

The Community Library Board Meeting Agenda for: Thursday, September 13, 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): Downs, Neary, Stennett

1. Determination of a quorum
2. Call to Order and for additional Agenda items
3. Guests and Public Comment – Thais Gruning
4. Minutes of the previous meeting
5. Communications – Carolyn Edwards, Logo Club
6. Director's Report -
7. Treasurer's Report -
8. Presentation of the Bills and Actions
9. Committee Reports---Standing Committees (* - Chair)
 - a. Finance – Jerry*, Harriet, Linda
 - b. Facilities – Ruth*, Jerry, Julia
 - c. Personnel – Jean*, Linda, Ruth, Julia
 - d. Policy – Janet*, Jean, Linda, Dee
 - i. Assistance from other Committees
 - e. Board Development – Dee*, Ginny, Harriet
 - i. Committee responsibilities
10. Ad Hoc Committee Reports
 - a. Long Range Plan Implementation Committee – Janet*, Jerry, Julia
 - b. Building Committee – Jerry*, Harriet, Jean, Janet
 - i. DLD Construction Grant – review and approve
11. Unfinished Business
12. New Business

Conflict of Interest Policy review and Disclosure signing
13. Important events coming up:
 - a. DLD Grant application hearings; Monday, 9/17, 9:30 AM. MVLS, 858 Duaneburg Rd. Schenectady.
 - b. Friends of the Community Library Basket Raffle, Saturday 9/22; drawing at noon.
 - c. Next regular board meeting: Thursday, October 11, 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
August 9, 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, Harriet Berard, Virginia Downs, Ken Hotopp, Dee Neary, Jerry Peters, Janet Sand, Julia Walter. Excused: Linda Carpenter, Jean Stennett.

Minutes:

Mrs. Berard made a motion, seconded by Mrs. Neary, and was unanimously approved to accept the July 2018 minutes.

Communications:

Mr. Hedges announced that the library had received a \$2000 check from Solar Works Schoharie. Mr. Hedges indicated that he had also received donations from the Mahjong Club and from Ms. Jane Lamont, and the final payment from the Decker estate. Mr. Hedges agreed to provide details of donations to the trustee secretary who will acknowledge appreciation of donations.

Director's Report:

Mr. Hedges indicated that the summer reading program was successful although there were fewer participants than 2017.

Mr. Hedges announced that the library has been awarded \$34,000 from the Library Construction Grant program. This money will be used for the exterior accessibility project.

Mr. Hedges is interviewing a candidate for the library assistant position.

Treasurer's Report:

The trustees reviewed the current treasurer's report. 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:

Facilities:

Mrs. Ashworth asked trustees to save the date of Monday, September 10, 9:00 a.m. for trustee clean-up.

Mrs. Ashworth is a board member of the Schoharie County Substance Abuse Council, Inc. Mrs. Ashworth outlined some of the related issues in the county indicating that individuals and organizations need to be cognizant of the problems in Schoharie County. Mrs. Ashworth emphasized the need for the director, the staff, the trustees, and the patrons to notify the proper authorities if they become aware of issues pertaining to substance abuse on the library premises.

Policy:

Mrs. Sand asked trustees if they had questions pertaining to the revised bylaws that were presented at the July meeting. After a brief discussion, the board voted unanimously to accept the revised bylaws.

Mrs. Sand requested that committee chairs notify her if they believe any additional changes need to be considered.

Board Development

Mrs. Neary informed the board that Larry Rockwell submitted his resignation indicating that other responsibilities were limiting his time. Mr. Peters made a motion, seconded by Mrs. Neary and unanimously approved acceptance of Mr. Rockwell's resignation, with regret.

Mrs. Neary provided Mr. Hotopp with a list of write-in candidates to consider for this vacant position.

Building:

Mr. Peters reported that the new sidewalk project will commence soon. The next project will be the asbestos abatement in the annex.

Important Dates:

Next regular board meeting - September 13 at 1:00 p.m.

Adjournment:

Ms. Walter made a motion, seconded by Mrs. Berard, and was unanimously approved to adjourn at 2:34 p.m.

Submitted by Virginia Downs

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

Patron Services – August typically sees a 7.5% drop in circulation from July although this year, we saw an unexpected rise by the same amount; 5,124 items were checked out or renewed, compared with 4,768 last month. Overall circulation YTD is still on the downward trend where about 40,000 circulations by August 2017 versus about 36,000 this year.

Resources – Teamwork, the contractors brought to the library through our partnership with NYS Industries for the Disabled and Rehab Support Services, have returned to complete work on replacing cracked windows in the eastern half of the library, exterior lighting, and some hardware for windows in the western half of the building. Teamwork is also working on plans for repairing the concrete around the basement drain.

