

Board Meeting Agenda

Members: Fred Barnes 2022, Harriet Berard 2025, Linda Carpenter 2026, Janice Clark 2024, James Collins 2025, Ginny Downs 2023, Ken Hotopp 2024, Dee Neary 2024, Janet Sand 2022, Julie Santoro 2026, Julia Walter 2023

Excused (six to meet quorum):

Determination of a quorum:

Call to Order and for additional Agenda items:

Guests and Public Comment:

Minutes of the previous meeting:

Communications: Casella

Director's Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (* indicates chair)

- a. Finance – Linda *, Harriet, Ginny, Julie
11/3 Meeting
- b. Building & Grounds – Fred*, Harriet, Janet, Janice, Julie
11/3 Meeting
- c. Personnel – Julia*, James, Linda, Janice
- d. Policy – Janet*, Linda, Dee
10/28 meeting Social Media and Fine Free policy review
- e. Board Development – Dee*, Harriet, Ginny
10/19 Meeting
- f. Long Range Plan of Service Committee - Janice*, Fred, Julia, Janet, James
11/16 and 11/18 meetings

Ad Hoc Committee Reports:

- a. 100th Anniversary Committee – Julia*, Harriet, Pete Lindemann
Postponement of the Tea

Unfinished Business:

Front Entry and heating element

New Business:

Adjournment:

LRPOS November 16 at 6:30pm in person and November 18 at 2pm via Zoom

The Library is closed 11/11, 11/25, 12/24, 12/25 and 1/1

December Board Meeting 12/9 at 1pm

Building & Grounds Committee First Wednesday of the month at 11am

Development Meetings the Third Tuesday of the month at 10 am

Policy Meetings the Last Thursday of the month at 11am (holiday schedule 12/16 at 10)

The Community Library
Board of Trustees Meeting
October 14, 2021

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:05 p.m. Present: Fred Barnes, Harriet Berard, Linda Carpenter, Janice Clark, Virginia Downs, Janet Sand, Julie Santoro, Julia Walter, Kim Zimmer. (Ken Hotopp, Dee Neary via Zoom). Excused: Jim Collins.

Minutes:

Mrs. Neary moved that the minutes of September 2021 be accepted. This was seconded by Ms. Clark and unanimously approved.

Director's Report:

- Ms. Zimmer indicated that attendance and usage of the library has continued to increase (unlike several other libraries in the area).
- Donald La Plant and Julia Brandel are updating collections and using social media to keep patrons informed.
- Pam O'Connor is organizing the history room.
- Ms. Zimmer is working on the Friends newsletter.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for September. The trustees reviewed the current bills. Ms. Berard made a motion, seconded by Ms. Walter, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Ms. Carpenter has been meeting with Ms. Zimmer regarding next year's expenses and budget.

Building & Grounds:

- Mr. Barnes reported that there will be two people (at the door and in the basement) to oversee early voting. All voters will be required to wear masks.
- Mr. Barnes asked trustees to help with cleanup of the exterior Monday, October 19, 10:00 a.m.
- Mr. Barnes, Mr. Hotopp, and Ms. Zimmer are seeking an attorney who specializes in construction issues regarding the faulty heating system in the new concrete.
- Lamont Engineers have suggested leaving the exterior fire escape for the present.
- Since Lexington Cleaners contract expires at the end of the year, Mr. Barnes is pursuing the possibility of hiring an individual for general staff maintenance.

Personnel:

- Ms. Walter made a motion, seconded by Mrs. Sand, and was unanimously approved to hire Amy Gingell for the position of Library Clerk.
- The Staff and Friends Appreciation dinner will be October 20, 5-7 p.m.

Policy:

- Mrs. Sand indicated that the committee is working on social media and fine free policies.
- Board Development:

- Mrs. Neary reported that the committee is considering logos, use of grant money, and increased use of the library's website.

Long Range:

- Ms. Clark reported the committee continues to work with Wade Abbott regarding publicizing and utilizing the plan of service.

Unfinished Business:

The anniversary tea is postponed until April 2, 2022.

Adjournment:

Ms. Clark made a motion, seconded by Ms. Carpenter, and was unanimously approved to adjourn at 2:30 p.m.

Submitted by Virginia Downs

Kimberly Zimmer's Director Report for the month of October, 2021

Finance:

- Letter acknowledging Cares Act funds for Annex renovation.
- Assisting bookkeeper with 990 questions.
- Started 2023 budget discussions.

