

September 2024 Board Meeting Agenda

Members: Pat Adams 2029, Fred Barnes 2026, Cindy Barton 2029, Harriet Berard 2025, Sandy Brewster 2025, Nathan Davis 2026, Ginny Downs 2028, Abbie Gascho Landis 2029, Rebecca Leggieri 2027, Janet Sand 2027, Julia Walter 2028

Treasurer: Linda Carpenter

Excused (six to meet quorum): Nathan Davis, Fred Barnes, Virginia Downs

Determination of a quorum:

Call to Order and 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, Ginny*, Harriet, Nathan
NYLAF update
Financial Review Status
Policy Reviews: Financial Investment, Purchasing, Payroll corrections, Financial Review
PayPal Account Status
- b. **Building & Grounds** – Nathan*, Fred, Janet, Cindy
Lamont Engineering Update – Brendan will attend October Meeting
DLD Grant submission
Vaysen Revisions
- c. **Personnel** – Julia*, Nathan, Abbie, Sandy
Status of Personnel Handbook, Civil Service Information, Retirement and FAM options
- d. **Policy** – Janet*, Pat, Julia, Sandy
Met August 29 – Payroll Corrections Policy
- e. **Board Development** –Harriet *, Ginny, Janet, Pat
Trustees to report out on any training information
Library Appreciation Event September 27 @2:00 pm, desserts
- f. **Long Range Plan of Service Committee** - Fred*, Julia, Abbie, Cindy
September Meeting Report

Friends Report: Kim Walchko

Unfinished Business: Trustee's Friends Basket - Julia

New Business: MVLS Annual Meeting - October 2, 2024, 5:30-7:30 @ Fort Hunter Free Library

Adjournment: Next Board Meeting 10/10/24 at 1pm

Committee Meetings:

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

Development Meetings the Third Tuesday of the month at 11 am

Finance & Budget Committee, Personnel Committee meetings called by chairs

Policy Meetings the Last Thursday of the month at 11am

Long Range Plan of Service First Thursday of the Month at 1pm

The Community Library
Board of Trustees Meeting
August 8, 2024

Call to Order:

As a quorum was present, President Becky Leggieri called the meeting to order at 1:00 p.m.
Present: Pat Adams, Fred Barnes, Cindy Barton, Harriet Berard, Sandy Brewster, Linda Carpenter (treasurer), Virginia Downs, Becky Leggieri, Julia Walter, Kim Zimmer.
Excused: Nathan Davis, Abbie Gascho-Landis, Janet Sand.

Minutes:

Ms. Brewster moved to accept the July minutes. This was seconded by Ms. Walter and unanimously approved.

Director's Report:

Ms. Zimmer announced that the Rural Small Libraries Association will be meeting in Massachusetts. MVLS will provide financial support and one of the staff will be attending. The library staff is reviewing job descriptions from various libraries to determine if changes might be beneficial to The Community Library.
Ms. Zimmer highlighted the attendance chart indicating the increased number of patrons and circulation, especially the children's numbers.

Treasurer's Report:

Ms. Carpenter reviewed the expenses and income for July. Mrs. Downs made a motion, seconded by Mrs. Barton and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Mrs. Berard explained that the committee determined that out of district individuals seeking a library card should pay a fee. Mrs. Berard made a motion:
"A person living outside the Cobleskill-Richmondville school district would pay an annual fee of \$25. If the person lived outside the district but worked within the district, they would be exempt from the fee by providing a pay stub. These cards would only be used at The Community Library though the patrons could order books from other libraries to be picked up at The Community Library. The staff will rewrite the library card registration process to include this procedure"
The trustees unanimously approved this motion.
Mrs. Berard explained that the finance committee agreed that a new account should be opened at the Trustco Bank transferring \$1000 from the existing Trustco Bank account of \$6075.50. This new account will be used only for credit card transactions. The trustees unanimously approved this motion.

