

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:

Director's Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (* indicates chair)

- a. Finance – Linda *, Harriet, Ginny, Julie

- b. Building & Grounds – Fred*, Harriet, Janet, Julie
Resolution
Annex Progress Report
- c. Personnel – Julia*, James, Linda, Janice
Director Evaluation

- d. Policy – Janet*, Linda, Dee
Next Meeting May 10 – working meeting

- e. Board Development – Dee*, Harriet, Ginny
Budget Vote and Trustee Election 5/17, 9-9 C-R HS

- f. Long Range Plan of Service Committee - Janice*, Fred, Julia, Janet, James

Unfinished Business:

Front Entry and heating element – attorney update - Kim

New Business:

Adjournment:

Next Board Meeting 6/9 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

The Community Library
Board of Trustees Meeting
April 14, 2022

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m.
Present: Fred Barnes, Harriet Berard, Linda Carpenter, Janice Clark, Jim Collins, Virginia Downs, Ken Hotopp, Julie Santoro, Julia Walter, Kim Zimmer, (Dee Neary via Zoom).
Excused: Janet Sand.

Guests:

Ms. Rebecca Leggieri, a candidate for library trustee, attended the meeting.

Minutes:

Mr. Barnes moved to accept the March 2022 minutes. This was seconded by Ms. Clark and was unanimously approved.

Director's Report:

Ms. Zimmer outlined the grants that the library has received.

Ms. Zimmer suggested that the library staff, trustees, and Friends could participate in the July 4 parade. Participants could hand out art supplies, pens, bookmarks, etc. The trustees were interested in participating in the event.

Ms. Zimmer also discussed the possibility of the library hosting a table at the Sunshine Fair.

Ms. Clark, made a motion, seconded by Mrs. Berard, and was unanimously approved to table this decision.

The library staff suggested they would like to participate in Marathon for a Better Life on June 4. The library will be closed that day.

The Battle of the Books at Golding was held on April 8. The Radez event will be on April 30.

These popular events are supported by The Friends of the Library.

Treasurer's Report:

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

Committee Reports:

Finance:

Ms. Carpenter explained that we need a short term line of credit at the Key Bank . We must spend the money, and then we will be reimbursed from the Empire State Development grant.

Building & Grounds:

Mr Barnes made a motion, seconded by Ms. Walter, and was unanimously approved to have Mr. Hotopp, trustee president, sign two contracts (one for architectural and one for mechanical services) with Lamont Engineers.

A waiver document indicating awareness of asbestos in the annex will be signed by anyone working in the annex.

The deed for the library must be updated (from the School District to The Community Library) before work can be done. Brandon Becker is working with an attorney to facilitate this change.

Personnel:

Jackie Barbato has been provisionally appointed as clerk.

Ms. Walter made a motion, seconded by Mr. Collins, and was unanimously approved to provisionally appoint Courtney Little as Library Assistant.

Mr. Collins explained that the committee is updating the director evaluation.

Policy:

The committee presented an updated Exhibit Policy. Ms. Carpenter made a motion, seconded by Mr. Barnes, and was unanimously approved to accept this revised policy.

Board Development:

Mrs. Neary outlined the responses to the self-evaluation. Mrs. Neary emphasized the need for trustee professional development. She mentioned focusing on federal, state and local resources that would be helpful. Mrs. Neary suggested Eric Tahrán of MVLS attend a trustee meeting to provide information.

Mrs. Neary requested that trustees at board meetings share the information from the training programs they have viewed; this will document the required training for the trustees.

Long Range Plan of Service:

Ms. Clark indicated that the committee chairs felt they were working toward the goals set by the plan. Ms. Clark emphasized that it was important to focus on future goals in regard to the renovation and to the expansion of the library.

100th Anniversary:

Mrs. Berard and Ms. Walter were pleased by the number of patrons and community members who attended the tea. The newspaper coverage served to make the community aware of the event and the future plans for the library.

