

Board Meeting Agenda

**Members:** Fred Barnes 2023, Harriet Berard 2025, Linda Carpenter 2026, Janice Clark 2024, James Collins 2025, Ginny Downs 2023, Ken Hotopp 2024, Rebecca Leggieri 2027, Janet Sand 2027, Leo McAllister 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, Becky, Leo
  
- b. Building & Grounds – Fred & Janet\*, Harriet, Ginny
  
- c. Personnel – Julia\*, James, Linda, Janice
  
- d. Policy – Janet\*, Linda, Leo
  
- e. Board Development –Harriet \*, Becky, Ginny
  
- Harassment Training – Walters and McAllister  
Trustees to share any training information (5mins)
- f. Long Range Plan of Service Committee - Janice\*, Julia, James

Unfinished Business:

Front Entry and heating element – attorney update – Kim

New Business:

JA Agreement

Adjournment:

Next Board Meeting 2/9/23 at 1pm  
Personnel Committee  
Finance Committee Budget  
Building & Grounds Committee First Wednesday of the month at 11am  
Long Range Plan of Service First Friday of the month at 10:30am  
Development Meetings the Third Tuesday of the month at 11 am  
Policy Meetings the Last Thursday of the month at 11am  
Library Closed 1/14.

The Community Library  
Board of Trustees Meeting  
December 8, 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, Becky Leggieri, Julia Walter, Kim Zimmer. Excused: Leo McAllister, Janet Sand.

**Minutes:**

Ms. Carpenter moved to accept the corrected minutes. This was seconded by Mr. Barnes and unanimously approved.

**Director's Report:**

Ms. Zimmer indicated that money from grants has supported programing; thus, the many, various programs have been offered to our patrons without a cost. Crafts and trivia programs have been very popular.

Twenty to thirty new cards have been issued each month, and Ms. Zimmer is especially pleased with the increase in teen attendance. TAB (teen advisory board) is involved in choosing new books and providing suggestions for the new teen room in the annex.

The library has more than one thousand followers on Facebook.

Ms. Zimmer is very interested in our library following the guidelines of becoming a sustainable library.

Ms. Zimmer mentioned some of the special needs of our patrons. She is working to develop a closer relationship with social services. The trustees decided that the Long-Range Plan of Service would add this to their goals.

**Treasurer's Report:**

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

**Committee Reports:**

Finance:

Ms. Carpenter suggested that memorial donations be placed in a separate fund (the checking account at the KeyBank). The trustees agreed with this plan and Ms. Carpenter will review prior years to determine the money to be transferred.

Building & Grounds:

Mr. Barnes explained: the revised deed is completed; the windows in the annex are not secure and Mr. Becker is anxious to have them repaired quickly; the disease maple tree has been removed; the outside painting will commence in the spring; Gary O'Connor will repair the shingles on the roof.

Mr. Barnes suggested that the board and the staff meet with Brendan Becker to determine specific plans and a time line for the annex.

Mr. Barnes and Ms. Zimmer emphasized that the goal is to have an improved, enlarged community library not a library and an annex.

Mr. Fred Breglia has generously created and donated an initial plan for the outdoor area.

Personnel:

Ms. Walter announced that Ms. Zimmer has received and reviewed the director's annual evaluation.

Ms. Zimmer explained the revised Standard Workday Resolution.

Policy:

Ms. Carpenter reviewed the revised Confidentiality and Privacy Policy. Ms. Carpenter made a motion, seconded by Mr. Collins, and was unanimously approved with revisions.

The revised Operating Schedule and the revised Internal Fiscal Policy were discussed. Ms. Carpenter made a motion, seconded by Mrs. Berard, and was unanimously approved.

Board Development:

Mrs. Berard will present the results of the trustees' self-evaluation at the January meeting. The committee will focus on areas that need improvement.

Long Range Plan of Service:

Ms. Clark presented the committees' quarterly report: finance and personnel are working to increase salaries to meet minimum wages; Mrs. Sand continues to review each policy every three years; the building committee's focus is on the annex.

The trustees agreed with Mrs. Clark's suggestion that the committee updates be changed to twice a year.