Building & Grounds:

Ms. Zimmer reported that the motion passed in July regarding the annex ramp, stairs, and elevator exceeded the amount permitted in the DLD grant. Mr. Barnes moved to rescind this motion. This was seconded by Ms. Walter and unanimously approved. After discussion, Mrs. Barton made a motion, seconded by Mr. Barnes, and was unanimously approved to change this project to installing back stairs, a ramp, and a loading dock for \$583,361.53.
Ms. Zimmer indicated that she would email the trustees the details of Vaysen Studio's proposal. She asked the trustees to review these details before accepting the proposal.

Board Development:

Mrs. Berard announced that the trustee appreciation luncheon for staff and Friends of the Library will be September 27 at 2:00 p.m.

Long Range Plan of Service:

Mr. Barnes indicated that the committee will be meeting to update their goals.

Unfinished Business:

Ms. Leggieri thanked the trustees for their financial support of the MVLS Golf Tournament.

Adjournment:

Mrs. Berard moved to adjourn at 2:45. Ms. Walter seconded this and it was unanimously approved.

Submitted by Virginia Downs

Kimberly Zimmer's Director Report for the month of August, 2024

Finance:

- Becky and I to attend FAM donation event at Proctors on September 11th.
- Received 90% of LLSA.
- Submitted the NYPA grant application to the county for fire extinguishers, emergency lights, exit signs and AEDs.
- Bank account is all set for receiving credit cards.
- Financial review firm continuing the review has access to quickbooks online. Sent a page of questions and document requests.
- Employee Retention Credit – still waiting on rest of the checks, requested Lyn inquire. Paperwork was resubmitted in June of 2023.

Building and Grounds

- Moved the fridge from the community room to the staff break area.
- Discussed with the police chief how to address the dog poop issue on Lark St lawn.
- AC seems to work well.

Annex Renovation

- Vaysen materials and fundraising.
- Basement windows ordered and boxes are being framed out.
- Electrical panels are being installed.
- Design team meetings and renderings.
- Fire suppression only has a few more tasks to finish.

Personnel

- Hosting WorkForce Solutions student, Cassidy will be with us until September 28.
- Interviewed Joseph Barbato for the Library Page position. He started work on August 30th. I request the board approve the new hire.
- Trainings: Sustainable Libraries Energy,
- Meetings: Vaysen Studio, MVLS updates, Central Library,

Policy

- Working on several policies. Sharing policies with various committees.

LRPOS

- Updated the plan.

Development

- Invitation distributed.
- Recognition dinner set for September 27 at 2pm. Reminder to bring desserts.

MVLS Updates:

- SCPL to leave the catalog in December.
- Central Library Committee met to discuss budget and programs.
- Discussions with various directors and updates on SCPL departure.
- Submitted 2025 construction aid application.

- Starting to wrap up the oldest application.

Program:

- Took down the SRP decorations.
- Dished out Stewarts ice cream for the SRP wrap up party. Will use the leftover for the book sale.
- Ordered new games to expand collection.
- Reached out to DEC to participate in the Fishing Pole Lending Program.

Collection

- Attendance:
 - August: 1374 adults, 94 teens, 375 kids, 118 reference, 29 digital literacy, 2 curbside
 - July: 1412 adults, 122 teens, 428 kids, 147 reference, 60 digital literacy, 1 curbside
 - June: 1151 adults, 67 teens, 166 kids, 84 reference, 35 digital literacy, 2 curbside, 55 early voting.
 - May: 1293 adults, 70 teens, 189 kids, 97 reference, 46 digital literacy, 3 curbside.
 - April: 1398 adults, 85 teens, 237 kids, 132 reference, 51 digital literacy.
 - March: 1370 adults, 69 teens, 221 kids, 162 reference, 58 digital literacy, 105 early voting.
 - February: 1389 adults, 92 teens, 262 kids, 134 reference, 46 digital literacy, 2 curbside.
 - January: 1385 adults, 67 teens, 177 kids, 102 reference, 37 digital literacy, 1 curbside.
- Ancestry searches: 244 (February), 377 (January)

Equipment:

- WiFi: 978 (August), 920 (July), 957 (June), 917 (May), 1004 (April), 1051 (March), 853 (February), 861 (January)
- Public Computers: 101 (August), 130 (July), 7 (June), 105 (May), 110 (April), 109 (March), 122 (February), 107 (January)

History Room

- 60 books, uploaded (nyheritage.org).

