

The Community Library Board Meeting Agenda for: Thursday, November 8, 2018

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

Excused (no more than 5 to meet quorum): 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
6. Director's Report – Director will be absent, NYLA Convention
7. Treasurer's Report
8. Presentation of the Bills and Actions
9. Committee Reports---Standing Committees (* indicates chair)
 - a. Finance – Jerry*, Harriet, Linda
 - i. Budget apportionment and development work
 - b. Facilities – Ruth*, Fred, Julia
 - i. Inspection of physical plant
 - ii. Attic floorboard removal
 - c. Personnel – Linda*, Ruth, Julia, Fred
 - i. Director's evaluation
 - d. Policy – Janet*, Linda, Dee, Fred
 - e. Board Development – Dee*, Ginny, Harriet
 - i. Training opportunity evaluation
10. Ad Hoc Committee Reports
 - a. Long Range Plan Committee – Janet*, Jerry, Julia – review of plan
 - b. Building Committee – Jerry*, Harriet, Janet, Julia
11. Unfinished Business
12. New Business
13. Important events coming up:
 - a. Next regular board meeting: Thursday, December 13, 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
October 11, 2018

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:04 p.m.

Present: Fred Barnes, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Dee Neary, Jerry Peters, Janet Sand, Julia Walter, Devon Hedges. Excused: Ruth Ashworth, Jean Stennett.

Minutes:

Mrs. Berard made a motion, seconded by Mrs. Sand, and was unanimously approved to accept the minutes of September 2018.

Director's Report:

Mr. Hedges reported that Mr. Eric Trahan has notified him that there is a proposal suggesting that all New York State library trustees receive training each year. Mr. Hedges indicated that he would forward this proposal to each trustee for review.

Treasurer's Report:

The trustees reviewed the current treasurer's report, and some additional suggestions were discussed. After each trustee reviewed the bills, Mr. Peters made a motion, seconded by Ms. Carpenter, and was unanimously approved to pay the bills. Next, Mr. Peters made a motion, seconded by Ms. Carpenter, and was unanimously approved to pay two payroll items not included in the bills summary.

Committee Reports:

Finance:

Mr. Peters reported that his committee had submitted a cash flow policy to the policy committee for review.

Facilities:

Mr. Hotopp suggested that the committee investigate the possibility of finding a vendor for the floor boards stored in the attic.

Personnel:

Thank you to Ms. Carpenter for organizing the Staff/Friends Appreciation dinner on October 3.

Polcy:

Mrs. Sand reported that a book containing policies is available for review to trustees and to the public.

Mrs. Sand requested that hard copies of the board of trustee minutes be available in the board room.

Personnel:

Mrs. Neary continues to update both the trustee roster information and the committee members.

Mrs. Neary announced that Mrs. Sand will be the acting vice president.

Important Dates:

Next regular board meeting is Thursday, November 8 at 1:00 p.m.

Adjournment:

Mrs. Berard made a motion, seconded by Mr. Barnes, and unanimously approved to adjourn at 2:25 p.m.

Submitted by Virginia Downs

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

Patron Services – Working to assess the library's lending collections is intended to be an ongoing process. That said, it's fairly common to have a more detailed look; nearly 10 items were withdrawn from the collection for every 1 item that was added in October. The types of items typically targeted for withdrawing aren't circulating as well as their fellows or are sometimes in poor condition or otherwise not a good fit for our collection any longer. Maintaining a vibrant collection that has items of interest and are in demand requires a regular process of making space available by moving low-demand items out.

Nearly 4,000 items circulated in October, not including eBooks as statistics there aren't available at the time of this report. The most popular collections this month included General Fiction, New Videos, and General Videos, followed by Children's Picture Books.

Resources – Development of the Library of Things non-traditional lending collection has been difficult to make time for in deference to managing the business-office aspects of the former Treasurer's role, developing and training new staff, along with other priorities. The planned collection includes museum and attraction passes, along with basic equipment and/or supplies for activities like baking, nature walks, science, games, and crafts. Given the budget appropriation, purchasing for this collection will be completed in the coming months.