Professional – The Library Assistant position has been filled with the Director's selection from among many candidates. The Personnel Committee is asked to move for formal appointment of Thais Gruning to the position. Ms. Gruning looks forward to meeting members of the Board during the course of her duties here. Ms. Gruning has been developing public programs and begun work on the Battle of the Books program done in conjunction with Cobleskill-Richmondville School District library staff.

A complete application for the Division of Library Development's (DLD) Library Construction Grant program has been submitted. The total project costs were capped by the Building Committee at roughly \$140,000 for work to include as much of the following items as possible:

- hydronic heating system to be added to 2017's approved grant-funded construction work on accessibility improvements for the western entrance,
- asbestos abatement in the 2nd floor of the eastern, undeveloped portion of the library,
- re-stripping, pavement work, lighting associated with the accessibility improvements for the western entrance,
- building envelope/exterior improvements for the eastern half of the building.

Two factors had the greatest influence on the scope of work in the final application. Butler, Rowland, Mays Architects provided updated estimates from their contractor which showed some increased costs for the heating system and related components. DLD increased the scope of allowed non-construction costs eligible for grant funding to include related consultant-work such as architecture fees. These two areas brought total requested project work to \$158,275. The application is for matched funding of up to 75% of total costs, the library's likely financial commitment will be between \$39,569 and \$118,706 depending on our award amount. Estimates for the asbestos abatement work were not available in time for the application.

Meetings –

8/9: Board of Trustees; regular meeting

8/16: Policy Committee - Feedback from Finance and Facilities committee

8/31: Construction Grant submitted

8/2: Ruth Ashworth; guidance on policy development

8/6: Jerry Peters, guidance on policy development

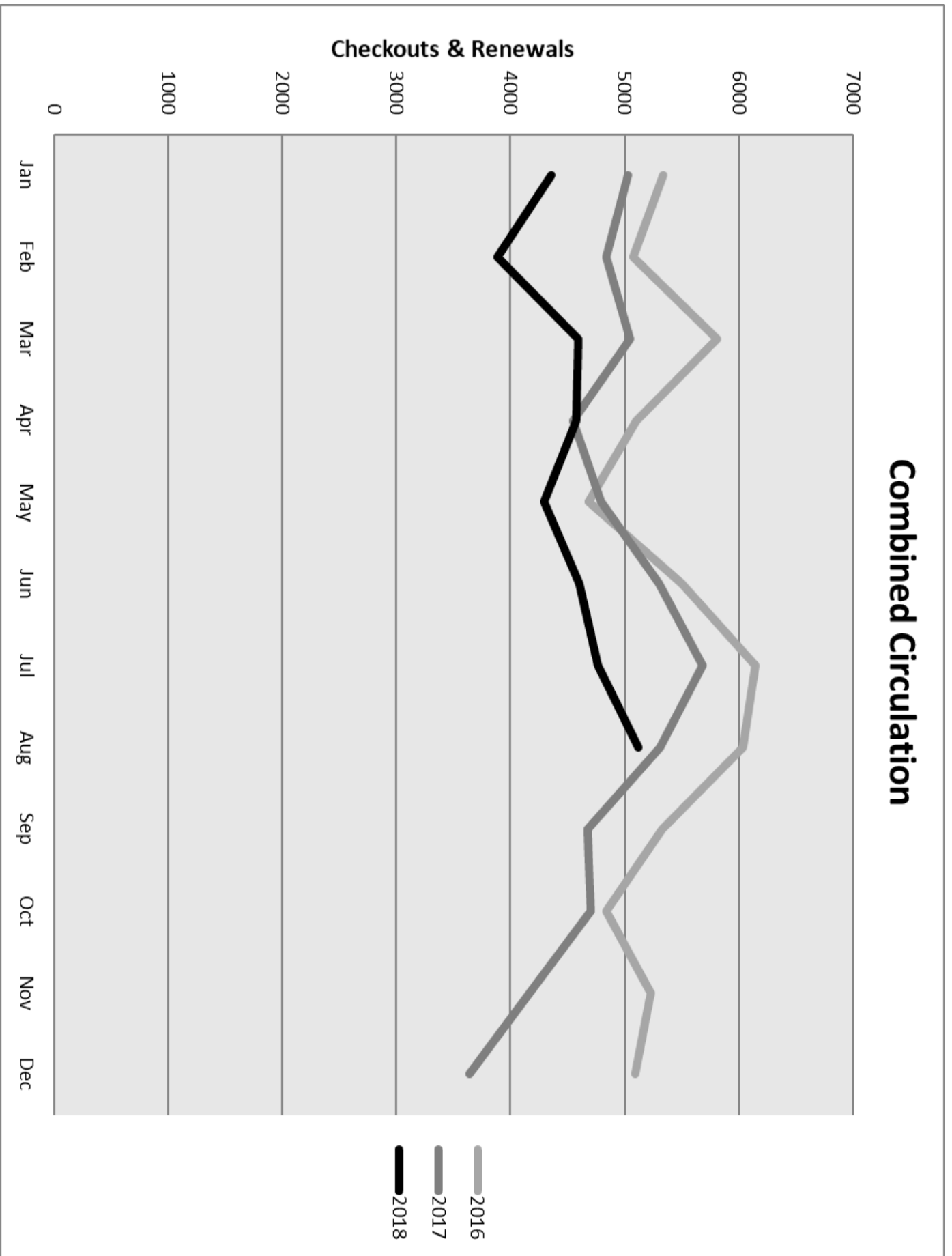
8/28: Thais Gruning; Library Assistant intake, orientation, training