Mrs. Clark and her committee will add library sustainability and responsibility of patron social needs to their goals.

**Unfinished Business:**

The heated ramp is still not working correctly but may be operational manually.

**Adjournment:**

Ms. Carpenter made a motion, seconded by Ms. Clark, and was unanimously approved to adjourn at 3:20 p.m.

**Minutes Respectfully submitted by Virginia Downs****Kimberly Zimmer's Director Report for the month of December, 2022**Finance:

- Drafting 2024 budget.
- Received 2023 tax levy.
- Memorial account to be setup at Keybank.
- BQ Employee Retention Credit paperwork submitted early January.

Building and Grounds

- Turning ramp on during weather conditions. Discussed with plow crew salting and plowing issues.
- Gary O'Connor purchased shingles to replace missing ones.
- Moved furniture around in pine room.
- TBS performed maintenance regarding no heat in the building.
- Tree removed and stump ground.
- Painting of front and southside window painting scheduled for spring.
- Ginny has contacted DOT for a request to install the green library signs along route 7.
- Bonacquisti electrician installed new part and adjusted the temperature setting and the timer. Confirmed with attorney the work had been done. Waiting to hear next step.

Annex Renovation

- Met with Brendon and Fred to discuss status. Provided Brendon with NYSEG and Nat Grid bills to consider geothermal.
- Compiled staff notes on annex. Shared CORE presentation on library design.
- Early January Staff, Trustees and Brendon meet to go over plans.

- Millworks removed window sashes.
- Morell removing metal.
- DLD application needs to be amended.

Personnel

- Staff meetings scheduled for 9am the Friday after a Board meeting.
- Attended my evaluation meeting. Created goals for myself.
- Payroll paperwork to address increases to minimum wage.
- Staff evaluations completed. Will discuss specifics with personnel committee.
- Clerk exam is open.
- Attended the following trainings: ALA sustainable libraries workshop (11/14, 12/1 and 12/14), CORE webinar on library design,
- Attended the following meetings: Schoharie Co Health Services, Cyber Insurance

Policy

- Reached out to SEEC regarding room rental agreement.
- 

LRPOS

- Shared resources on sustainability.
- Will review and add updates and new objectives and tasks.

Development

- Submitted MVLS advocacy grant to provide another postcard to the service area prior to the May vote.
- Discussed trustee training policy, NYS Library Laws, Review of the Bylaws, trustees up for reelection, taking show on the rd to the town boards in the service area.

MVLS Updates:

- JA Agreement, recent staffing changes and new programming resources.
- Working with Gloversville Director to restart the Director's Council.

Programs

- Organizing table Tuesdays for social services organizations to share resources with patrons.
- Providing Libby program on Jan 11 at noon.
- SCHOOL program on Libby for March 22, 2023 at 1.

Collection

- New library card registrations: 11 December, 21 November, 22 October September 29, Aug 29 (12 during early voting), July 52, June 38.
- Attendance:
  - December: 881 adults, 79 teens, 97 kids, 59 reference, 24 digital literacy, 1 curbside
  - November: 1,174 adults, 67 teens, 163 kids, 89 reference, 27 digital literacy, 2 curbside, 497 early voting
  - October: 1,137 adults, 60 teens, 185 kids, 89 reference, 37 digital literacy, 4 curbside, 195 early voting
  - September: 1168 adults, 90 teens, 172 kids, 79 reference, 31 digital literacy, 2 curbside
  - August: 1363 adults, 92, teens, 319 kids, 94 reference, 33 digital literacy, 1 curbside
- Ancestry: 365 December 1 August, 7 July, 33 June, 95 May, April 87 searches.

Equipment Usage

- WiFi: 805 (December), 762 (November), 836 (October), 848 (September), 987 (August), 894 (July), 890 (June), 811 (May), 952)

- Public Computers: 129 (December), 146 (November), 109 (October), 138 (September), 219 (August) 201 (July), 189 (June), 118 (May)

History Room

- Regional Collections digitization of Daisy Brown scrapbooks Grant:
  - 19 of the 66 books are available at [The Community Library, Cobleskill | New York Heritage \(nyheritage.org\)](http://TheCommunityLibraryCobleskillNewYorkHeritage.nyheritage.org)
  - contentDM Courtney has been working on the project and focusing on the metadata.
  - Pam is scanning the books to speed up the process.