Unfinished Business:

Mr. Hotopp and Ms. Zimmer met with two attorneys regarding the problems with the ramp and stairs. Mr. Christopher McDonald will represent the Library. Mrs. Downs made a motion, seconded by Ms. Walter, and was unanimously approved to pay Mr. Christopher McDonald a retainer (\$5000-\$7500) to represent the library. Mr. McDonald indicated that the first step would be to send a letter with the \$112,000 estimate for repairs to Boniquisti and to Butler, Roland, & Mays.

Adjournment:

The meeting was adjourned at 2:55.

Submitted by Virginia Downs**Kimberly Zimmer's Director Report for the month of April, 2022**Finance:

- Worked with Linda to complete paperwork for BQ to complete the 990.
- Updated the proposed 2023 budget and trustee elections brochure with the trustee candidate information. Obtained bios from candidates. All information was updated on the website.
- Received the following grants:
 - MVLS Summer Reading Mini Grant \$500

Building and Grounds

- Attended meetings
- Paid last Ryan Biggs bill.
- Do we have funds for annuals for the flower beds?
- Received extension paperwork from DLD for the construction project it is due 5/25.
- Pulling together all the documents for the attorney.
- Fire extinguishers inspected.

- The no skateboarding sign has been removed. The Village Mayor is dropping off catalogs for signs. The police have been contacted again regarding the skateboarders.
- Removing books from Annex for storage.

Personnel

- Completed unemployment paperwork.
- Meeting with Committee to discuss the Director evaluation tool.
- Courtney Little started April 19th as the Library Assistant.
- Attended the following trainings: policy trustee training, SHPO and construction grants webinar, library design
- Attended the following meetings: MVLS Board meeting, JA meeting.

Policy

- Nothing this month.

LRPOS

- Nothing this month

Development

- Attended meeting to discuss evaluation.
- Contacted Eric Trehan about trustee training. He will attend the September board meeting.
- Still working with TJ to print notecards, they are looking for envelopes.
- Prepared the postcard, worked with Race for the printing and there were enough funds to have them prepare the mailing for the post office. Leaving the trips to the post office for me.

100th Anniversary Tea

- Received great press on this event.

MVLS Updates:

- Polaris our client for loaning library items was updated and required new desktop icons for all library computers before staff could use.
- MVLS is adjusting their Board meetings to bimonthly.
- Library giving day raised \$2,200.
- Centralized book aid will be staying at MVLS.
- The annual board meeting will be in October.

Programs

- Crafts around the World is provided by Schoharie and we purchase the supplies. We had several people sign up but only one attended the April Mola program.
- Adulting 101 the April programs did not have good attendance.
- Battle of the Books – supported by The Friends donation
 - Obtained prizes and gifts for participant bags, ordering pizza
 - Catherine assisted with managing volunteers and getting emails out.
 - Golding event is 4/8 at 1:30 and the Radez event is 4/30 at 9.
 - Both events went really well. Courtney and MVLS staff attended the 4/30 event and Jackie helped to deliver the pizza.
- Meeting with Don and Courtney to discuss SRP.

- SRP programs – working with Schoharie to collaborate on CREATE grant programs
Schoharie Library will be in the morning:
 - July 12th at 1:30 Tim VanEgmond – Storytelling and Sea Shanties
 - August 9th at 1:00 Traveling Lantern Co. – Camp Ocean
 - August 16th at 3:00 Pitz Quattrone – Didgeridoo
- SRP Programs funded by Stewarts
 - Wildlife with Bernie July 5 at 1pm
 - George Steel – Pond Ecology – July 28 at 1pm

Collection

Amy will begin inventory in May.

Setup a contract with CreativeBug. Offers online arts and crafts workshops. There is still an issue with authenticating TCL cards.