Friends

- Next meeting is September 14 at 10:30pm
- Basket Raffle and Book Sale scheduled for September 21, 10-1pm. Books can be brought in now. 48 baskets arrived.

Outreach:

- Early Voting October 26 through November 3.
- Halloween – we are starting to prepare with ideas for items to handout.
- Four members of the Sharon Springs Library Board visited as part of the trading card program and I gave them a brief tour through the renovation.
- Dropped materials at the Schoharie Co. Youth Bureau for the Sunshine Fair.
- Numerous phone calls looking for COVID test kits.
- Attended the County Hazard Mitigation Plan Draft community input. Confirmed that libraries are listed as critical facilities.
- Staffed a table with Don LaPlant at the Coby Community Engagement event.
- Five members of the 65th HS reunion were provided with a peek at the renovation project. They had kindergarten and first grade in the annex space.
- Provided a presentation to Rotary on August 28th to 10 members on the status of the renovation.

Don LaPlant Adult Services Librarian Report for the month of August 2024

Professional Activities

- programming: Fan Favorites, Adult Game Night, Short Fiction Workshop, All Ages Craft Buffet, Fuzzy Belly Felting, Trivia Night, Cinematic Adventures, Library Olympiad, Coffee from Shrub to Cup, Basic Knot Tying, Intro to Metal Detectors, Summer Reading Wrap Up
- curated two book displays with the assistance of Clerk Heather Heckman
- maintained and updated library webpage
- developed marketing materials for adult programs
- coordinated ILL borrowing and lending
- developed new monthly events calendar with Jackie Barbato
- coordinated social media postings with Courtney Little
- coordinated evaluation and selection of donated media
- met with Courtney Little to coordinate summer reading planning
- collaborated with Courtney Little on planning August Library Olympiad program
- continued English Language Learners collection development with MVLS Outreach Grant funding
- finalized plans for CREATE Grant-funded ukulele program
- produced September edition of library newsletter
- submitted award proposal to MVLS for Library Staff Award
- represented the library w/ Kim Zimmer at Community Engagement event at SUNY Cobleskill
- attended three professional development workshops:
 - “Setting Appropriate Boundaries Without Writing Anyone Off” (presented by Niche Academy)
 - “The Safe Library: Security, Safety, and Service at the Moments of Truth” (presented by Innovative Interfaces)
 - “Homeless Training” (presented by Ryan Dowd)

Displays

Summer Lodgings, Adult Fiction Display. Yielded 17 circs.

After Hillbilly Elegy, Adult Nonfiction Display. Yielded 2 circ.

<u>Platform</u>	<u>Aug. 2024 followers</u>	<u>July 2024 followers</u>
Facebook	1,286	1,283
Instagram	243	237
Mailchimp Newsletter	688	667

August Events Calendar: 41 print copies distributed; 7 copies downloaded from Newsletter

New Library Card Sign-Ups in August: 29

August Programs/Events Total Attendance: total (134 A, 4T, 17K)

<i>Library Olympiad</i> , Aug. 3.....	5A, 1T
<i>Fan Favorites Book Club</i> , Aug. 2.....	6A
<i>Adult Gaming Club</i> , Aug. 6.....	8A
<i>All Ages Craft Buffet</i> , Aug. 6.....	3A, 1K
<i>Short Fiction Workshop</i> , Aug. 13.....	7A
<i>Coffee from Bean to Cup</i> , Aug. 8.....	7A
<i>Fuzzy Belly Felting Friends</i> , Aug. 15.....	2A
<i>Knot Tying Workshop</i> , Aug. 15.....	0A, 0T
<i>Adult Gaming Club</i> , Aug. 20.....	11 A, 1 T

Cinematic Adventures, Aug. 21.....5A
Metal Detecting, Aug. 22.....9A, 4K
Summer Reading Wrap-Up Party, Aug. 24.....16A, 2T, 12K
 Community Outreach at SUNY Cobleskill, Aug. 25.....32A
Short Fiction Workshop, Aug. 27.....6A
Trivia Night, Aug. 29.....17A

Courtney Little Library Assistant Report for the month of August 2024

Regular Children’s Programs

- Storytime:
 - August 7: 10K, 7A
 - August 14: 8K, 6A
 - August 21: 12K, 8A
 - August 28: 8K, 5A
- LEGO Club, August 13: 5K, 3A

Regular Teen Programs:

- Anime Club, August 13: 7T
- Video Game Night, August 21: 2T

Other Programs:

- All Ages Craft Buffet, August 8: 3A, 1K
- Paws for Reading
 - August 15: 1K, 1A
 - August 20: 12K, 8A
 - August 29: 1A, 1T

Summer Reading Programs: Kids & Families

Make a Fantasy Map, August 6: 4K, 3A

- Compass Navigation with George Steele, August 13: 3K, 3A
- Bug Hunt, August 20: 13K, 1T, 8A
- Summer Reading Wrap Up Party, August 24: 16A, 2T, 12K

Summer Reading Programs: Teens

- Breakout Challenge: Find Bigfoot, August 1: 1T
- Teen Movie Night, August 7: no participants

Total Reading Challenge Participation:

- Kids (elementary and younger):
 - Signups: 118
 - Tracker Returns: 73 (62%)
 - Finishers: 38 (32%)
- Teens (middle and high school):
 - Signups: 30
 - Tracker Returns: 22 (73%)
 - Finishers: 18 (60%)

Displays:

- J Fiction: Stories about dogs for National Dog Month
- J Picture Books: Back to School
- Teen Fiction: Feast: Stories about food

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction

- Created social media and marketing materials for August and September programs along with Don LaPlant
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared teen newsletter with teen programs and collections updates
- Planned Summer Reading Wrap Up Party with Kim Zimmer and Don LaPlant
- Staffed outreach table at the Iroquois Museum's Roots, Rhythm, and Ale event August 2
- Planned purchases for upcoming Wiggle Worms sensory programs from Stewart's grant funding
- Created new movement/activity cube for Storytime enrichment

Library Clerk Reports July 2024: This section is new providing the library clerks the opportunity to share projects they are working on in addition to circulation desk tasks.

Amy Mele:

- Still working on adult fiction repairs
- Working with Don on new books for the ELL collection
- Two more boxes of books scanned and sent to better world books
- Helped with receiving baskets for the raffle
- Working on getting a small projector added to the collection (library of things)
- Created the holiday sign for the front door

