send Ms. Hawkins the library schedule policy and the current schedule which includes this information.

Mr. Peters announced that he had presented Mr. Hedges with a check for \$100 from SCHOOL as a thank you for providing a room for some of the organization's programs.

Director's Report:

Mr. Hedges reported that the Summer Reading Program is scheduled and will commence June 26 with a Kickoff Party.

Mr. Hedges expressed appreciation to the Friends of the Library for their \$4000 donation.

Treasurer's Report:

Mr. Peters presented the bills and responded to questions from trustees pertaining to the new format. After each trustee reviewed the bills, Mr. Peters made a motion, seconded by Ms. Stennett, and unanimously approved to pay the bills.

Committee Reports:

Finance:

Mr. Peters reported that Mr. Rockwell has been in contact with Donna Lavigne regarding the bonding of trustees. She is continuing to research the question and will be in further contact with Mr. Rockwell.

Facilities:

Ms. Ashworth suggested the trustees conduct another cleanup day this fall. Mr. Hedges mentioned some concrete problems with the Lark Street entrance; he will seek information regarding repairs.

Policy:

Mrs. Sand announced the committee will meet Wednesday, June 20, at 1:00 p.m.

Board Development:

Mrs. Neary presented the slate of officers for 2018-2019. The trustees will vote at the July meeting.

Building:

Mrs. Berard indicated that the committee needs to meet with Mr. Mays to determine the progression of projects. Mr. Hedges wishes this to occur soon as MVLS grants are due by September. Ms. Water volunteered to contact Linda Holmes, the mayor, regarding grants.

Unfinished Business:

Mrs. Berard contacted Mrs. Fagione regarding the donation she is considering in memory of her father, Irving Chase. Mrs. Berard indicated that the library would be very appreciative of a donation.

New Business:

Mrs. Neary will contact CRCS business office to obtain a list of write-in candidates for the library board.

Important Events:

June 26, Tuesday, 5-7 p.m.- Summer Reading Program Kickoff Party

July 12, Thursday, 7:00 p.m. Regular board meeting

Adjournment:

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

Submitted by Virginia Downs

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

Patron Services – Summer reading outreach and planning were central to June's activities. 4,606 items circulated in June, keeping with the year's trend at about 10% below 2017. Within that overall figure, downloadable items were up about 20% from last year and our general collection fiction, video and nonfiction items represented the 3 highest circulating groups. 773 people attended programs or were part of the outreach to schools (30 classes visited); included here are 153 people registered at the Summer Reading party. 1,444 computer use sessions were logged, about 200 behind last June.

Resources – The control system for our building heating and cooling systems received annual maintenance and service; while not dealing directly with the heating and cooling equipment, the controls that monitor conditions and adjust that equipment represent a complex electronics and software system. Consultation from the service technicians are often useful in fine tuning, trouble shooting and future planning related to the system.

Computer systems for public and staff work areas have been replaced according to warranty limitations. The laptop previously dedicated to use by the Treasurer has not been replaced despite the end of warranty given the new configuration of Treasurer roles and responsibilities.

Professional – Paul Mays has provided feedback on his firm's progress toward completion of the Master Plan for the library's building development. Construction phases need to be prioritized, including a strategic approach to some phase components. The NYS Library Development Construction Grant program typically has an application deadline in September; the Building Committee has selected some projects for consideration and I'll be working on an application with help from the architecture firm.

The Schoharie County Department of Personnel and Civil Service has provided a list of candidates approved for provisional appointment to the Library Assistant position. As the list was not received until very late in the month, interviews have only just begun in recent weeks.

Meetings –

6/1/2018: Ken Hotopp - holiday closings

6/4/2018: Paul Mays consultation on master planning process, construction grants

6/5/2018: Completion of Ryder school visits

6/6/2018: Start of Radez school visits; 19 classes seen in 6 days.