- Attendance:
 - April: 1137 adults, 42 teens, 212 kids, 84 reference, 62 digital literacy, 3 curbside
 - March: 1109 adults, 80 teens, 209 kids, 141 references, 34 digital literacy, 4 curbside
 - February: 786 adults, 20 teens, 130 kids, 53 reference, 42 digital literacy, 5 curbside
 - January: 741 adults, 29 teens, 125 kids, 42 reference, 18 digital literacy, 4 curbside
 - December: 708 adults, 26 teens, 76 kids, 46 reference, 15 digital literacy, 4 curbside.
 - November: 717 adults, 36 teens, 79 kids, 57 reference and 13 digital literacy, 7 curbside
- 87 Ancestry searches.

Equipment

- The IP address for TBS isn't working, put in a work order. Still not addressed.
- WiFi: 952 (April), 918 (March), 787 (February), 708 (January) 741 (December), 746 (November), 870 (October), 796 (September), 813 (August), 770 (July), 718 (June), 705 (May)
- Public Computers: 139 (April), 136 (March), 96 (February), 79 (January) 81 (December), 57 (November), 74 (October) 146 (September), 142 (August), 146 (July), 98 (June), 62 (May)

History Room

- Regional Collections digitization of Daisy Brown scrapbooks has been funded and Catherine has been working on the paperwork to start training. Laptop has been ordered and some supplies have been purchased.
- Pam continues to work in the History room. Now she is helping with books pulled from the Annex.

Friends

- Friends held the Bluebird birdhouse raffle on May 7th.
- Preparing for the next Basket Raffle for Sept 24

Outreach:

- The Library Marathon for a Better Life Team is all set for June 4 event. Thank you to everyone who contributed. We will have a table and promote library programs.
- May 14th therapy dogs in training will be at the Library as part of their final testing to become official Therapy Dogs. Testing begins at 10 if you would like to stop in and meet some cute pups.

- Still exploring having a table at the Schoharie County Fair August 9-14.
- CR High School art show is up. The Friends will host a reception on May 19th at 6pm.
- Early Voting for the Primary will be held June 18 through June 26. BOE will setup on June 17 in the afternoon. There will also be early voting August 13 through 21. This will disrupt planned programs.

Don LaPlant Adult Services Librarian Report for the month of April 2022

Professional Activities

- revised monthly Library News email newsletter template
- developed new monthly events calendar with clerk Jackie Barbato
- presented Short Fiction Workshop, book club, Adult Gaming, and Trivia Night programs
- secured donations from Chieftains as prizes for Trivia Night events
- attended Board of Trustees 100th year anniversary tea party
- continued weeding of Adult Fiction collection to make room for displays and new items

Programs/Events (Total Attendance: 119 A, 4T, 10K)

Fan Favorites Book Club, April 1	4A
Knitters Group, Tues., April 5, 12, 19, 26	14A total
Crochet with Kristi, April 5	2A, 4K
Everyone’s a Critic: Film Class, April 6, 13, 20, 27	40A total
Tech Savvy: Cutting the Cable Cord (online)	1A
Poetry Workshop w/ Matthew Burns, April 7, 21	7A total
Author Talk w/ M.K. Graff, April 14	2A
Pysanky Demonstration w/ Laura Boggs Gagnon, April 16	8A, 2T, 6K
Adult Gaming Club, April 19	5A
Short Fiction Workshop, April 12 & 26	14A total
Tech Savvy: Understanding Cloud Storage (online)	1A
Trivia Night, April 28	21A, 2T

Displays

For Fans of Bridgerton & Outlander Display: historical/time travel romance, yielded 8 circulations
 Financial Literacy Display: yielded 3 circulations
 April Events Calendar: 17 distributed

<u>Platform</u>	<u>April 2022</u>	<u>March 2022 followers</u>
Facebook	1015	997
Instagram	104	95
Twitter	4	4