Our local plumber was finally reached after repeated attempts and indicated that repairs in the basement will be completed and the mechanical room returned to regular, useable condition in the coming month. While busy schedules and other conflicts were noted, Mr. Falzarano was very apologetic and direct in saying there weren't good enough reasons to leave us waiting! Additional outstanding facilities projects have been discussed with Teamwork, Inc., though there's nothing particularly critical to attend to beyond improving some weather sealing with a few windows.

Professional – The Central Library Committee is an oversight and consulting body charged with evaluating the use of federal funds by the Schenectady County Public Library Central Branch, intended to be used to serve member libraries of MVLS. The Committee evaluates the Central Library's performance on six facets of service provided to member libraries and residents of their service areas.

In anticipation of the Finance Committee's role in re-apportioning the 2019 budget based on actual spending in 2018, reconciliation between the Treasurer's and Director's records of spending and budget amounts has shown a few areas of discrepancy to be resolved. Establishing actual amounts of spending per budget category may be more complicated this year than in future years as we've been operating in two distinct budget coding schemes due to the transition from our old financial management system. The discrepancies are largely modest, owing to areas having been combined or split differently in the two systems. Accurate reflections of spending for each budget line will be available in November.

The NY Library Association Annual Conference in Rochester, NY (11/7-11/10) is an opportunity for substantial professional development, networking and study. Past years' attendance has provided for insights that have informed our Strategic Planning and Facilities Master Planning processes, developing relationships with existing vendors and establishing new vendor relationships Training on removing economic barriers to library users, developing library spaces, revitalizing collections, and developing new programs have also come through attending this conference. Frequently held in Saratoga Springs, it also provides many training opportunities for Friends of Libraries and for Trustees.

Meetings –

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

10/3/2018: Staff Appreciation dinner

10/10/2018: Policy Committee - orientation to Policy Committee work and process for new members.

10/11/2018: Board of Trustees – regular meeting.

10/12/2018: Joe Falzarano phone call – Joe indicates that he intends to complete basement repairs soon. He was apologetic, very clear that the busy schedule he's had isn't a rationale for the delay