6/9/2018: Friends of the Community Library Annual Meeting

6/14/2018: Board of Trustees regular meeting

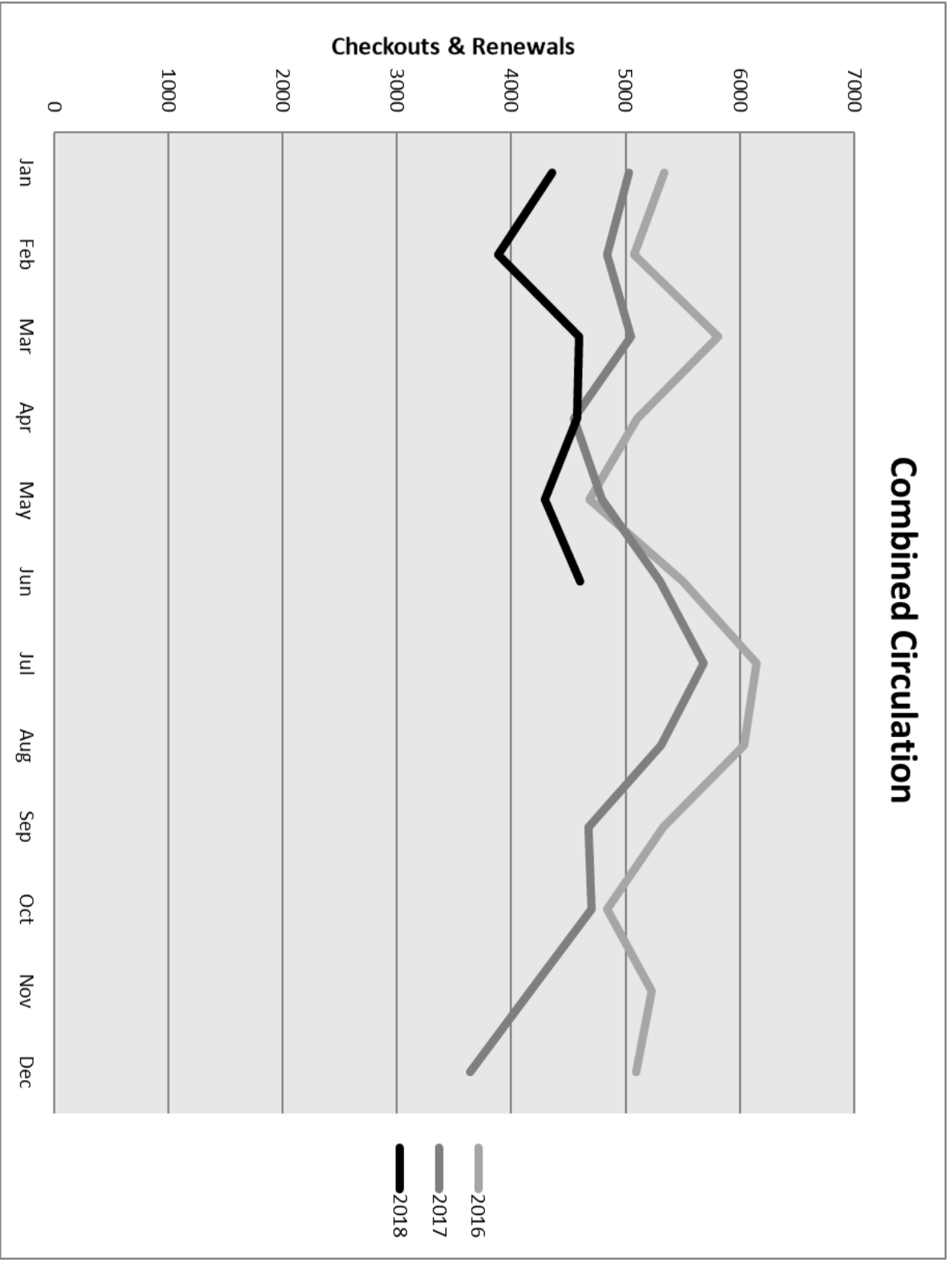
6/18/2018: Joint Automation for PC Installations