Mailchimp Newsletter Subscriptions

<u>Subscribers at the end of</u>	<u>April 2022</u>	<u>March 2022</u>
	195	163

Courtney Little Library Assistant Report for the month of April 2022

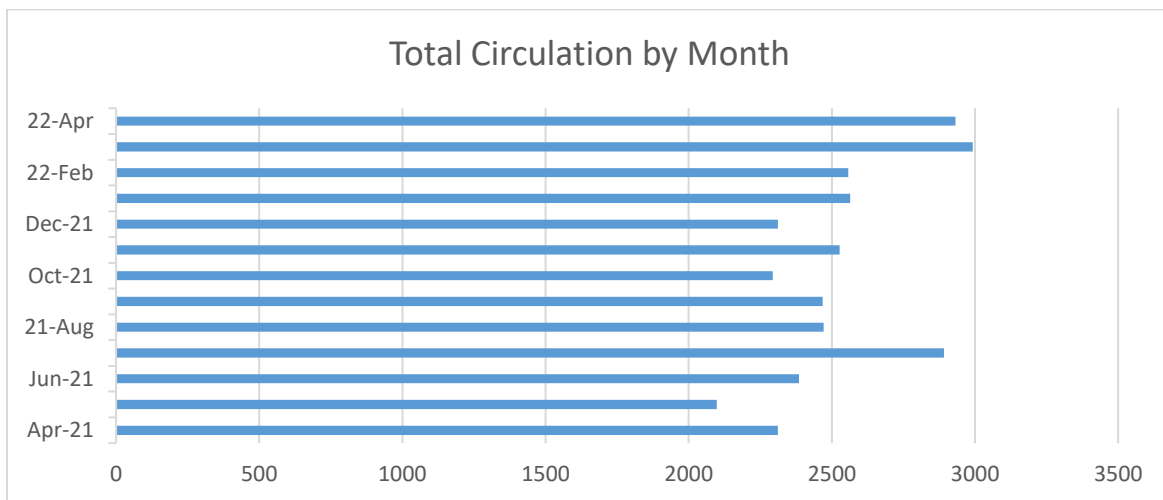
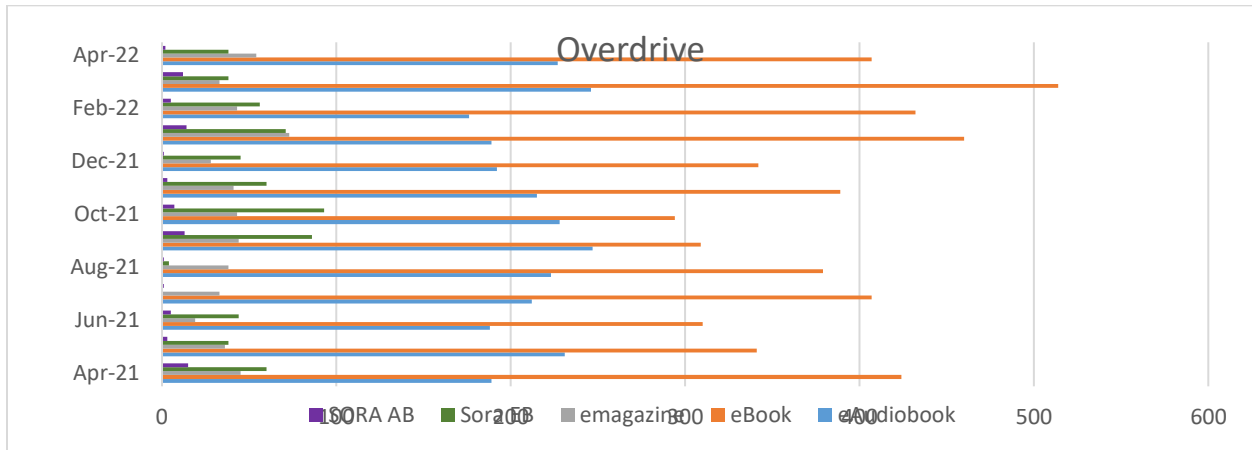
Courtney started April 19th

