

## The Community Library Board Meeting Agenda for: Thursday, March 14, 2019

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, John Scott 2019, Julia Walter 2023

Excused (no more than 5 to meet quorum): Barnes

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 – MVLS Annual Meeting
6. Director's Report
7. Treasurer's Report
8. Presentation of the Bills and Actions
9. Committee Reports---Standing Committees (\* indicates chair)
  - a. Finance – Jerry\*, Harriet, Linda
    - i. 2020 Budget
    - ii. Finance resolutions
  - b. Facilities – Ruth\*, Jerry, Julia
  - c. Personnel – Linda\*, Ruth, Julia, Fred
    - i.
  - d. Policy – Janet\*, Linda, Dee, Fred
    - i. Investment Policy, Paid Leave Policy
  - e. Board Development – Dee\*, Ginny, Harriet
    - i.
10. Ad Hoc Committee Reports
  - a. Long Range Plan Implementation Committee – Janet\*, Jerry, Julia
  - b. Building Committee – Jerry\*, Harriet, Janet, Julia;
    - i. 2/15 Meeting with Paul Mays, Rebecca Elder, next meeting 3/21 1 PM
11. Unfinished Business
  - a. Jean Stennett memorial pending
12. New Business
  - a. NYS Education Department Annual Report for Libraries
13. Important events coming up:
  - a. Next regular board meeting:
  - b. Battle of the Books – 3/30/2019 9:15 AM, Golding Middle School
  - c. MVLS Annual Meeting – 5/8/2019 Riverstone Manor, Glenville
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  
February 14, 2019

Prior to the monthly meeting, trustees viewed the webinar “Strategic Planning (Part One) - Creating a Path for the Future” After the presentation, the trustees discussed the topic and the presentation.

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:03 p.m. Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Jerry Peters, Julia Walter, Devon Hedges. Excused: Fred Barnes, Dee Neary, Janet Sand.

Guests:

Mr. John Scott had been contacted as a possible trustee. He attended this meeting to determine his decision. After the trustees introduced themselves, Mr. Scott briefly described his family and his career.

Minutes:

Mr. Peters made a motion, seconded by Ms. Carpenter, and was unanimously approved to accept the January 10, 2019 minutes.

Communications:

Mr. Hedges informed the trustees that library insurance information is available for review.

Director’s Report:

Mr. Hedges highlighted some details from his monthly report. Mrs. Berard complimented Mr. Hedges’ report outlining his numerous meetings. Thus, the trustees are aware of issues regarding the building and Mr. Hedges’ contacts with groups and individuals.

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. Ashworth and was unanimously approved to pay the bills.

Mr. Peters concluded the report by suggesting to Mr. Hedges that the Hartford Insurance bill be paid annually to save money.

Committee Reports:

Finance:

Mr. Peters, chair of the finance committee, presented four motions to the trustees.

Motion # 1: The Finance Committee moves that the 2019 Budget be accepted as previously approved with no changes, including pay rates. This motion was unanimously approved.

Motion #2: The Finance Committee moves to remove overdue fines for Children’s Materials as recommended by the Director. After discussion, this motion was unanimously approved.

Motion #3: The Finance Committee moves to remove all the funds currently in the Library’s Renovation Account from the Bank of Richmondville to the KeyBank into the following accounts.

- a. Use funds from the library’s Renovation Account to open a Key Business Reward Checking Account with the minimum amount required by KeyBank.

- b. Invest \$150,000 from the library's Renovation Account in a Key Business Jumbo CD with a term of 13 months and APY of 2.85%.
- c. Open a Key Business Gold Money Market Savings account (APY currently 2.00%) with a deposit equal to the remaining balance in the library's Renovation Account.
- d. The authorized signatories on the KeyBank accounts will be: Gerald Peters, Lynette Lawyer, Kenneth Hotopp, and Harriet Berard. Two of these individuals will be required to sign each check drawn on the Key checking and savings accounts.

This motion was passed unanimously.

Motion #4: The authorized signatories of the library's FAM account will be Gerald Peters, Harriet Berard, and Linda Carpenter.

This motion was passed unanimously.

Facility:

Mrs. Ashworth reported that the annual assessment of the building was conducted with Mr. Hedges.

Board Development:

Mrs. Berard spoke to Mr. John Scott regarding the library and the role of trustee.

Mr. Peters suggested that the next webinar be postponed until the April meeting since the March meeting will focus on developing the 2020 budget.

Building:

The committee will meet with Paul Mays at 11:00 a.m. on February 15.

Important Dates:

February 27 Library Advocacy Day in Albany

March 14 regular Board of Trustees meeting at 1:00 p.m.

Adjournment:

Mr. Peters made a motion, seconded by Ms. Carpenter, and was unanimously approved to adjourn at 2:27 p.m.

