

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, Vacant 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
Annex Progress Report

- c. Personnel – Julia*, James, Linda, Janice

- d. Policy – Janet*, Linda, Dee
Meeting to review and combine borrowing policies

- e. Board Development – Vacant*, Harriet, Ginny
Trustee vacancy
Slate of Officers
Trustees Share training information

- 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 7/14 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
May 12, 2022

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m.

Present:

Harriet Berard, Jim Collins, Virginia Downs, Ken Hotopp, Janet Sand, Julie Santoro, Julia Walter, (Fred Barnes, Linda Carpenter, Kim Zimmer via Zoom). Excused: Janice Clark, Dee Neary).

Guests:

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

Minutes:

Mrs. Berard moved to accept the April 2022 minutes. This was seconded by Mrs. Sand and was unanimously approved.

Director's Report:

Ms. Zimmer announced that the library had received a \$500 MVLS grants to support summer programs.

Mrs. Santoro generously donated \$100 to be used for flowers for the exterior of the library.

Ms. Zimmer and the staff are pleased that attendance continues to increase in library patrons and for the programs offered.

Friends of the Library have begun organizing their annual basket raffle.

The library will continue to be the site for early voting which has been extended until August 23.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for April. The trustees in attendance reviewed the current bills. Ms. Carpenter made a motion, seconded by Mr. Collins, and was unanimously approved to pay the bills.

Committee Reports:

Building & Grounds:

Mr. Barnes announced that the issue with the deed to the annex had been rectified to reflect the title to The Community Library.

Mr. Barnes brought to the trustees' attention the need to make construction decisions quickly at times due to grant deadlines. Thus, he proposed a resolution that was seconded by Mrs. Sand:

*WHEREAS, The Community Library is undertaking the Annex Renovations Project; and
WHEREAS, the project is funded by several grant source funds that have specific project deadlines for grant funds to be expended and the essence of time may be a concern to execute documents by the entire Library Board in order to meet these deadlines,*

NOW, THEREFORE, .BE IT RESOLVED, that The Community Library Board of Trustees has authorized the President of the Board and the Chair of the Building and Grounds Committee to review and execute documents related to the Annex Renovations Project asbestos remediation, demolition, and fire suppression system pending funding agency approvals in order to meet funding program deadlines.

This resolution was unanimously approved by the trustees: Affirmative-9; Negative-0, Abstain-0.

Ms. Zimmer indicated that there will be an asbestos awareness waiver to be signed by those working in the annex.

Personnel:

Mr. Collins explained that the committee is working on an improved director evaluation form.

Policy:

Mrs. Sand announced the committee will meet May 26.

Board Development:

The committee will meet May 18 after trustee election results.

Mr. Hotopp mentioned that he has viewed a few of the webinars developed for trustees and has found them informative.

Adjournment:

Mrs. Berard made a motion, seconded by Ms. Walter, and was unanimously approved to adjourn at 1:50 p.m.

Submitted by Virginia Downs

Kimberly Zimmer's Director Report for the month of May, 2022

Finance:

- BQ submitted 990 extension and received confirmation from IRS.
- Tax levy for 2023 passed.
- Renewed SAM registration
- Received the following donations:
 - SCHOOL for use of the building \$100

Building and Grounds

- Attended meetings
- Pat Holts has been working in the garden. She has \$200 to work with.
- Completed extension paperwork from DLD for the construction project.
- Delivered documents to the attorney. Received draft letter.
- Issue with handicap interior door push button. It was not the batteries, Stanley had to reprogram the door.
- Reviewed and commented on monitoring bids.
- Obtained new no skateboarding signs. Put one inside the window.
- Books from Annex are being moved into the History Room.
- Contacted TBS for regular maintenance and to fix the IP address issue.
- Contacted Morrell for trash removal and storage assistance.
- Fish tank sprung a leak and was replaced.

Personnel

- Continued to provide Courtney with accounts.
- Civil Service paperwork for rate changes.
- Attended the following trainings: Digital Divide, Ask a Lawyer, policy trustee training, SHPO and construction grants webinar, library design
- Attended the following meetings: Schoharie Co. Library Directors meeting, MVLS Board meeting, JA meeting.

Policy

- Meeting to work on combining several policies focused on borrowing.