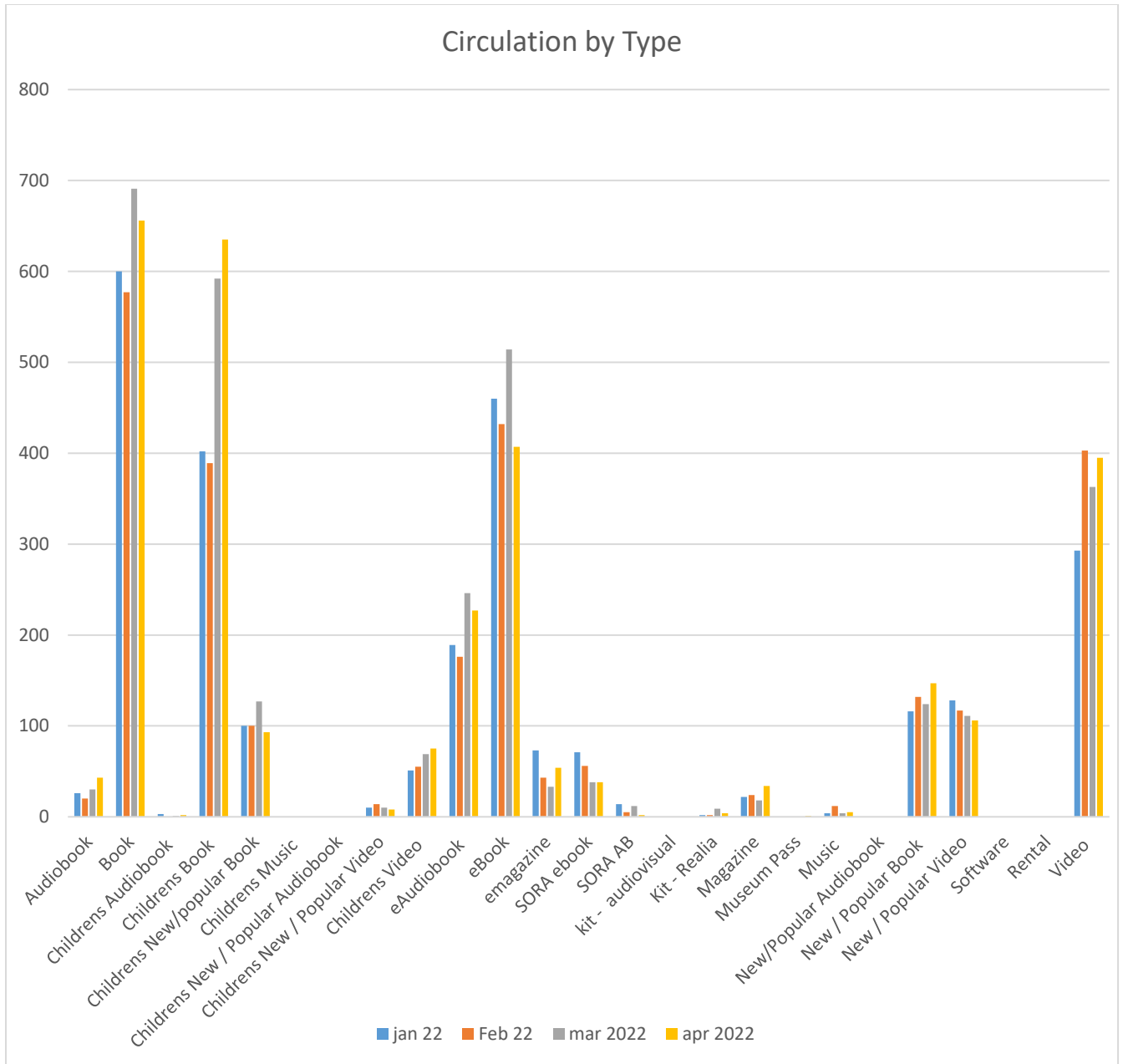
- preparing to present a weekly Storytime program for kids 5 and under, including observing storytimes at Schoharie and Middleburgh libraries
- meeting with school librarians to learn how our programs and collections can complement theirs
- new Golding librarian visited and toured the library
- coordinating and brainstorming upcoming teen programs
- researching and planning youth programs for summer reading
- learning basic operations at the circulation desk and meeting our patrons