8/29, 30: Teamwork – replacement of exterior light housings, broken windows, some window hardware

8/31: Paul Mays phone consultation - Follow-up on construction grant costs

8/31: Linda Holmes – scheduling of Friends' Basket Raffle

Combined Circulation



Treasurer's report is unavailable at this time

Summary of Claims			9/15/2018	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.4-7	CDPHP	Group#: 20022337	182260009089	\$ 695.81
12.4-7	Empire Bluecross	W05261	0201809608072	\$ 7.26
12.6-1	Baker & Taylor	L9452793	2033887493, 2033931681	\$ 216.74
12.6-1	Baker & Taylor	L4187743	3022303322, 2033884127, 3022309436, 3022325441, 3022341216, 3022348497	\$ 1,330.10
12.8	Midwest Tape	2000012078	0096327679, 0096363193, 0096378874	\$ 414.53
12.16-1	NYSEG	1002-8403-052		\$ 273.41
12.16-2	Constellation NewEnergy, Inc.	Cust #:5463881-0	12847647201	\$ 551.26
12.16-2	National Grid	07664-27123		\$ 13.45
12.16-2	National Grid	07664-27114		\$ 775.58
12.16-4B	New Looks Landscaping LLC		1165, 1203	\$ 900.00
12.16-4C	Red Hawk Fire & Security	THECO-01-024	3278065	\$ 291.60
12.16-4C	Professional Fire Protection	Sprinkler inspection etc. 2 of 2	22491	\$ 500.00
12.16-4D	Casella Waste Systems, Inc	54-324137	1331537	\$ 94.15
12.16-6	Mount Vernon Vire Insurance Company	NDO2551744E	Nonprofit D&Oinsurance	\$ 225.20
12.19-1	Verizon	5182347897 796250		\$ 114.48
12.19-2	Midtel	0682009420		\$ 29.96
12.22	Lynette S. B. Lawyer, CPA	Treasurer, 12/17-8/18	669	\$ 1,485.00
12.24-4	Balloon Gal Jenny	Basket raffle entertainment		\$ 275.00
	MVLS		2647, 2650	\$ 731.38
12.18-2		Mylar book film	\$ 30.41	
12.24-7		Circulation	\$ 700.97	
	New York State Industries for the Disabled, Inc.	Cust #:86331	786378, 784601	\$ 595.84
12.16-4A		Cleaning Services	\$ 500.80	
12.16-5		Janitorial supplies	\$ 95.04	
	Staples Credit Plan	6035 5178 2066 2640		\$ 162.24
12.16-5		Janitorial supplies	\$ 13.99	
12.18-1		Office supplies	\$ 148.25	
	The Community Library Directors Account			\$ 481.50
			Total:	\$ 9,468.68
	For Library Use Only			
	Director's Account			
12.18-1	Race Printing	8/20/2018 debit	Borrower cards	\$ 429.00
12.16-5	Noble Ace Hardware	Mouse traps		\$ 10.75
Authorized Signatures:			Date:	

Committee Responsibilities (from the Bylaws)

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

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 (2022) Little York Road Carlisle, 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>Julia Walter (2023) Mill Creek Lane Cobleskill, NY 12043 234-9802 cell: 231-1164 juliaw@nycap.rr.com</p>	<p>Jean Stennett, Vice President (2019) 42 North Street Cobleskill, NY 12043 234-1744 jstennett1@outlook.com</p> <p>Devon Hedges, Director 1Front Avenue Albany, NY 12203 518-234-7897x103 cell:518-542-2998 cob-director@mvls.info</p>