Building and Grounds

- Meeting with staff to discuss Annex options.
- Researching what other libraries do for cleaning and maintenance
- Researching custodial and maintenance position with Civil Service.
- Met with contractor to discuss landing and stairs. Sent them photos.
- Due to COVID exposure closed the building while staff were testing.

Personnel

- The Health Dept has pediatric vaccine clinics scheduled this week. I will continue to monitor and reevaluate the mask policy.
- Amy Gingell resigned on 10/16 as Library Clerk. The position was reopened.
- Personnel committee should meet to discuss 2022 holidays to include Juneteenth and evaluations.
- Attended the following trainings: Bridging Workers Digital Skills Gaps through Libraries, Free Online tools, HR difficult conversations, De-escalation training
- Attended the following meetings: Library Recognition Dinner, Tech Savvy, ALA Grant, Scho Co Directors meeting, MVLS Directors meeting, MVLS Board meeting.
- Kim PTO- November 12, 20, 26, 27 December 16, 18, 29

Policy

- Met and completed fine free and social media policies for Board review.
- Preparing for fine free January 2022 – donation box, updating brochure, bookmarks.

LRPOS

- Meet with Wade Abbot and Janice to discuss the public meetings. Created a registration form.

Development

- Attended meeting, discussed logo, LRPOS tasks, training requirements and board evaluation.
- Working with TJ to print notecards
- Working with WaDaYaNeed? To create tote bags.
- Researching magnets and library cards.

MVLS Updates:

- Advocacy grant opening soon.
- Trustee training of 2 hours per year will be mandatory in January 2023. This should be shared with community members interested in joining the Board.
- MVLS has reopened the new Consultant position.

Programs

- Discussed with MyShopper Library column for all Schoharie Co libraries. Working on a rate.
- Don and Julia and working on programming for the fall and winter.

Collection

- Attendance:
 - October: 969 adults, 34 teens, 145 kids, 67 reference and 23 digital literacy interactions, 2 curbside service
 - September: 945 adults, 66 teens, 126 kids, 55 reference and 20 digital literacy interactions, 2 curbside service.
 - August: 888 adults, 79 teens, 117 kids, 21 reference and 43 digital literacy, 1 curbside service
 - July: 1011 adults, 105 teens, 172 kids, 44 reference interactions and 41 digital literacy interactions
 - June: 807 adults, 45 teens, 81 kids, 4 reference interactions.
 - May: 615 adults, 30 teens, 43 kids, 3 reference interactions.
- 120 Ancestry searches and off-site access extended to the end of the year.

Equipment

- 870 (October), 796 (September), 813 (August), 770 (July), 718 (June), 705 (May) users of the Wi-Fi.
- 74 (October) 146 (September), 142 (August), 146 (July), 98 (June), 62 (May) computer sessions.

History Room

- File cabinet for vertical files.
- Pam is updating the guide and planning to add spine labels to resources.

Friends

- Presented a \$2,000 check.
- Fall newsletter was completed and they emailed to members.
- Next meeting 12/11 at 10:30

Outreach:

- Early Voting in the Library 10/23 through 10/31. Board of Elections has requested to keep a set of keys to the locks they installed for early voting in case the Library loses the keys they do not have to replace the lock. Does the Board approve of this? Received several thank you for hosting from voters. A huge thanks to Harriet and Janet for opening and closing. Contacted Village PD to remind them of early voting. Letter to the Editor in the 'TJ' regarding early voting.
- October 29th CPI advertised Main St. Trick or Treating at businesses. We were not aware of this until the first group of kids came in. I found Stewarts ice cream cone coupons to handout. It is disappointing that as a member we were not alerted to this event.

Don LaPlant Adult Services Librarian Report for the month of October 2021

Programs/Events (Total Attendance: 40A)

- Knitters Group, Tues., Oct. 5, 12, 19 attendance: 14A total
- Writers Group, Tues., Oct. 5, 12, 19 attendance: 7A total
- SCHOOL Book Chat, Fri., Oct. 7, 22 attendance: 8A
- Pen & Ink Book Discussion of Olive, Again, Oct. 21 attendance: 6A (online)

- Improving Adult Collections, Services, and Programs, Oct. 28 attendance: 5A (online). in-person session scheduled for Oct. 22 was canceled due to COVID closure

Displays

October Sneak Preview: handouts listing major book releases during the month of Oct. - 13 of 15 handouts taken; 5 books featured on the list account for 9 circs and 6 holds
 Fall into a Good Book Display featuring non-horror books set in the Autumn - 5 display books circulated