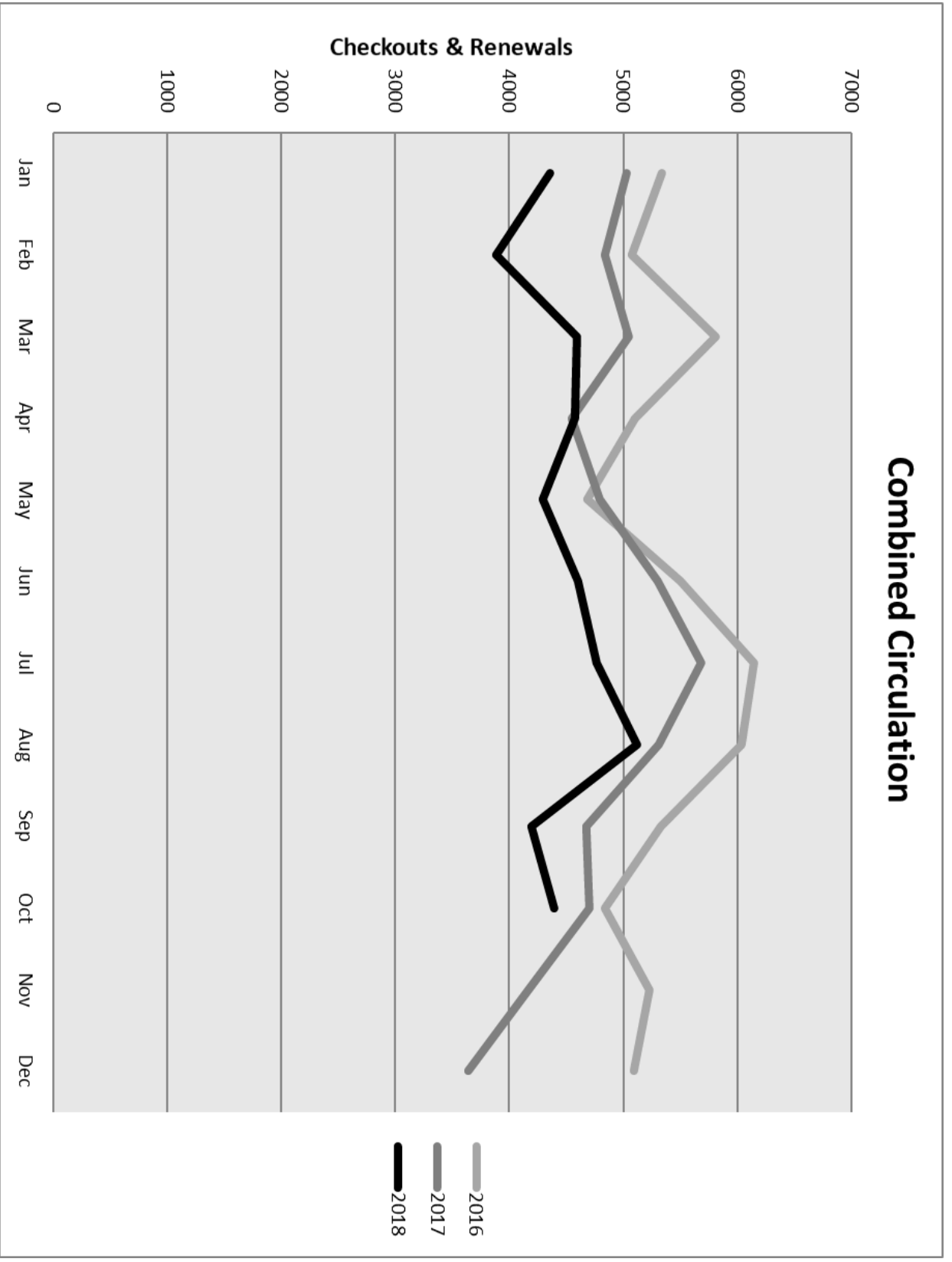
10/23/2018: Central Library Advisory Committee - The broad purpose of the meeting is to discuss potential changes to central library services in 2019.

10/26/2018: Ken Hotopp - Board of Trustees agenda development

10/26/2018: Bank deposit slips ordered for Operating and Renovation accounts; \$42.37 to be deducted automatically from each account by Bank of Richmondville.

10/30/2018: NYS Archives Webinar - Introduction to the Local Government Records Management Improvement Fund grants program

10/30/2018: Development Committee consultation regarding meeting packet



The Treasurer's Report is unavailable at the time of this report.