Submitted by Virginia Downs

## **Director's Report for the month of February, 2019:**

Patron Services – Circulation is trending slightly higher than last year with 3,943 items checked in or renewed in February. Top circulating collections include video, general fiction and eBooks. Over 1,000 computer use sessions were logged, with about 40% of that using library computers. Programming in February was mostly focused on Battle of the Books preparation, our successful partnership with Cobleskill-Richmondville schools in encouraging reading over the winter months. The Battle will be held on Saturday, March 30 and volunteers are still needed.

Resources – The long-standing basement drain project has been advanced with fill added over the reinforced piping. Monitoring of the building sewage drainage will continue for a time before the fill has concrete poured over. The attic flooring in storage has been partially removed during some of the milder weather we had during the month. The Teamwork company will be further engaged to complete the job. Uneven heating issues persisted in February, though the conditions may be related to system adjustment issues related to the repair work done in January.

Work on relocating collections in the buildings has begun with Nonfiction being consolidated before moving upstairs along with Biography, Large Type, and DVD being moved entirely. Throughout March, Fiction and Nonfiction will be slowly switching places between the 1<sup>st</sup> and 2<sup>nd</sup> floor. Development of the nontraditional lending collections will be in place before the summer.

Professional – 2019 budget appropriation and 2020 budget development have been a key focus during the month with no significant changes beyond keeping up with inflation forecast. The Facilities Master Plan saw additional development

The Library Advocacy Day brought some promising signs of continued legislative member item funds in the future, though our representatives in both houses are now in the minority. Assemblyman Chris Tague's office in particular was outgoing in asking for future meetings to discuss additional funding opportunities related to construction.

The NYS Education Department Annual Report for Public and Association Libraries will be completed and available for board approval shortly. The general process has been similar to prior years, though work with our Treasurer has involved some effort on both of our parts to complete the finances sections. The newer budget line coding scheme has applied readily to the report and has also been formally implemented in our record management system.

### Meetings –

2/1/2019: TBS Service Call – Heating problems in basement

2/1/2019: Battle of the Books supervision with Librarian Assistant regarding mock battles, future plans.

2/5/2019: Joe Falzarano – basement drain project continuation

2/6/2019: Ken Hotopp – Regular meeting preparation

2/6/2019: Lois Gordon - Construction aid program planning, financing

2/7/2019: Facilities Committee – annual walkthrough and assessment of building facilities needs

2/8/2019: Finance Committee - Investments strategies, 2019 Budget reapportionment

2/8/2019: Fred Barnes – materials donations questions

2/13/2019: Christine Knee & Katherine Hawkins, MVLS trustees – Orientation to our state aid to libraries, current issues of our library, MVLS services we take advantage of.

2/14/2019: Board of Trustees – regular meeting

2/15/2019: Teamwork - Bruce Ruot - Checking on some bad lights, and the lumber removal.