Social Media

Facebook	Oct. 2021 vs. Sept. 2021	
original posts	35	30
post reach	10,186	10,741
page reach	5,277	5,826
engagements	1,392	874
Platform Followers/Page Likes		
Facebook	848	
Instagram	25	
Twitter	4	

Professional Development Activities

- Attended a web meeting about Tech Savvy programming hosted by MVLS on Oct. 26
- Attended a webinar about the ARP Humanities Grants hosted by ALA on Oct. 27

Julia Brandel, Youth Services Librarian Report for the month of October 2021

Programs

- Take & Make Kit October #1 Available from 10/01-10/15 - 17 kids, 2 teens, 18 adults
- Take & Make Kit October #2 Available from 10/16-10/31 -- · 33 kids, 33 adults
- The Spooktacular No Carve Pumpkin Decorating Party · Held- 10/28/2021, · Pumpkins donated by Cold Spring Farm - · 7 kids, 2 teens, 6 adults in attendance

Trainings taken this month-

- 10/01/2021 Curating Your Unusual Collections: Lending Nontraditional Items at the Library, Indiana State Library (1 hr)
- 10/12/2021 Middle Grade Trends, Booklist (1 hr)
- 10/12/2021 How a Library of Things Can Impact Services and Initiatives, FLW (1 hr)
- 10/20/2021 Picture This: Home and Community, Booklist (1 hr)

Currently working on a CREATE grant with Don LaPlant.

As well as partnering with Don LaPlant to write a CREATE grant for a series of art-based programs that could occur next year, I am also working on a hybrid teen/adult series of programs that focus on life skills, starting next year. I will be partnering with Schoharie County Community Action Program for several of the programs, including how to write a resume, as well as budgeting.

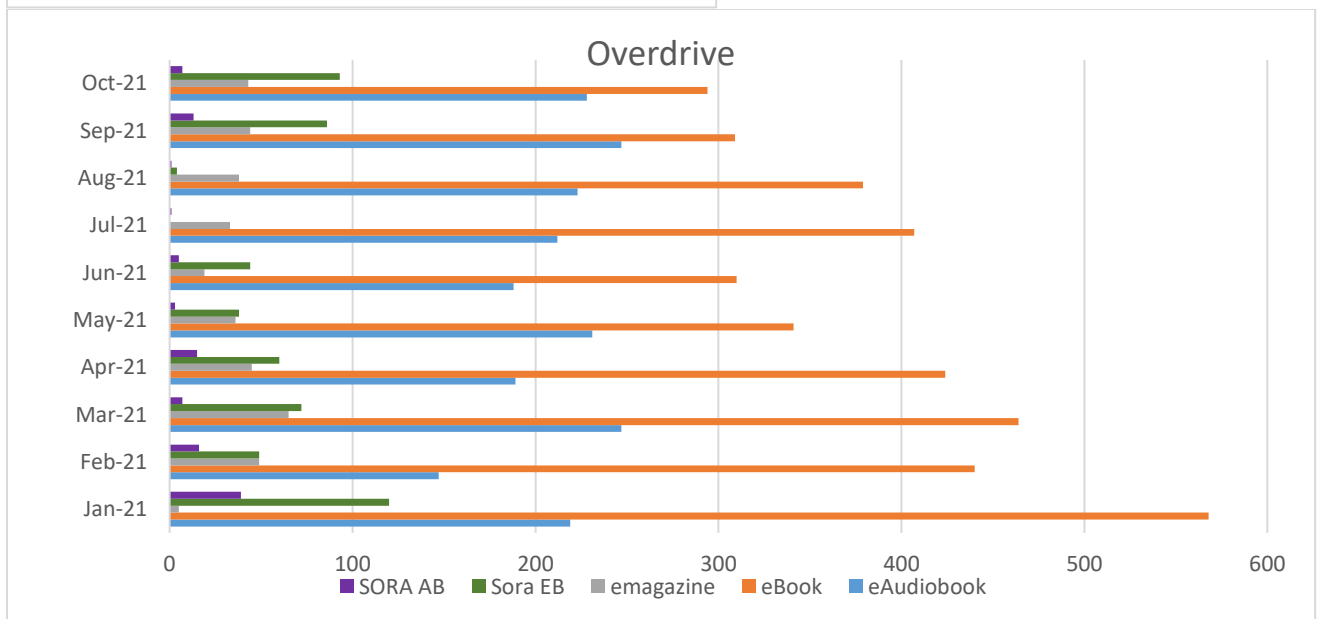
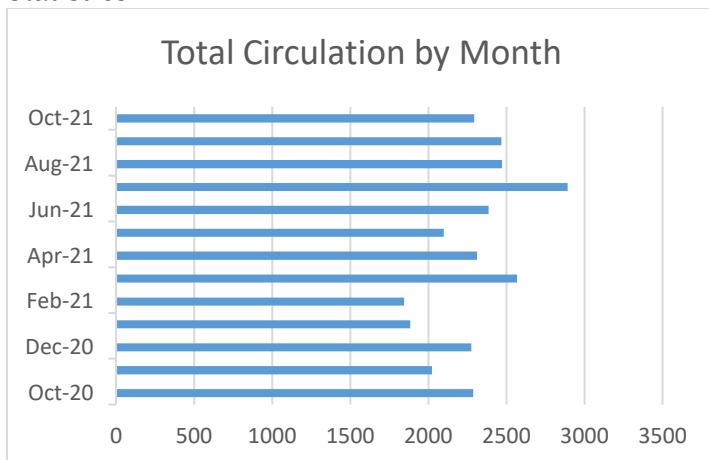
Rearranging occurs in the Children’s section in preparation of non-fiction moving downstairs. Don LaPlant rearranged the audio books, allowing the Children’s DVDs to be in the same room as the Adult DVDs. This will make it easier for parents to find movies for both themselves and their kids. Youth graphic novels were temporarily moved to a new location in the room, which allowed the board books to be put on shelving next to the picture books. This puts age-appropriate materials closer together.