LRPOS

- Nothing this month

Development

- Attended meeting to discuss slate of officers.
- Contacted Eric Trehan about trustee training. He will attend the September board meeting.
- Finally received the TJ notecards print project and bill.

MVLS Updates:

- MVLS is providing the canopy and tables for Marathon.
- The annual board meeting will be in October.

Programs

- Will provide a program on Libby for SCHOOL in the fall.
- Crafts around the World is provided by Schoharie and we purchase the supplies. We had several people attend the garden mosaics.
- Meetings 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
- Working on obtaining prizes for SRP

Collection

14 new library card registrations in May.

Amy has completed inventory we have 13 missing items.

CreativeBug is available to TCL card holders.

- Attendance:
 - May: 899 adults, 45 teens, 151 kids, 84 reference, 37 digital literacy, 2 curbside
 - 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
- Ancestry: 95 May, April 87 searches.

Equipment

- The IP address for TBS isn't working, put in a work order. Currently scheduled for June.
- WiFi: 811 (May), 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: 118 (May),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 Grant:
 - Catherine has been working on setting up the online site. [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](#)
 - Laptop has been ordered.
 - Some supplies purchased.
 - contentDM training has started for both Catherine and I.
- Pam continues to work in the History room. Now she is helping with books pulled from the Annex.

Friends

- Book Sale during Richmondville days.
- Annual Meeting June 11.
- Providing snacks during the monthly trivia program.
- Preparing for the next Basket Raffle for Sept 24

Outreach:

- Continue to provide COVID test kits.
- 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.
- Still exploring having a table at the Schoharie County Fair August 9-14.
- CR High School art show had a well-attended reception hosted by the Friends.
- 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 and again in October. This will disrupt planned programs.

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

Professional Activities

- presented Short Fiction Workshop, book club, Adult Gaming, and Trivia Night programs
- presented two courses for SCHOOL at the library: Shakespeare & Finding Information
- met with manager of Games-a-Plunder to secure game donations for the library
- met with Kim Zimmer and Courtney Little to plan Summer Reading Program
- submitted grant proposal to Poets & Writers for Creative Nonfiction Workshop
- continued coordination of children’s/teen acquisitions
- curated three book displays
- developed new monthly events calendar with clerk Jackie Barbato
- designed June edition of library newsletter

Programs/Events (Total Attendance: 54 A, 1T, 9K)

Fan Favorites Book Club, May 6.....4 A
 Brush Up Your Shakespeare Class, May 4, 1115 A total

Finding Information Online workshop, May 1311 A total
 Adult Gaming Club, May 175 A, 1T
 Short Fiction Workshop, May 10, 248 A total
 Crafts Around the World: Garden Mosaic Stone7A, 9K
 Trivia Night, May 2615 A, 1 T

Displays

Asian American Pacific Islander authors. Yielded 3 circulations
National Mental Health Month display. Yielded 2 circulations
Amy's Birthday Recommendations: Yielded 8 circulations
May Events Calendar: 9 distributed

<u>Platform</u>	<u>May 2022</u>	<u>April 2022 followers</u>
Facebook	1,021	1015
Instagram	108	104
Twitter	4	4

Mailchimp Newsletter Subscriptions

<u>Subscribers at the end of</u>	<u>May 2022</u>	<u>April 2022</u>
	202	195

Courtney Little Library Assistant Report for the month of May 2022

Programs and Events

- LEGO Club May 4: 6 kids, 2 caregivers
- LEGO Club May 18: 6 kids, 3 caregivers
- Storytime May 18: 14 kids, 6 caregivers
- Storytime May 25: 21 kids, 11 caregivers