6/20/2018: Policy Committee – Bylaws, feedback from other committees

6/22/2018: Brandon TBS - HVAC system annual maintenance

6/26/2018: Summer Reading Party

6/28/2018: Building Committee – prioritizing construction program phases



	Bills in Addition to Payroll		7/15/2018	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.4-7	CDPHP	Group#: 20022337	181630007485	\$ 695.81
12.4-7	Empire Bluecross	W05261	201807608054	\$ 7.26
			2033751259, 2033770505, 2033783495, 2033799558, 2033820714	\$ 164.92
12.6-1	Baker & Taylor	L9452793		
			2033756742, 2033783117, 2033805173	\$ 668.80
12.6-1	Baker & Taylor	L4187743		
			0096153560, 0096218275, 0096230176	\$ 452.93
12.8	Midwest Tape	2000012078		
12.16-1	NYSEG	1002-8403-052		\$ 312.49
12.16-2	National Grid	07664-27123		\$ 12.91
12.16-2	National Grid	07664-27114		\$ 593.33
12.16-2	Constellation NewEnergy, Inc.	5463881-0		\$ 486.47
12.16-4B	New Looks Landscaping LLC		1135	\$ 450.00
12.16-4D	Casella Waste Systems, Inc	54-324137	1324458	\$ 100.14
12.19-1	Verizon	5182347897 796250		\$ 114.06
12.19-2	Midtel	0682009420		\$ 22.97
12.22	Strauss & Associates	2017 Form 990	93143	\$ 400.00
12.23-4	Harmony Acres Partyland	program supplies	6/26/2018	\$ 2.58
12.23-4	Beth Jacobs	Programming		\$ 200.00
12.23-4				
12.23-5	Kelley Farm & Garden, Inc.	Summer Reading Party	164491	\$ 44.10
12.23-6	Times-Journal	Employment advertising	T174682CL	\$ 81.68
12.23-7	MVLS	Joint Automation fee	2586	\$ 700.97
	New York State Industries for the Disabled, Inc.	Cust #:86331	777298	\$ 567.63
12.16-5		Janitorial supplies	\$ 66.83	
12.16-4A		Janitorial services	\$ 500.80	
	Community Library Director's Account	Replenish to \$480		\$ 427.34
			Total:	\$ 6,506.39
	For Library Use Only			
	Director's Account			
Authorized Signatures:			Date:	

BYLAWS

THE COMMUNITY LIBRARY 110 UNION STREET COBLESKILL, NEW YORK 12043

We, being duly elected trustees of The Community Library, do hereby declare this organization to be a Public Library chartered by the State of New York and maintained for the benefit and free use on equal terms of all the people of the Cobleskill-Richmondville Central School District and do hereby establish the following bylaws:

ARTICLE I. NAME

- I.1 This organization is and shall be known as The Community Library existing by the virtue of the provisions in the Absolute Charter Number 22585 granted by the Board of Regents of the University of the State of New York on October 6, 1999, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

ARTICLE II. MANAGEMENT

- II.1 The business and affairs of The Community Library shall be managed and conducted by a Board of Trustees that shall be eleven members in number and shall serve for a term of five years. Trustee elections shall take place annually. Ballots may be cast by the registered voters of the Cobleskill-Richmondville Central School District.
- II.2 The term of members of the Board of Trustees shall end on June thirtieth of the fifth year following election unless the Trustee shall have resigned or otherwise terminated membership on the Board.
- II.3 Vacancies, which occur for reasons other than expiration of term, shall be filled for the balance of the year by the Board of Trustees. The appointee shall run for the remainder of the unexpired term at the next annual election. Any trustee who shall fail to attend three consecutive regular meetings of the Board without notice shall be deemed to have resigned as a Trustee. The vacancy shall be filled by appointment at the next regular meeting or annual election.

ARTICLE III. OFFICERS

- III.1 The Officers of the Board of Trustees shall be elected by its membership at the Annual Meeting in July. The Board Development Committee will present a slate of officers; additional nominations may be made from the floor. The vote for officers shall be by

secret ballot if two or more trustees have been nominated for one office. Officers shall be President, Vice President, Secretary, Finance Officer, ~~Treasurer~~ and Historian elected from the Board; [a Treasurer, who is not serving as a Trustee, shall also be appointed.](#)

- III.2 Officers shall serve a term of one year.
- III.3 The President shall: preside at all meetings of the Board; send the agenda to the trustees with announcement of the regular meetings; call special meetings; appoint all committees; execute all documents authorized by the Board; serve as ex-officio voting member of all committees; and generally perform duties associated with that office.
- III.4 The Vice President shall assume and perform the duties and functions of the President in the event of the absence or disability of the President, or of a vacancy in that office.
- III.5 The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office. An Assistant secretary who need not be a Trustee may be selected by the Board to assist the Secretary in the performance of those duties.
- III.6 The Finance Officer will act as liaison between the Treasurer and the Board, oversee the regular audit of claims, chair the Board Finance Committee and otherwise serve in such a capacity. [An Assistant Finance Officer will be appointed at the Annual Meeting to assist the Finance Officer in the performance of those duties.](#)
- III.7 The Treasurer is responsible for depositing and disbursing library funds, maintaining appropriate accounting records and providing a monthly Treasurer's Report to the Board. Both shall be bonded in an amount as may be required by a resolution of the Board. [The Treasurer's appointment will be reviewed on an annual basis.](#)
- III.8 The Historian shall collect, maintain and preserve such materials as pertain to the history of the library and its facility, the Board of Trustees and library activities.

ARTICLE IV. MEETINGS

- IV.1 Regular meetings of the Board shall be held on the second Thursday of each month. Exceptions to this may be established by the Board at the annual meeting.
- IV.2 A quorum for the transaction of business at the meeting shall consist of a majority of the existing Board, who shall be present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined.

IV.3 The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown as far as circumstances permit:

- a. Determination of Quorum
- b. Call to Order
- c. Guests and Public Comment
- d. Minutes of the previous meeting
- e. Communications
- f. Director's Report
- g. Treasurer's Report
- h. Presentation of the Bills & Action
- i. Committee Reports
- j. Ad hoc Committee Reports
- k. Unfinished Business
- l. New Business
- m. Adjournment

IV.4 The Director shall attend all regular meetings, may participate in the discussion and offer professional advice, but may not vote upon any question.

IV.5 Special meetings may be called by any Board member for discussion of library business. Meetings convening a quorum are covered by the Open Meetings Law will be publicly announced.

ARTICLE V. COMMITTEES

V.1 The President shall appoint the following Standing Committees: Board Development, Facilities, Finance, Personnel and Policy. These committees shall consist of three or more members and shall be for the term of one year each. Standing Committees will report at regular meetings and present actions to the Board for official discussion and vote. Additional committees that act only in an advisory capacity may be appointed outside of

the Standing Committee structure to address needs as they arise. These committees may include any number of participants from the library board or the general public.

V.2 The Board Development Committee shall:

- a. identify, recruit and nominate officers for election at the annual business meeting in July
- b. develop succession plans for key board leadership positions
- c. develop orientation and ongoing training of all board members
- d. assess the strengths and limitations of the board's composition and how it contributes to the achievement of our mission and goals on an annual basis
- e. review and propose board and officer job descriptions, expectations and ethical standards.
- f. review and recommend changes to bylaws every other year

V.3 The Facilities Committee shall:

- a. conduct regular appraisal of facilities elements to keep the Director and Board aware of current conditions or issues
- b. biannually inspect the physical plant of the Library and report important matters to the Board with recommendations for improvements or correction of any faults found.
- c. periodically update and complete cosmetic repairs.
- d. work collaboratively with the Director to seek and interview vendors for building projects and manage such projects.
- e. work collaboratively with Director to maintain a facility that meets the library's and community's needs.
- f. investigate grant opportunities or partnerships for major building work.

V.4 The Finance Committee shall:

- a. have general supervision over the financial affairs of the Library
- b. make policy recommendations to the Board concerning financial issues.

- c. prepare the Annual Budget collaboratively with the Director and present for consideration by the Board during the first quarter of the calendar year.
- d. coordinate with the Director regarding income, expense and budget amendments.

V.5 The Personnel Committee shall:

- a. recruit, screen and recommend a library director to the Board when needed.
- b. conduct a review of the Library Director by December thirty-first of each year.
- c. keep an up-to-date Personnel Manual for the library staff with Regulations and Procedures concerning all persons employed by the Library.
- d. provide annual recognition for staff and volunteers.
- e. mediate grievances between director and staff, director and board.

V.6 The Policy Committee shall:

- a. set policy for the governance of the library
- b. maintain a regular schedule for review of all internal and external library policies
- c. collaborate with the Director on suggested policies
- d. represent the Board's interest in public discussions of policy matters

ARTICLE VI. DIRECTOR

- VI.1 The Board shall appoint a qualified Librarian who shall be the executive and administrative officer of the Library under the Board's review and direction.
- VI.2 The Director shall recommend to the Board the appointment and specify the duties of the Library employees. No appointments, promotions or dismissals shall be made without this recommendation.
- VI.3 The Director shall have the interim authority to appoint employees without prior approval of the Board provided such appointments are confirmed at the next regular board meeting.
- VI.4 The Director is responsible for operation and administration of the library, its staff and resources within the budgeted appropriation. The Director serves the mission of the

library in providing public access to information, technology and personal enrichment. Duties and expectations may be revised to meet changing needs of the library.

ARTICLE VII. AMENDMENTS

- VII.1 These Bylaws shall supersede any and all other Constitution and/or Bylaws adopted by any previous Board.
- VII.2 The Board may amend these Bylaws by a majority vote of all members providing notice of the amendment has been sent or delivered to each member of the Board thirty days prior to the meeting.

Adopted September 9, 1999.

Amended September 9, 2004

Amended September 10, 2009

Amended May 10, 2012

Amended July 9, 2015

Amended January 11, 2018

[Amended July 11, 2018](#)