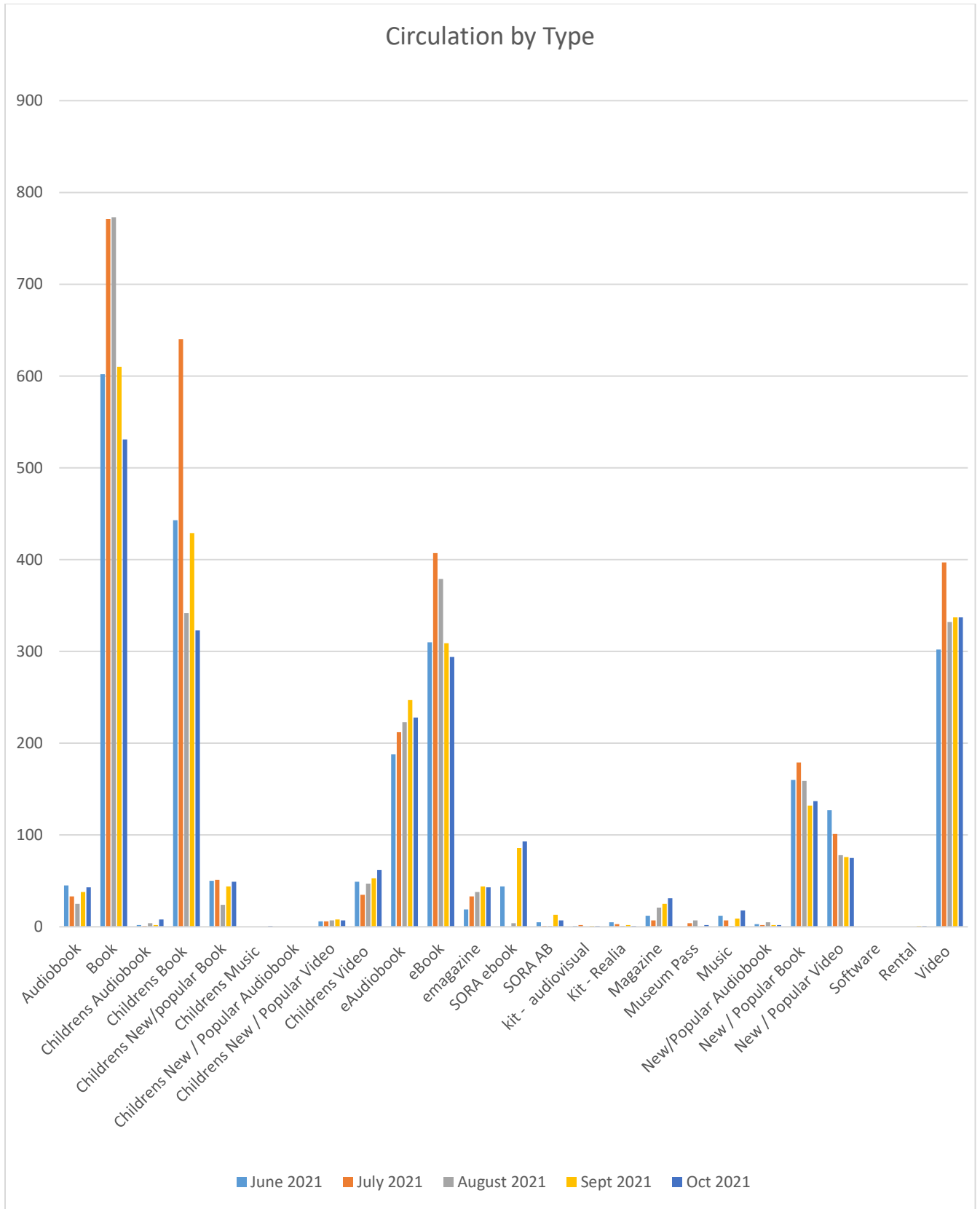
I am also continuing to research ways in which a “Library of Things” can be added to the library, and what would be required to bring that plan to fruition.