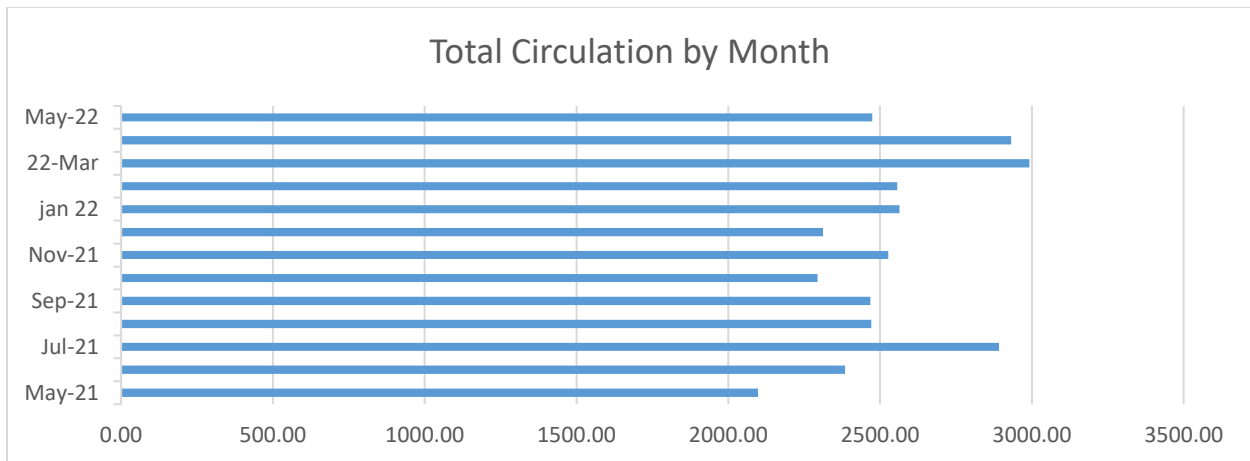
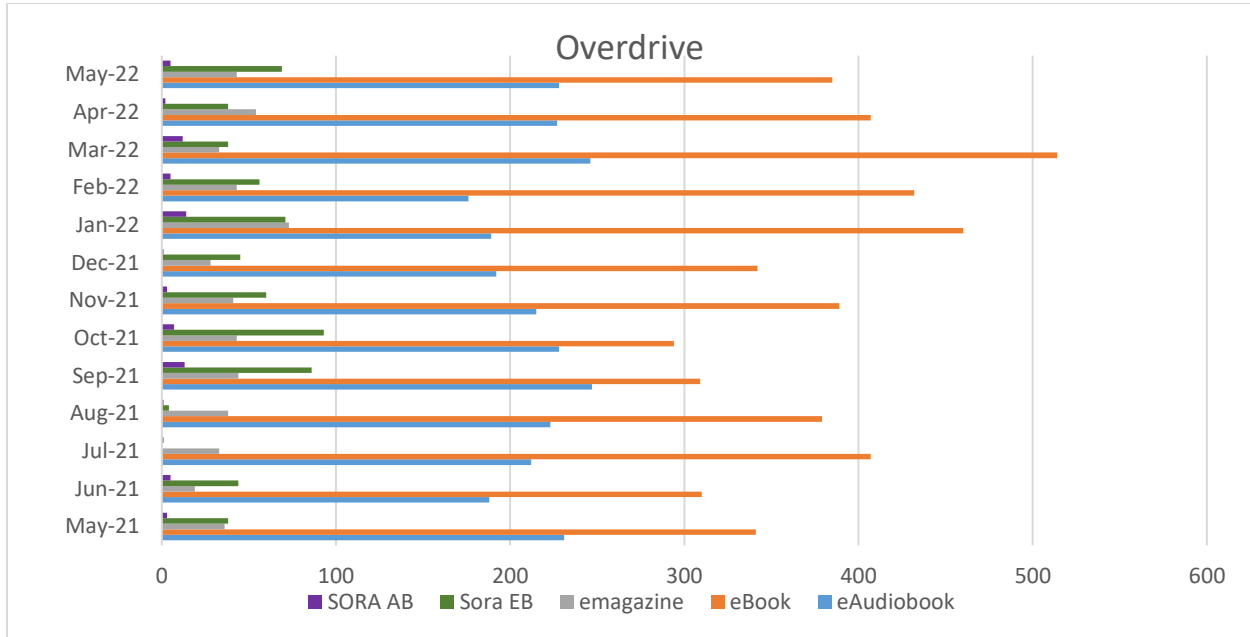
Displays