2/15/2019: Building Committee Meeting with Paul Mays and Rebecca Elder

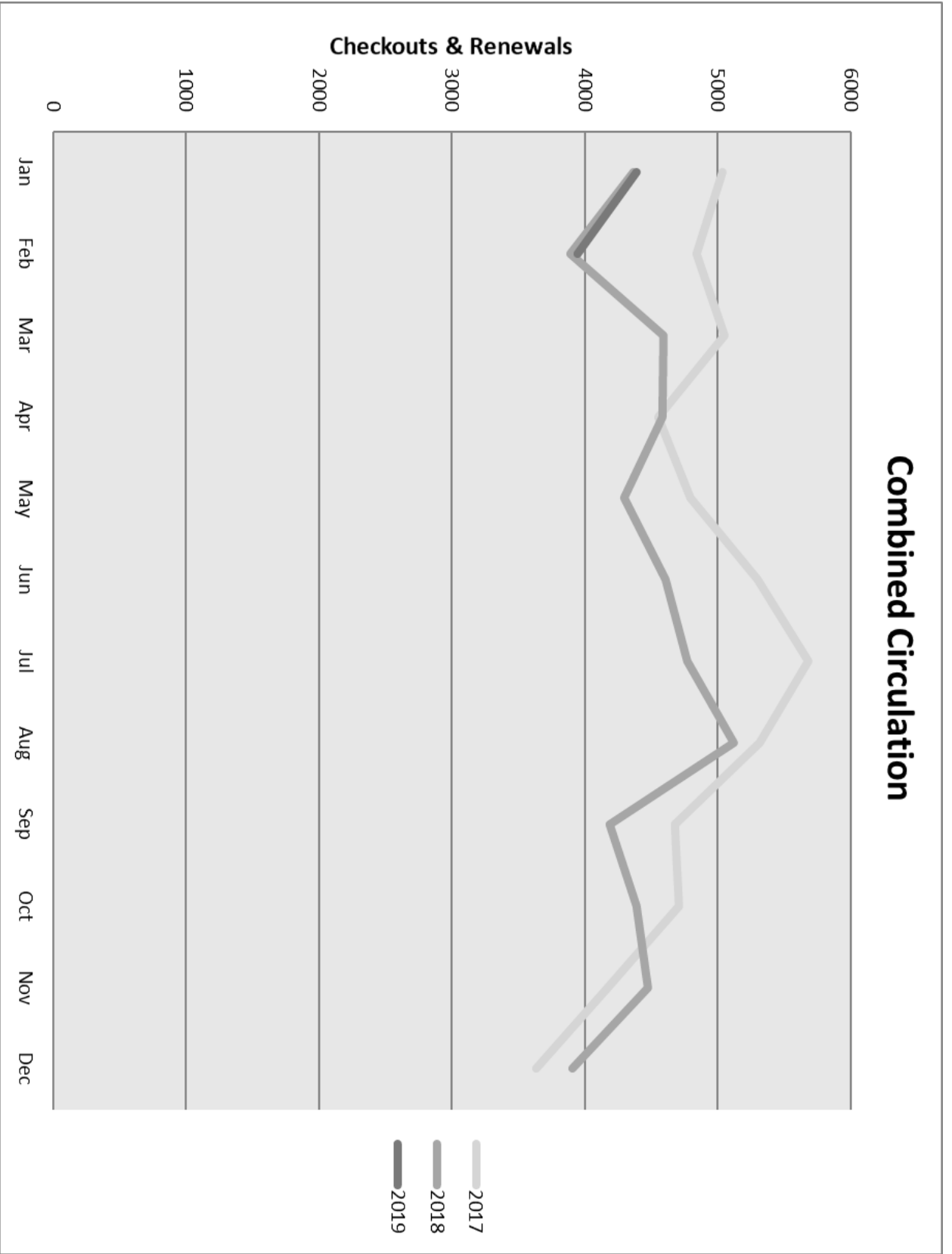
2/21/2019: TBS Service – Ongoing work to determine cause of lagging heat in the basement

2/21/2019: Paul Mays – phone consultation

2/25/2019: Policy Committee - investments and paid time off policies

2/27/2019: Legislative Advocacy Day - meetings with legislators including Sen. Jim Seward & Assemblyman Chris Tague

3/5/2019: Finance Committee - 2020 Budget preparation



Treasurer's report is not available for this distribution, but will be made available at the meeting.

Summary of Claims			3/15/2019	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	CDPHP	Group#: 20022337	190410005706	\$ 695.81
7250007	Empire Bluecross	W05261	0201903607774	\$ 7.26
7520001	Lynette S. B. Loawyer, CPA	2019 Q1 Treasurer duties	907	\$ 510.00
8130001	Verizon	5182347897 796250		\$ 114.80
8130002	Midtel	0682009420		\$ 32.25
8180001	Baker & Taylor	L9452793		\$ 83.34
8180001	Baker & Taylor	L4187743		\$ 495.39
8182001	Midwest Tape	2000012078		\$ 335.57
8210001	TBS	Boiler system repair		\$ 2,591.30
8210011	New York State Industries for the Disabled, Inc.	Cust #:86331		\$ 500.80
8210012	New Looks Landscaping LLC	Customer #: 86331	807055, 1372	\$ 450.00
8210018	Casella Waste Systems, Inc	54-324137		\$ 127.20
8210020	Professional Fire Protection	1 of 2 sprinkler inspection	23451	\$ 320.00
8210030	The Hartford	Acct #:43934382; Business Owners Insurance		\$ 7,141.29
8220001	NYSEG	1002-8403-052		\$ 574.93
8220002	National Grid	07664-27123		13.84
8220002	National Grid	07664-27114, Incl. Constellation Electricity supply		\$ 1,019.22
8310001	Thais Gruning	Summer Reading Training mileage		\$ 31.32
8320001	Walmart	6032 2020 0026 4243; mtg exp		9.41
9910001	MVLS	Circulation	2867	\$ 725.51
	Community Library Directors Account	Replenish to \$500		\$ 232.39
	Staples Credit Plan	6035 5178 2074 0644		\$ 339.19
8110001		Office Supplies	\$ 252.98	
8110002		Materials processing supplies	\$ 72.85	
8210020		Janitorial Supplies	\$ 13.36	
			<b>Total:</b>	<b>\$ 16,350.82</b>
	For Library Use Only			
	Director's Account			
Authorized Signatures:			Date:	



## Finance Committee Resolutions

### Tax Cap Override Resolution

Whereas, the adoption of this 2020 budget for The Community Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law § 3-c adopted in 2011; and

Whereas, General Municipal Law § 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of The Community Library voted and approved to exceed the tax levy limit for 2020 by at least the sixty percent of the board of trustees as required by state law on March 14, 2019.