Youth surveys were included in the Take & Make kits this month, which will allow me to better focus on what the youth, and their parents, need and want.

While at the Spooktacular No Carve Pumpkin Decorating Party, I had the opportunity to speak with several kids, ranging from 3 to 7 years old, and asked them what they are looking for in the library. The answers included snacks (I’m choosing to interpret that as wanting an area in the library where they can eat), Power Ranger and Sofia the First books and movies, and toys they can play with, including Play Dough, blocks, and Legos. COVID-19 notwithstanding, I think that these are all reasonable suggestions that can be included in the library extension. I will work on adding Power Ranger and Sofia the First books and movies in the meantime.

Statistics





Current Financial Documents for approval

Linda Carpenter has shared through email

Current Financial Claims for approval**Summary of Claims**

11/10/2021

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7230001	NYSLRS	51378 ERS		\$ 9,562.00
7250007	BOI Benefits	Julia's Health Insurance	12/1/2021	\$ 684.02
7520001	J. Strauss	July-Sept Treasurer	1440	\$ 435.00
	Walmart Capital One		October Statement	\$ 8.78
8110000	glue and baggies	8.78		
	Staples		October Bill	\$ 47.25
8110001	paper	14.98		
8110002	pens	17.28		
8110000	cardstock	14.99		
	DEMCO	710217083		\$ 194.81
8110001	acrylic holders		48.52	
8110001	clear clip shelf lable		57.93	
8110002	labels		88.36	
8130002	Midtel	00078693-0	10212757	\$ 413.24
8180001	Ingram	20V8277 - book purchases	61962442, 67364102, 61976158, 61977696, 61978575, 61979719, 61981496, 67368987, 67369918, 61982646, 61983927, 61983897, 61984788, 61986662, 67375514	\$ 1,499.13
8182001	Midwest tape	2000012078 - DVD purchases	501087341, 501119242, 501154921	\$ 398.44
8210011	The ARC Lexington	710217163.8	September	\$ 1,113.75
8210012	New Looks Landscaping		298	\$ 500.00
8210014	Otis	66878697	100400558630	\$ 525.00
8210018	Casella	54-324137	1451583	\$ 87.96
8210020	WaDaYaNeed?	sign for the Pine Room		\$ 55.00
8210020	Noble Ace Hardware	Shelving for staff work room	51036	\$ 41.33
8220001	NYSEG	1002-8403-052	October Bill	\$ 425.95
8220002	National Grid	07664-27114	October Bill	\$ 673.49
8220002	National Grid	07664-27123	outdoor light	\$ 10.67
9830000	MVLS	2 Kensington locks for desktop computers	3907	\$ 34.82

9830000	MVLS	Malwarebytes and Officepro software	3875, 3884	\$ 175.01
9910001	MVLS	JA Fee November		\$ 657.30
			Total:	\$ 17,542.95

Director's Account

	Summary of Claims		11/10/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	Amazon	pumpkin decorating program		\$ 75.58
8180001	Amazon	2 books		\$ 35.76
8540002	Amazon	2 bookcases		\$ 179.94
8180002	Amazon	1 magazine		\$ 6.50
8540002	Walmart	TV, dvd drive, dvd player	funded with Make and Do grant	\$ 370.71
8450002	Cobleskill Agway	backing for bookcases		\$ 50.27
Total Reimbursement to Director's Account				\$ 718.76

Upcoming Financials Claims that need approval

	Summary of Claims		11/10/2021	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	11/30/2021	\$ 838.22
Total				\$ 838.22

Grants

Renovation Financials Claims

None this month

Paid in advance

Nothing this month.