Summary of Claims			11/15/2018	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.4-7	CDPHP	Group#: 20022337	182870006156	\$ 695.81
12.4-7	Empire Bluecross	W05261	201811606737	\$ 7.76
12.6-1	Baker & Taylor	L4187743	3022421579, 3022437907	\$ 780.66
			2033999060, 2034016209, 2034033646, 2034050938, 3022434166, 2034068517, 3022446279	
12.6-1	Baker & Taylor	L9452793	3022446279	\$ 269.07
12.6-1	Saratoga Springs Public Library	Replacement cost, book		\$ 30.99
12.6-2	Middleburgh Library	Replacement cost, magazine		\$ 3.50
12.6-2	Schenectady County Public Library	Replacement cost, magazine		\$ 10.99
			0096501544, 0096504314, 0096526362, 0096526484, 0096550599, 0096570884	
12.8	Midwest Tape	2000012078		\$ 481.84
12.16-1	NYSEG	1002-8403-052		\$ 391.98
12.16-2	Constellation NewEnergy, Inc.	Cust #:5463881-0	13201668601	\$ 433.92
12.16-2	National Grid	07664-27123		\$ 13.58
12.16-2	National Grid	07664-27114		\$ 565.32
12.16-4A	New York State Industries for the Disabled, Inc.	Cust #:86331	792587	\$ 500.80
12.16-4B	New Looks Landscaping LLC			\$ 450.00
12.16-4C	Bay State Elevator	Cuts #: 2992-1	488558	\$ 570.91
12.16-4D	Casella Waste Systems, Inc	54-324137		
12.19-1	Verizon	5182347897 796250		\$ 115.59
12.19-2	Mitel	0682009420		\$ 25.61
12.22	J. Strauss & Associates	Q3	4296	\$ 435.00
12.24-5	Harmony Acres Partyland	Program supplies	9/20/2018	\$ 5.53
	MVLS		2688, 2694	\$ 725.96
12.6-1		Replacement costs, Book	\$ 10.00	
12.6-2		Replacement costs, DVD	\$ 14.99	
12.24-7		Circulation	\$ 700.97	
	Walmart Community / SYNCB	6032 2020 0026 4243		\$ 37.15
12.24-4		Meeting Expenses	\$ 27.47	
12.24-5		Program supplies	\$ 9.68	
	Community Library Director's Account	Replenish account		\$ 251.42
			Total:	\$ 6,107.58
	For Library Use Only			
	Director's Account			
Authorized Signatures:			Date:	

Development Committee – Trustee Trainings

Please consider this list of web-based training opportunities and rate them according to what you think the Board would most benefit by. The trainings are separated by scope with the first group being brief 10-15-minute presentations and the second group being more detailed, typically lasting an hour or so. For each group, rate the trainings with 1 being the training you think most important to provide. Please don't re-use numbers other than for the separate lists. The short presentations may be provided at future regular meetings of the Board while the longer more detailed presentations would likely be separate, stand-alone offerings.

Helping All Trustees Succeed (HATS) Short Webinar Series (Rate 1-8):

NOTE: All links below will open in a new window. To view webinars archived via Vimeo, click on the image or the triangle button at the lower left of the image. To view the video full-screen, click on the icon at the far lower right of the screen.

- [*Libraries in NY: Origin, Oversight & Organization*](#) [[also in PDF](#) ; 1.1Meg]
- [*Open Meetings Law: Transparent and Accountable Governance*](#) [[text of slides only](#)]
- [*Role of a Board President*](#) [[text of slides only](#)]
- [*The Public Library Treasurer: Their Role and Legal Responsibilities*](#) [[also in PDF](#) ; 126k]
- [*Board Evaluation: A Key to Your Library's Success*](#) [[also in PDF](#) ; 851k]
- [*Director Evaluation: A Key to Your Library's Success*](#) [[also in PDF](#) ; 831k]
- [*Hiring Your Library CEO: The Future of Your Library Depends On It*](#) [[also in PDF](#) ; 116k]
- [*Part One Strategic Planning; Creating a Path for the Future*](#) [[also in PDF](#) ; 120k]
- [*Part Two Strategic Planning; Creating a Path for the Future*](#) [[also in PDF](#) ; 117k]

Archived Webinars (Rate 1 – 10):

<http://www.nysl.nysed.gov/libdev/trustees/webinars.htm>

There are 10 of these, typically 45 minutes to 1.5 hours long; I would recommend these as separate training opportunities.

- ___ Sustainable Thinking for the Future of Libraries
- ___ What's New in the Trustee Handbook?
- ___ Building Your Future: Public Library Renovation and Construction from Dream to Dedication
- ___ Role of Trustees in Planning and Evaluation: Effective Strategies to Utilize All Your Resources for Success
- ___ Public Library Finance and the Trustee's Fiduciary Responsibilities
- ___ Basics for New Public Library Directors
- ___ The Critical Partnership: Public Library Trustees and Directors
- ___ Basic Library Law for Trustees
- ___ Freedom of Information and Open Meetings Laws for Libraries
- ___ What Every Trustee Should Know