Programs and Events

- Assisted with Battle of the Books at Radez, April 30
- Launched LEGO Club for K-8, May 4
 - 6 kids, 2 caregivers attended
 - Will continue as a regular program every 1st and 3rd Wednesday
- Storytime returns May 18 at 10:30 and will take place every Wednesday

Statistics





Current Financial Documents for approval

Linda Carpenter will share through email

Current Financial Claims for approval

Summary of Claims

5/12/2022

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	BQ Tax and Accounting	1099s, jan, march, april payroll & accounting	20-4119, 20-4228, 20-4864, 20-5429	\$ 466.50

8110000	MVLS	BookPage handout Subscription	4050	\$ 177.60
8110001	WaDaYaNeed	name badges		\$ 14.00
8110000	Race Printing	printing the budget postcards & mailing prep	covered by MVLS advocacy grant	\$ 1,194.79
	Walmart			\$ 175.09
8110000	water, plates, napkins	32.67	battle of the books supplies - FOL	
8110000	felt, wiggle eyes	9.76		
8110001	cables, markers	36.74		
8110000	4 gift cards	40	battle of the books prizes - FOL	
8110000	toys	55.92	SRP prizes - stewarts grant	
	Demco		7116934	\$ 982.15
8110002	book cleaner, tape,	128.11		
8110002	clamshell storage box	854.04	NYS Reg. Collections Grant	
8130002	Midtel	00078693-0	10253460	\$ 148.01
8130002	Midtel	00128367-2	10255097	\$ 80.95
8140001	Kimberly Zimmer	Postage for mailing postcards	covered by MVLS advocacy grant	\$ 1,236.20
8180001	Ingram	20V8277 - book purchases	60070718, 60072151, 60073733, 60074393, 67457746, 60076813, 60077212, 60077565, 60078793, 60080309, 60080607, 60080612	\$ 1,067.86
8181001	CreativeBug	12080	dmarva23-213	\$ 500.00
8180002	Green Energy Times	1 year subscription		\$ 30.00
8182001	Midwest tape	2000012078 - DVD purchases	501924557, 501999728, 502029864	\$ 126.69
8210011	Cleaning by Maria	Cleaning	April	\$ 400.00
8210014	Otis Elevator	66878697	100400761023	\$ 525.00
8210018	Casella	54-324137	1466976	\$ 46.46
8220001	NYSEG	1002-8403-052	April Bill	\$ 401.14
8220002	National Grid	07664-27114	April Bill	\$ 729.70
8220002	National Grid	07664-27123	outdoor light	\$ 10.99
8570001	Schoharie Free Library Assoc.	My Shopper ad	104	\$ 20.00
9910001	MVLS	JA Fee May	4059	\$ 604.71
			Total:	\$ 8,937.84

Director's Account

	Summary of Claims		5/12/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8180002	amazon	magazine renewal		\$ 192.87
8530000	zoom	subscription		\$ 74.95
8110000	catnap	36 \$5 gift cards for BOB - FOL Support	check 267	\$ 150.00
8140001	USPS	book return	check 265	\$ 3.19
8110000	pizza shack	pizza for BOB - FOL support	check 264	\$ 120.88
8110000	pizza shack	pizza for BOB - FOL support	check 266	\$ 223.86
	amazon			\$ 198.39
	8180001	book	4.45	
	8110002	hard drive - Regional Collection Grant	179.95	
	8110000	kitchen timers - BOB - FOL support	13.99	
8110000	Amazon	glue and varnish		\$ 18.18
8110002	Amazon	Dymo Labels		\$ 69.30
Total Reimbursement to Director's Account				\$ 1,051.62

Upcoming Financials Claims that need approval

	Summary of Claims		5/12/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	5/31/2022	\$ 921.38
8210012	New Looks Landscaping	snow removal	April	\$ 500.00
Total				\$ 1,421.38