Friends

- December 10 at 10:30. Provided a tour of the Annex.
- Holiday concert December 20<sup>th</sup> at 7pm.
- Working with the Friends on a Homebound Service plan.

Outreach:

- Attended SEEC Toast of the Town in Schoharie on December 7.
- Email discussion with SEEC regarding tourism and other funding options.

**Don LaPlant Adult Services Librarian Report for the month of December 2022**

**Professional Activities**

- presented Short Fiction Workshop, Adult Gaming, Craft Buffet, and Fan Faves programs
- presented instruction in making origami boxes at Holiday Paper Crafts program
- met with Kim Zimmer & Courtney Little to discuss grant planning and the NYLA conference
- curated three book displays
- developed marketing materials for Adult programs
- developed new monthly events calendar with clerk Jackie Barbato
- coordinated social media posts with library assistant Courtney Little
- produced January edition of library newsletter
- secured funding from Poets & Writers, Inc. to sponsor guest author presentation
- met with Sally Ziegler to plan summer craft programs and CREATE grant application
- submitted CREATE grant application for summer programs
- attended webinar on CDLC Interlibrary Loan eforms
- attended webinar on ALA/IIDA award winning Library Designs and Renovations

**Programs/Events Total Attendance: (88 A, 4T, 1K)**

<i>Needle Felted Holiday Ornaments</i> , Dec. 1 .....	21A, 1T
<i>Fan Favorites Book Club</i> , Dec. 2 .....	5A
<i>Holiday Papercrafts</i> (co-hosted with Courtney Little), Dec. 3	4A, 1K
<i>Adult Gaming Club</i> , Dec. 6 .....	13A, 1T
<i>Book Talk with Chris Keefer</i> , Dec. 8 .....	15A, 1T
<i>Short Fiction Workshop</i> , Dec. 13 .....	6A
<i>All Ages Craft Buffet</i> , Dec. 13 .....	5A
<i>Adult Gaming Club</i> , Dec. 20 .....	13A, 1T
<i>Short Fiction Workshop</i> , Dec. 27 .....	6A

**Displays**

- Crime for Christmas* Adult Fiction Display. Yielded 10 circ.
- Side Hustles & Start Ups*, Adult Nonfiction Display. Yielded 2 circ.
- Movie Star Biographies*, Adult Nonfiction Display. Yielded 1 circ.

*December Events Calendar:* 13 distributed

Platform	Dec. 2022 followers	Nov. 2022 followers
Facebook	1,093	1,083
Instagram	133	130
Twitter	3	3

### **Mailchimp Newsletter Subscriptions**

Dec. 2022: 368 (Nov. 2022: 360)

### **Courtney Little Library Assistant Report for the month of December 2022**

#### Children's Programs

- Storytime:
  - December 7: 8K, 5A
  - December 14: 8K, 5A
  - December 17 Holiday Special: 1K, 1A
  - December 21: 5K, 4A
- LEGO Club
  - December 7: no participants
  - December 21: no participants

#### Teen Programs:

- Anime Club December 13: 4T
- Teen Advisory Board, November 20: 2T
- Teen Craft November 20: 5T

#### Other Programs:

- Paws for Reading, December 21: 1K, 2A
- All Ages Craft Buffet, December 13: 5A
- Holiday Paper Crafts, December 3: 4A, 1K