Edited September 2018

**Public Library Construction Program
Application Form**

Project Number 0386 -19 -8039
 Institution The Community Library
 SEDREF Institution ID: 800000038213
 Project Title Phase 2 accessibility improvements

Library or System Name:	The Community Library
Mailing Address:	110 Union St
Address:	Po Box 219
City, State, Zip:	Cobleskill NY 12043 0219
County:	Schoharie
Director of Institution:	Devon Hedges
Title:	Director
Email:	dhedges@mvls.info
State Judicial District: 3	State Assembly Districts: 102 111
State Senate Districts: 46 51	State Congressional Districts: 19
FEIN #: 141827832	School District: Cobleskill-Richmondville Csd
Public Library System:	Mohawk Valley Library System

NOTE:The institutional information listed above is pulled from the SEDREF database. [SEDREF](#) is the single authoritative source of identifying information about institutions which the NYS Education Department determines compliance with applicable policy, law and/or regulation.

If your institutional or director information is incorrect, please contact us at ldconstruction@nysed.gov

Building Information - Provide the following information for the building (existing or proposed) or site that is the subject of this application. In most cases, this will be the legal name of the library.

*Building Name:	The Community Library
*Street Address:	110 Union St
*City:	Cobleskill

*State:	NY
*Zip Code:	12043
*Building Type	
Main Library	



Library building is or will be accessible to persons with disabilities:

Physical access:	true
Program access:	true



Library building is:

Owned by applicant.



Library site is:

Owned by applicant.



*Date of initial construction of library building (yyyy).	1884
*Number of floors.	3
*Square footage of building.	24600
*The building is designated a historic landmark.	false
The building is in a historic district.	true
The building is over 50 years old.	true
Does your Project involve ground disturbance?	true

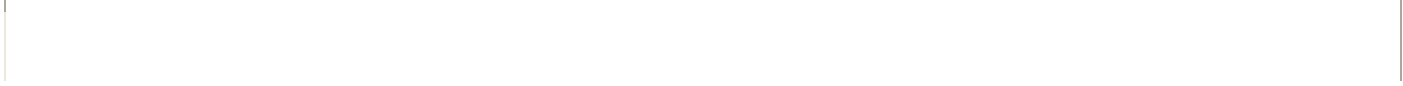
<p>If your project is exempt from SHPO according to Appendix A, please state the reason and cite the language from Appendix A which provides evidence for the exemption. If you are unsure that your project activity is exempt please contact SHPO.</p>	<p>Phase 2 continues work from Phase 1, previously found by SHPO to have No Adverse Impact. Work includes items exempt from OPRHP review: repaving/resurfacing existing paved areas, replacement of curbing, repair/replacement-in-kind of exterior steps, platforms, stairs, ramps, and area ways.</p>
--	---

Note: If your library building is 50 years old or older, and/or the project involves ground disturbance and/or demolition, please see the [SHPO information page](#) to determine if your project requires a SHPO approval. If appropriate, an approval letter from SHPO must be attached your construction grant application as a signed PDF.



This library is owned by a school District.	false
Which school district? (if applicable):	
The total cost of this project will exceed \$10,000.	true

Note: If the library building is owned by a school district and the cost of this project will exceed \$10,000, the applicant must contact SED Office of Facilities Planning and include an OFP Certificate of Project Approval with this application.



Project Details	
Project Title	Phase 2 accessibility improvements
Construction Project Manager (must be Library Staff or Board Member)	
Name:	Devon Hedges
Phone (###-###-####):	518-234-7897 103
E-mail:	cob-director@mvlis.info
Library Director	
Name:	Devon Hedges
Phone (###-###-####):	518-234-7897 103

Email:	cob-director@mvlis.info
Additional Contact Person	
If the Project Manager and the Library Director are the same person, please add contact information for a second person to receive important messages from Library Development about the project.	
Name:	Jerry Peters
Phone (###-###-####):	518-234-1744
Email:	gfpeters@verizon.net
Construction project application is for (select all that apply):	
New Construction: false	Building Expansion: false
Site Acquisition: false	Renovation/Rehabilitation: false
Energy Conservation: false	Accessibility: true
Safety: true	Broadband: false
Will the library's completed project require a local Certificate of Occupancy?	false
Estimated Project Costs	
a. Total Project Cost NOTE: If the project for which funding is being requested (b) is part of a larger comprehensive project, list the Total Project Cost of the larger project in "a". If the project for which funding is being requested (b) is not part of a larger project, "a" will equal "b".	\$158,275
b. Cost of Project for Which Funding is Being Requested NOTE: This system will populate this field with the total 'Cost' of all budget records entered on the Project Budget pages.	\$158,275
c. Amount of Public Library Construction Funds requested for this Project (cannot be more than	
50% of the amount in question b or 75% if you qualify for the Reduced Match.) Note: Contact your System regarding eligibility for reduced match. \$118,706)	\$118,706