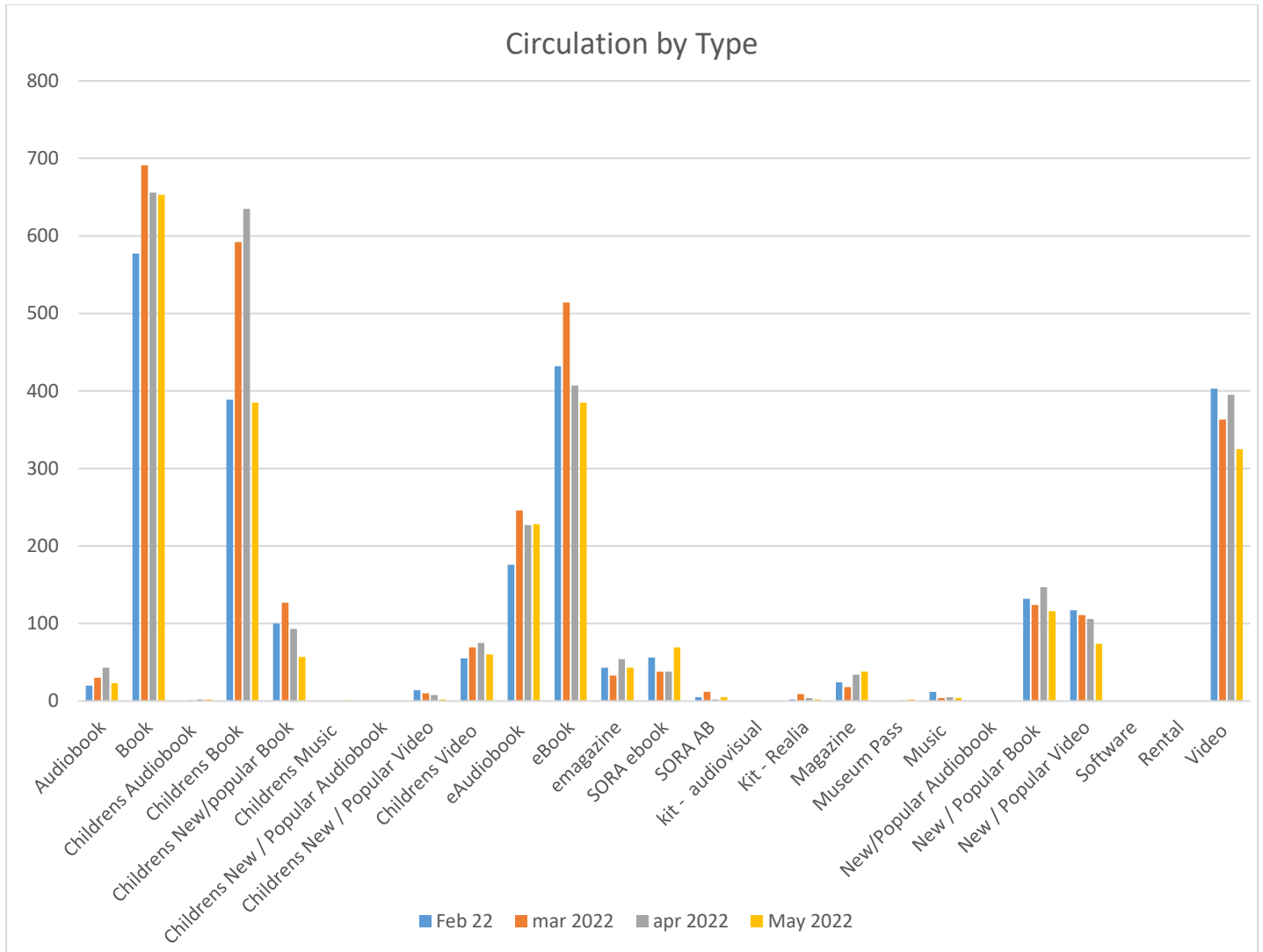
- Juvenile Fiction and non-fiction about space for Star Wars Day
- Picture books and early readers about gardens and growing plants
- Picture books, early readers, and DVDs about bees for World Bee Day, with help from Jackie Barbato
- Teen fiction by Asian American and Pacific Islander authors, with help from Catherine Lockhart
- Juvenile fiction about friendship for upcoming Best Friends Day