#### Displays

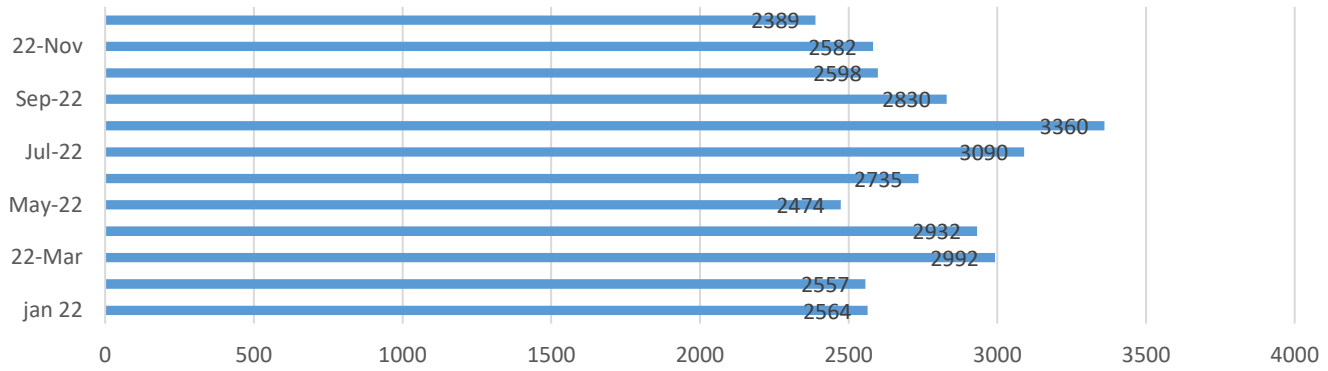
- J Fiction: Winter Stories
- J Picture Books: Christmas, Hanukkah, and Kwanzaa
- Teen Fiction: Chilly and Chilling Reads

#### Other Professional Activities:

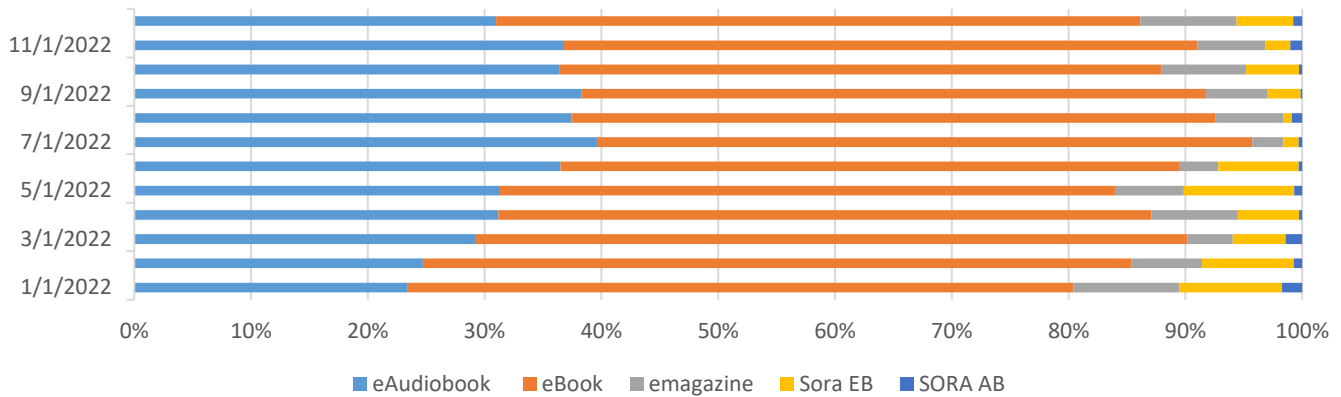
- Attended lunch and learn session on storytime planning and lesson organization
- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for December and January programs
- Battle of the Books preparations:
  - Ordered BotB books for collection and requested extra copies
  - Created displays for each school's BotB books
  - Coordinated question writing sign ups for Friends and other volunteers
- Attended planning meeting for library renovation design