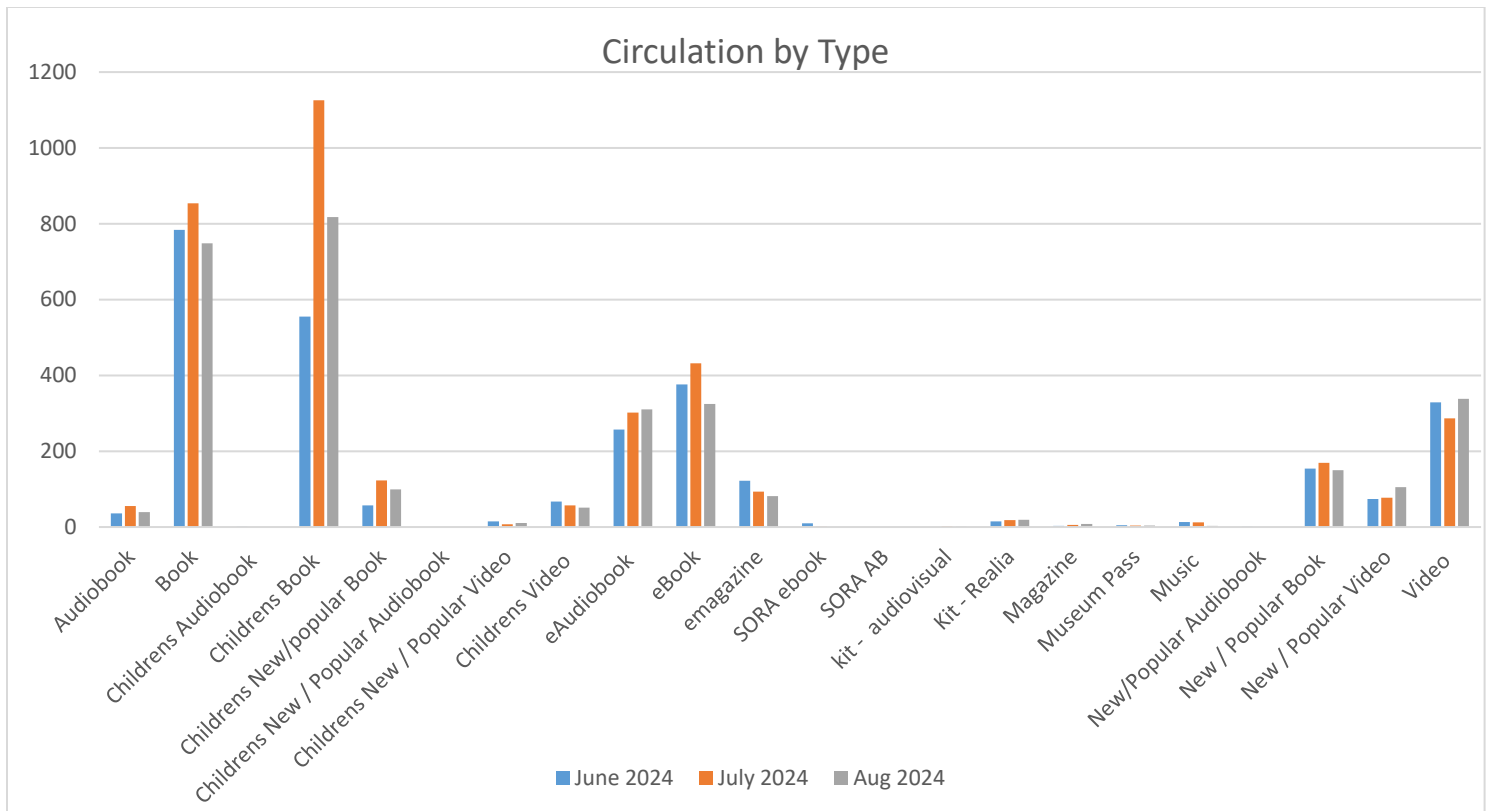
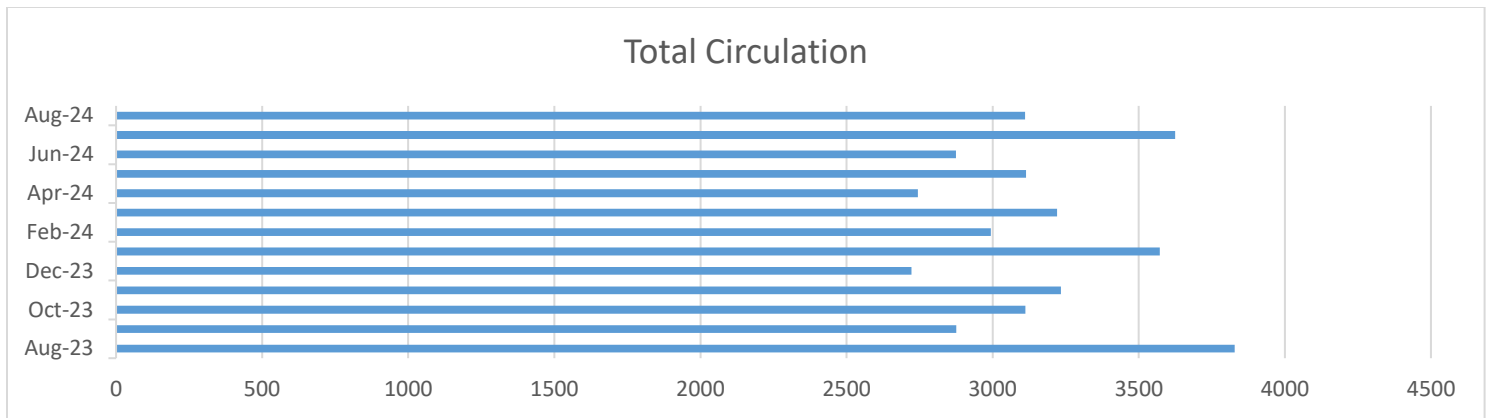