Other Professional Activities

- Launched weekly Storytime for kids 5 and under and recurring LEGO club for elementary and middle schoolers
- Attended staff meeting with school librarians to discuss ways to better collaborate and support students
- Toured MVLS with Heather Dickerson to see materials and support options for YS programs
- Assisted Sally Ziegler with Crafts Around the World May 24
- Attended webinar on Web Accessibility through CDLC
- Outlined summer reading activities for kids and families

Statistics





Current Financial Documents for approval

Linda Carpenter will share through email

Current Financial Claims for approval

Summary of Claims

6/9/2022

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7540000	Bernadette Hoffman	Wildlife Program 7/5	Stewarts	\$ 250.00
7540000	George Steele	Pond Ecology 7/28	Stewarts	\$ 220.00
7540000	Timothy VanEgmond	Seafaring Songs 7/12	two programs sharing with Schoharie - create	\$ 875.00
7540000	Kathy Cecer's Crafts for Learning	5 session code-design and build program for teens	Dean Graham Foundation	\$ 2,400.00
7540000	Traveling Lantern Theatre Co	Camp Ocean 8/9	two programs sharing with Schoharie - create	\$ 891.00

8110000	Times Journal Printing	printing notecards	covered by MVLS advocacy grant	\$ 125.00
811001	Hill and markes	22118 - paper towels, toilet paper, tissues, masks	2615982-0	\$ 331.22
	Walmart			\$ 133.97
8110000	battle of the books snacks	46.79	battle of the books supplies - FOL	
8110001	batteries for handicap doors	13.34		
8110000	outdoor hose and nosel, storage containers	61.84		
8110000	streamers for summer reading decorations	12	MVLS mini grant	
8130002	Midtel	00078693-0	10259835	\$ 148.01
8130002	Midtel	00128367-2	10263624	\$ 80.95
8180001	Ingram	20V8277 - book purchases	60082643, 67468242, 60083392, 60083392, 60084831, 67469955, 60087271, 60087349, 60092072, 60092072, 60092544, 60092544, 60093016, 60093035, 674477536, 674478628	\$ 978.76
8181001	ProQuest - Ancestry	US10020806	70736383	\$ 1,314.58
8182001	Midwest tape	2000012078 - DVD purchases	502064874, 502095746, 502128068, 502159615	\$ 206.00
8182002	Johnstown Public Library	damaged books		\$ 28.00
8210010	Stanley	40539239	906466338	\$ 480.00
8210011	Cleaning by Maria	Cleaning	May	\$ 500.00
8210012	New Looks Landscaping	mowing	May	\$ 500.00
8220001	NYSEG	1002-8403-052	May Bill	\$ 482.13
8220002	National Grid	07664-27114	May Bill	\$ 666.02
8220002	National Grid	07664-27123	outdoor light	\$ 11.11
9830002	MVLS	micronics thermal printer	4092	\$ 274.99
9910001	MVLS	JA Fee June	4059	\$ 604.71
			Total:	\$ 11,501.45

Director's Account

	Summary of Claims		6/9/2022	
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Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	amazon	music cd for storytime		\$ 23.68
8110000	catnap	gift cards for trivia prizes	check 269	\$ 30.00
8140001	USPS	roll of stamps	check 268	\$ 58.00
8110000	Amsterdam Printing	Pens for handing out	MVLS Advocacy grant	\$ 187.35
8110000	amazon	music cd for storytime		8.99
8182001	amazon	Carpet sweeper		\$ 25.92
8182001	amazon	DVD		\$ 34.49
8110000	Amazon	tattoos		\$ 4.85
8182001	amazon	DVD		\$ 17.85
8110000	amazon	tattoos		\$ 5.49
8182001	Amazon	DVD		\$ 17.49
8110000	Amazon	sponge, velcro, sharker eggs		\$ 37.86
8110000	Dollar Tree	raffle tickets, wood ornaments		\$ 13.75
8110000	amazon	bubble machine and portable speaker		\$ 235.59
Total Reimbursement to Director's Account				\$ 701.31

Upcoming Financials Claims that need approval

	Summary of Claims		6/9/2022	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	6/30/2022	\$ 921.38
8110001	Staples	toner, folders, pushpins		\$ 88.75
8210018	Casella	54-324137	1466976	
	BQ	payroll and bookkeeping for may	20-5583	\$ 145.00
	Swank Movie License	193876001	3195791	\$ 378.00
Total				\$ 1,533.13