#### Statistics

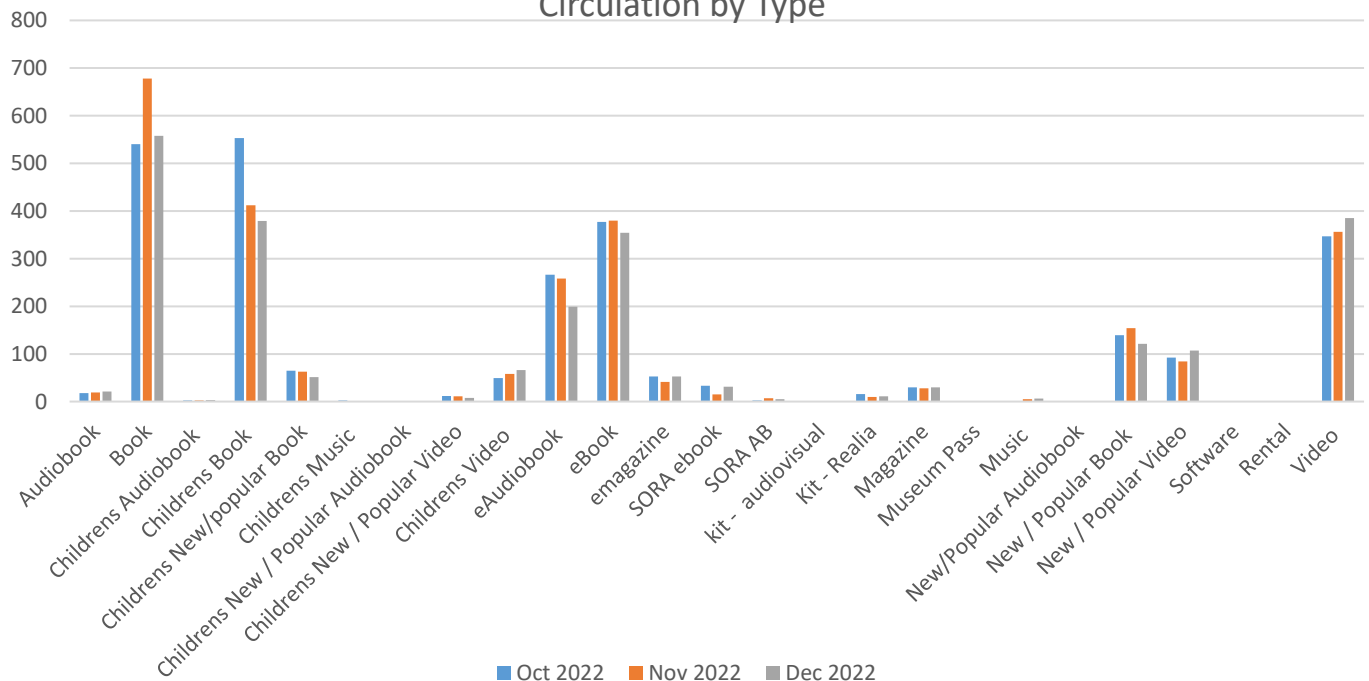
Total Circulation by Month



Libby



Circulation by Type



Finances:

The Community Library							
Balance Sheet							
As of December 31, 2022							
			Deposits				
	Total	Book Balance 11/30/2022	Current Month Cash Receipts	Current Month Cash Disbursements	Transfers	Book Balance 12/31/2022	
<b>ASSETS</b>							
<b>Current Assets</b>							
<b>Bank Accounts</b>							
BOR directors account	262.83	198.28		(188.26)	252.81	262.83	
BOR operating account	368,268.68	126,366.14	287,907.99	(45,752.64)	(252.81)	368,268.68	
BOR renovation account	170,531.72	170,642.23	14.49	(125.00)	-	170,531.72	
CD- Trustco	61,724.60	61,724.60	-	-		61,724.60	
Renovation - Trustco	5,075.60	5,075.50	26,992.75	(26,992.65)		5,075.60	
Renovation Key CD	0.00	-				-	
Renovation Key Checking	100.06	100.06				100.06	0.01%
Renovation Key Money Market	248,001.29	247,999.19	2.10			248,001.29	
<b>Total Bank Accounts</b>	<b>\$ 853,964.78</b>	<b>612,106.00</b>				<b>853,964.78</b>	
<b>Other Current Assets</b>							
Investments - FAM Funds	129,690.57						
Payroll Refunds	1.34						
Tax Levy Receivable	-12,000.04						
<b>Total Other Current Assets</b>	<b>\$ 117,691.87</b>						
<b>Total Current Assets</b>	<b>\$ 971,656.65</b>						
<b>Fixed Assets</b>							
Accumulated Depreciation	-667,424.00						
Fixed Assets	2,660,127.63						
<b>Total Fixed Assets</b>	<b>\$ 1,992,703.63</b>						
<b>TOTAL ASSETS</b>	<b>\$ 2,964,360.28</b>						
<b>LIABILITIES AND EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							



<b>Total Payroll Liabilities</b>	\$						
	5,386.67						
<b>Total Other Current Liabilities</b>	\$						
	5,386.67						
<b>Total Current Liabilities</b>	\$						
	5,386.67						
<b>Total Liabilities</b>	\$						
	5,386.67						
<b>Equity</b>							
<b>Opening Balance Equity</b>	0.00						
<b>Retained Earnings</b>	3,063,213.58						
<b>Net Income</b>	-104,239.97						
<b>Total Equity</b>	\$	*This is the amount that the Library has after paying any liabilities					
	2,958,973.61						
<b>TOTAL LIABILITIES AND EQUITY</b>	\$						
	2,964,360.28						
	Directors	Operating	Trustco CD	Renovation BOR	Renovation Key	Renovation Key MM	Renovation Trustco
Bank balance	317.96	369,041.99	61,724.60	170,531.71	100.06	248,001.29	173,475.50
Deposits in Transit	-	-	-	-	-	-	
O/s Checks	(55.13)	(773.31)	-	-	-	-	(168,400.00)
Book Balance	262.83	368,268.68	61,724.60	170,531.71	100.06	248,001.29	5,075.50
							853,964.67
FAM Account	FMV	Shares					
FMV at 9/30/22	129,690.57	1,664.834					

**Current Financial Claims for approval**

	Summary of Claims		1/12/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	Bq Tax & Accounting	payroll and bookkeeping for December minus the payroll tax error	20-7034	\$104.79
	Staples			\$55.49
	8530007	Membership		49
	8110001	paper		6.49
8110000	walmart	Nintendo Switch and controllers	2022 Christmas wish funds	\$378.00
8110002	Demco	book tapes, cleaner, labels	7239414	\$137.93
8110002	MVLS	book jackets, wings	4311	\$124.45

8130001	Midtel		10304560	\$150.89
8130001	Midtel	00128367-2	10305669	\$80.95
8180001	Ingram	20V8277 - book purchases	60169310, 60169713, 60172698, 60172839, 60173808, 60175753, 60175912, 60177281, 67556007, 67556346	\$1,612.20
8180001	Sebco Books	kids nonfiction titles	208540	\$513.53
8182001	Midwest tape	2000012078 - DVD purchases	503046733, 503065584, 503118646, 503154864, 503166933	\$227.35
8210011	Cleaning by Maria	Cleaning	December Bill	\$400.00
8210012	New Looks Landscaping	Snow Mow Contract	645	\$500.00
8210013	TBS	maintenance	23043	\$8,874.00
8210018	Casella	trash/recycle	1493092	\$116.45
8220001	NYSEG	1002-8403-052	January Bill	\$1,083.85
8220002	National Grid	07664-27114	January Bill	\$923.67
8220002	National Grid	07664-27123	outdoor light	\$11.74
822003	Village of Cobleskill	48300	b-00035842	\$91.30
8530005	American Library Association	Membership, PLA, YALSA, CORE		\$368.00
9830003	MVLS	Cassie Renewal	4296	\$198.50
9910001	MVLS	JA Fee January	4299	\$604.71
	Directors Account	reimbursement		\$310.70
			Total:	\$16,868.50

**Director's Account**

	Summary of Claims		1/12/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8110000	Joann Crafts	Art Canvases		\$ 43.45
8110001	Really Good Stuff	Stacking Bins		\$58.94
8110001	Amazon	Recycle Wast Basket		\$39.92
8110000	Amazon	Baby changing pad		\$13.97
8110002	Amazon	dymo labels		\$ 37.98
8110000	Amazon	PLA Filament		\$ 12.99
8110001	Amazon	LED Desk Lamp	Courtney	\$ 35.99
8140003	USPS	ILL Return	#275	\$ 3.95
8180002	New Reader's Press	26150		\$ 63.51

Total Reimbursement to Director's Account				\$ 310.70
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**Upcoming Financials Claims that need approval**

	Summary of Claims		1/12/2023	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250007	NYS Employee Ins Pending	1001092283 Kim Health Ins	12/31/2022	1014.12
Total				\$1,014.12