d. This project is or was funded, in whole or in part by funds secured through the issuance of tax exempt bonds, bond anticipation notes, or revenue anticipation notes.	false
Timeframe (mm/dd/yyyy)	
This project is expected to start on or before:	08/01/2019
This project was/will be started on 08/01/2019 and is not complete at the time of this application. (NOTE: If the project has not started yet, the start date above should be the same as the expected start date from question 1).	
This project is expected to be completed by: (Project cannot be completed before application date due to your system.)	12/31/2019

The Community Library

Conflict of Interest Policy

Application

The scope of this policy includes Board members and officers, committee, other volunteers and employees.

Statement of Purpose

As a nonprofit, tax-exempt organization, chartered as a school district library, The Community Library depends upon a tax levied on those located in the boundaries of the Cobleskill-Richmondville School District as well as grants, governmental support and philanthropic gifts.

Maintenance of our tax-exempt status and public position depend upon the highest standards of ethical and professional practice, including compliance with all relevant laws and regulations. The community views the operations of The Community Library as a public trust. As such it is subject to scrutiny by and accountability to governmental authorities in accordance with Non Profit Corporation Law Section 715 as well as to members of the public.

Policy Statement

A conflict of interest or commitment generally arises when an individual has the opportunity to influence decisions in ways that could lead to personal benefit or improper advantage resulting in the compromise or appearance of compromise of the individual's judgment and ability to carry out his/her professional duties objectively.

This refers to any social, professional, personal or organizational affiliation, commitment, activity or undertaking that is so substantial as to interfere or appear to interfere with the individual's responsibility to The Community Library, including, but not limited to:

- a. Advancing a personal agenda or agenda from another organization.
- b. Having a financial or other interest in a transaction with The Community Library.

- c. Accepting favors, gifts, gratuities, or taking part in any activities or transactions that relate to, affect, or influence decisions made for, regard, or on behalf of The Community Library.
- d. Using donor or client information or relationships inappropriately or in ways that might damage donor confidentiality and/or relationships with The Community Library.
- e. Participating in any arrangements or transactions that might give the appearance of a conflict of interest.
- f. Using The Community Library's name, endorsement, services and property for anything other than authorized Community Library activities.

Upon appointment, at the annual business meeting and as they arise, potential and/or perceived conflicts of interest or commitment are required to be disclosed in writing to the board president. The conflict shall be referred to the full Board of Trustees. Where a conflict of interest arises, additional providers of the goods or services in question will be sought out to meet the library's needs. Documentation of these efforts will be kept with all other records related to the conflict of interest.

The individual in conflict shall absent him/herself from the room during any discussion or deliberations related to the issue, and shall refrain from participating in decision-making in connection with the matter. The individual's presence at the meeting shall not be counted in determining whether there exists a quorum. Minutes documenting any such proceedings will reflect any absences due to conflict of interest. Minutes will also reflect the rationale for purchase of goods and services despite a conflict of interest.

Responsibility

Trustees, Library Director and any key employee capable of influencing significant purchasing for the library is bound by this policy. Any of the noted personnel that recognizes a potential conflict of interest is responsible for bringing the conflict to the attention of the Board President as noted in the above policy. Further, all procedures outlined in the policy are to be implemented by the concerned party and the Board of Trustees. The Library Director or a designee holds responsibility for providing documents related to the policy to concerned parties.

The Community Library

Conflict of Interest Policy: Acceptance and Disclosure Form

I have read the statement of policy regarding conflicts of interest. I understand that the purposes of this policy are:

- a. to protect the integrity of the Library's decision-making process,
- b. to enable our constituencies to have confidence in our integrity, and
- c. to protect the integrity and reputation of volunteers, staff, and Board members.

Trustees: Upon or before signing the Oath of Office, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. I understand that this written disclosure will be kept on file, and I will update it whenever appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Please initial one of the two statements below that best describes your compliance with this Conflict of Interest policy at this time. Please sign and date the form and submit it to the Board President.

_____ I do hereby declare that I have no such perceived conflicts of interest at this time.

_____ I do have one or more possible conflicts of interest, and I have listed and explained them on a separate page. I will submit that document to the Board President along with this signed page.

Signed: _____ Date: _____

_____ Disclosures on File

Approved by _____ Date: _____

Approved: 10/11/12

Revised: 12/10/15