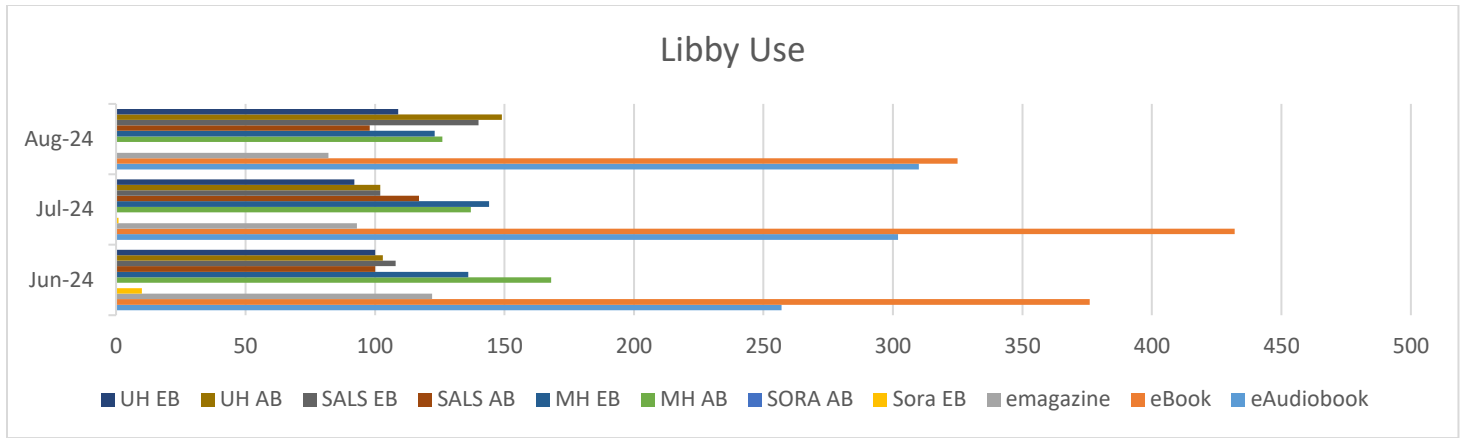
Heather Heckman:

- Requested 3 ILLS, returned 5 ILLs
- Updated the Chromebooks
- Starting posting our special and monthly events on VisitSchoharieCounty.com as well as the Schoharie County Chamber of Commerce.
- The clerks received the basket donations and took them up to the trustee office in preparation for the raffle.
- August was a very busy month.

Jackie Barbato:

- Created the monthly program calendar with Don LaPlant
- Continued creating ongoing program publicity designs for display in the library, social media, and the monthly newsletter with Don LaPlant and Courtney Little
- Cohosted two Cobleskill Campus Child Care Center summer camp field trips at the library
- Submitted a request to Microsoft's search engine, Bing, to update the hours of Operation for the library to reflect our new current hours
- Checked into additional search engines and found more incorrect hours of operations on DuckDuckGo and Yahoo
- Designed several mock ups for library magnets & designed invitation mock ups for staff and volunteer appreciation dinner
- Continued monthly input of email addresses for monthly newsletter sign ups
- Sent out monthly newsletter to SUNY Cobleskill Campus Child Care Center to be distributed to enrolled families
- Spoke with Cobleskill's Head Start's Education Manager to now send our monthly program & events calendar to be distributed to families of enrolled children

Statistics:



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	Lyn Lawyer	August Bill		\$ 735.00
7540000	Backstreet Music Shop		Create Grant	\$ 2,312.45
	walmart			\$186.12
	8110000	srp door prizes prizes	130.39	
	8110000	sewing program and snacks	55.73	
8110002	Demco	book tape, label protectors		\$172.11
8110000	demco	Halloween bookmarks, calendar, stickers		\$57.51
8110000	demco	two sensory activity centers	stewarts grant	\$361.76
8110000	Kimberly Zimmer	Amsterdam Printing pencils and magnets	Love your library funds and friends	\$591.82
8130001	Midtel	78693-0	10430312	\$329.74
8130001	Midtel	00128367-2	10433563	\$80.95
8180001	Ingram	20V8277 - book purchases	60385254, 60385201, 63098192, 60384953, 63097251, 67739663, 63096852, 63091374, 60377331, 63092376, 60379729, 60376838	\$1,725.07
8110000	Ingram	SRP prizes	60376838	\$39.53
8180001	Tom Ernst	clearance books		\$138.00
8182001	Midwest Tapes	DVDs	505927651, 505857669, 505877914,	\$197.16
8182002	Johnstown Library	damaged book		\$31.99
8182002	Middleburgh Library	damaged book		\$19.99
8210011	Cleaning by Maria	Cleaning	August Bill	\$400.00
8210012	New Looks Landscaping	Mowing/Snow	August Bill	\$510.00
8210016	Professional Fire Protection	sprinkler inspection and back flow		\$535.00
8210018	Home Town Haul & Recycle	trash and recycling		\$90.00
9910001	MVLS	JA Fee August		\$634.36
	Directors Account	reimbursement		\$ 753.57
			Total:	\$ 9,902.13

Financial Claims Paid In Advance

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP	Don's Health Ins.	October	\$ 427.98
8220001	NYSEG	1002-8403-052	August Bill	\$46.57
8220002	National Grid	07664-27114	August Bill	\$842.09
8220002	National Grid	07664-27123	august light	\$1.38

Total				\$ 1,318.02
-------	--	--	--	-------------

Director's Account

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
	Director's Account			
8530000	ARSL Membership			\$ 175.00
8110000	amazon	tattoos and ceramic block		\$ 42.64
8110000	amazon	sensory items	stewarts grant	\$ 53.95
8110000	amazon	wool fiber and needles		\$ 57.44
8110000	amaon	master lock	credit parts missing amazon did not process	\$ 5.29
8120001	Amazon	games		\$ 36.99
8110000	amazon	sensory steps	stewarts grant	\$ 34.97
8110000	Amazon	activity hoop	stewarts grant	\$ 34.25
8110000	amazon	sensory items	stewarts grant	\$ 68.90
8110000	Catnap Books	SrP prizes	check #342	\$ 22.50
8110001	Amazon	medfly air filters		\$ 184.98
8140003	USPS	Shipping ILL and insurance	check #343	\$ 9.03
8140003	USPS	Shipping ILL	check #341	\$ 5.11
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimbursement to Director's Account				\$ 753.57