### Resolution to authorize payment in advance of audit

The following utility services and additional expenses are authorized for payment in advance of audit for the 2019 Fiscal Year:

- NYSEG – heating gas
- National Grid – electricity delivery
- Constellation NewEnergy – electricity supply
- Village of Cobleskill – water/sewer
- Verizon – phone service
- Midtel – local exchange phone service
- Postage & Freight costs
  
- Director’s Account costs
- Petty cash purchases

These expenses may be paid as readily as circumstances require, but must be audited as soon as possible after payment and included on the next Summary of Claims as prepaid amounts.

### Resolution acknowledging payments not requiring audit

Payments not requiring audit are approved prior to payment through contractual commitments, statutory requirements, required obligations, budget adoption, or other authorization processes.

Included in these types of payments are:

- Fixed salaries of officers or employees
- Principal or interest payments on debt
- Payments made pursuant to a court order
- Amounts due upon lawful contracts for period exceeding one year
- Retirement contributions by employers as billed by the State Comptroller

These payments are not included in the Summary of Claims.

## **Internal – Fiscal Policy**

### **Policy Number 2.2.1.7 - Investment**

#### **Application**

This policy applies to trustees in making decisions regarding current or prospective investment assets. All investment assets, either purchased directly or received as a gift, are subject to this policy. Taxpayers and patrons are affected through this policy in the safeguarding of principal and delivery of assets to fund library goals.

#### **Statement of Purpose**

This policy serves to guide trustees in conforming to legal requirements, safeguarding investment principal, providing liquidity and receiving a reasonable return rate for all investment activities. As a publicly funded organization, the library is bound by Section 11 of the General Municipal Law of New York State. Further, Section 39 of that same law requires the Board of Trustees to adopt policies concerning investments.

#### **Policy**

The Community Library Board of Trustees is authorized by NYS to invest money temporarily as long as principal and interest from those investments are available to meet the expenditures that the funds are originally obtained for. Permitted investment options include time deposit accounts or certificates of deposit issued by a bank located and authorized to do business in NYS. Investments must not exceed amounts covered by insurance through the FDIC. Obligations such as bonds and notes may also be issued using library funds provided they include payment of principal and interest with a guarantee from either the US federal government, the State of New York or a local government in NY.

Principal and interest must be available in time to meet the expenditures for the purposes for which the funds were provided. If investment proceeds are used to reinvest in future obligations, that secondary obligation must be payable, in any event, within two years of the date of purchase.

#### **Responsibility**

The Finance Committee of the Board of Trustees is responsible for determining the appropriateness of investment vehicles as well as submitting investment plans to the Board for approval at an open, public meeting. The Finance Committee will provide written authorization of investment actions to the custodial bank in effect and will also request written confirmation of actions from same. The Library Director or a designee holds responsibility for providing documents related to the policy to concerned parties. The Library Director is responsible for training and supporting personnel regarding this policy.

Approved Date:

Revised:

## **Internal – Personnel Policy**

### **Policy Number 2.3.1 – Paid Time Off**

#### **Application**

This policy applies for hourly staff who are non-exempt from overtime payment with one year or more of satisfactory service. Staff who have successfully completed probation are eligible to receive payment at their current hourly rate in exchange for unused benefit hours on separation from employment with the library. The staff who are exempt from overtime payment may have a separate paid benefit agreement with the Board of Trustees.

#### **Statement of Purpose**

A flexible policy concerning absences from an established regular work schedule allows employees the discretion to take reasonable amounts of time away from work to attend to a variety of personal and family needs. Oversight of the time taken is also thereby limited to the logistics of covering work schedules and tracking leave balances. Unscheduled absences can also be controlled to some extent.

#### **Policy**

Hourly employees of the library with one to three years of service will receive 60 hours per year of paid leave to be used at their discretion. This would include, but not limited to sick leave, vacation, mental health days, personal days, illness or death in the family. Hourly employees with four or more years of service will receive 90 hours per year of paid leave to be used at their discretion. All requests for time off must be submitted to the Director. Written requests are preferred and concurrent requests will be addressed in the order they are received; adequate notice is appreciated for scheduling purposes.

Staff are expected to use their paid time off benefit hours to cover unexpected absences including but not limited to inclement weather when the library remains open, breaks longer than the allowed periods for lunch, dinner, etc. Exceptions to this expectation, including 'make-up hours' may be given at the Director's discretion.

#### **Responsibility**

The Library Director ensures implementation of this policy through approval of time off requests, oversight of timesheets, staff scheduling, and maintenance of paid time off records for each employee. 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: 12/14/2017

Revised:

Reviewed by / on: