

December 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, Rebecca Leggieri 2027, Janet Sand 2027, Julia Walter 2028

Treasurer: Linda Carpenter

Excused (six to meet quorum): Harriet Berard

Determination of a quorum:

Call to Order and additional Agenda items:

Guests and Public Comment: William Jackson from Aflac

Minutes of the previous meeting:

Communications:

Director's Report:

Friends Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (* indicates chair)

- a. **Finance** – Linda, Ginny*, Harriet, Nathan
 - NYLAF update
 - FY2025 Budget Formulation
 - Met November 6,15 &22; December 5 and 12
 - Linda's Contract
 - 2025 accounts payable
- b. **Building & Grounds** – Nathan*, Fred, Janet, Cindy
 - Meeting Scheduled for December 18
- c. **Personnel** – Julia*, Nathan, Sandy
- d. **Policy** – Janet*, Pat, Julia, Sandy
 - No meeting November and December
- e. **Board Development** –Harriet *, Ginny, Janet, Pat
 - Trustee Education Requirements Reminder
 - Vacant Trustee Seat
 - By-laws Discussion
- f. **Long Range Plan of Service Committee** - Fred*, Julia, Cindy

Unfinished Business:

New Business:

Adjournment: Next Board Meeting 1/9/25 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 Tuesday of the Month at 2pm

The Community Library
Board of Trustees Meeting
November 14, 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, Sandy Brewster, Linda Carpenter (treasurer), Nathan Davis, Virginia Downs, Becky Leggieri, Janet Sand, Julia Walter, Kim Zimmer.

Absent: Harriet Berard.

Guests:

Kim Walchko, representing the Friends of the Library, thanked Kim Zimmer for her help with the Friends newsletter. Mrs. Walchko indicated that the Friends have decided to paint library roof slates for raffle to raise money for the Annex. Also, the Friends will be providing refreshments at the December 17 bell-ringing holiday presentation.

Minutes:

Mrs. Sand moved to accept the October minutes. Ms. Brewster seconded the motion and it was unanimously approved.

Communications:

Ms. Leggieri has sent a letter in response to Mrs. Rose Walker's questions regarding the library. A representative from AFLAC has requested to attend a meeting regarding staff benefits. The trustees agreed to provide the representative some time at the December meeting.

Director's Report:

Mr. LaPlant has received a grant for an English Language Learners program.

Ms. Little has requested help with developing questions for the Battle of the Books event.

Schenectady Library continues to disengage from MVLS.

Ms. Zimmer and the staff have concerns about the use of the library for early voting. It was decided that Ms. Zimmer and Ms. Leggeri will meet with the Board of Elections to resolve these issues.

Treasurer's Report:

Ms. Carpenter presented the treasurer's report.

Mrs. Downs made a motion of pay the bills. This was seconded by Ms. Adams and unanimously approved.

Committee Reports:

Finance:

Ms. Carpenter explained that three names were signatories on the Fam Funds: Harriet Berard, Linda Carpenter, and Ken Hotopp. Ms. Walter made a motion to replace Mr. Hotopp's name with the present board president, Becky Leggieri. This was seconded by Mrs. Downs and unanimity approved.

Building & Grounds:

Mr. Davis indicated the committee is investigating a new sign for the front of the property. A new light for the parking lot will be soon installed.

Mr. Davis has been in contact with A-Verdi regarding the storage unit and cost.

Policy:

Mrs. Sand presented the new Naming Rights Policy. After a brief discussion it was unanimously approved.

Board Development:

The committee will continue to meet regarding the updating of the by-laws.

Long Range Planning:

Mr. Barnes provided an update questionnaire to committee chairs to determine progress on the goals established.

Unfinished Business:

The trustees are continuing in their quest to find community members to chair and organize the fund raising needed to complete the Annex.

Adjournment:

Mr. Barnes made a motion, seconded by Ms. Brewster and was unanimously approved to adjourn at 3:00.

Submitted by Virginia Downs**Kimberly Zimmer's Director Report for the month of November, 2024**Finance:

- 990 submitted
- Working on reapportionment of 2025 budget.
- Received the \$500 Dream and Do grant to MVLS for radio advertisements.
- NYPA grant announced in paper for fire extinguishers, emergency lights, exit signs and AEDs. Received \$5,000 check from the County.
- TJ noted we will not receive any of the ARPA money from the County.
- Need to follow-up with financial review firm.
- Employee Retention Credit – still waiting on one of the checks. Paperwork was resubmitted in June of 2023.

Building and Grounds

- Met with National Grid regarding parking lot light and signed contract. Two flood lights will replace the parking lot light.
- TBS had to replace another valve that was allowing air to enter the system causing blockages and limiting the heat in the building. December preventive maintenance discovered vents stuck open almost resulting in frozen pipes.
- Issues with timer for outside building lights. Called electrician for assistance, timer needed replacing.
- Committee meeting discussed a new sign, provided chair with historic district materials. Also discussed ownership of the container.
- Heated ramp not always turning on, shoveling and salting.

Annex Renovation

- Work continues on sills and caulk on the windows on first and second floor.
- Brendon requested I do an outside walk around to see if there is anything that still needs finishing in regards to brick work and windows.
- Still awaiting Fire suppression compressor to be installed.
- Staff worked on drafting promotional materials and project estimates to complete renovation.
- Mayor requested use of slides for presentation on the NY Forward and Downtown Revitalization funding presentation.

Personnel

- Staff had a going away party for Don's last day. Don has been very helpful preparing us for his departure. Staff have been dividing up his tasks that we need to continue.
- Staff self-evaluations submitted, working on evaluations.
- Announcement for Librarian I went out December 6.
- Setup NYS Deferred Compensation accounts, first withdrawals start in December.
- Trainings: Senior Planet, harassment training, community centered outreach

- Meetings: MVLS SCPL meetings, MVLS Directors meeting, MVLS Board of Trustees meeting, staff meeting

Policy

- No meeting in November and December.

LRPOS

- No meeting

Development

- Couldn't attend meeting.

MVLS Updates:

- JA 2026 fees meeting on 12/11 at 9:30.
- SCPL left the catalog in November.
- Resigned from MVLS board of Trustees.
- Discussions about Overdrive fees and obtaining library accounts for purchasing
- JA looking into new catalog interface and the ability to use a mobile app.
- Issues with sending emails to spectrum customers. JA resolved.

Program:

- Received MVLS Memory Care Kits to have on site. Will work on programming around these kits.
- Libby program for SCHOOL reached 3 adults.
- Took over running adult services programs Fuzzy Belly Felting 5 adults and 1 teen, Silver Screenings 19 adults
- Battle of the Books planning has started and books have been ordered.
- Completed Senior Planet training and received certificate, first program Dec 19 Mindfulness Apps.
- As part of Senior Planet training achievement MVLS is purchasing six laptops on our behalf for future programs.

Collection

- Worked with Heather on collection displays
- Several requests for NYTimes subscription and The Atlantic Monthly subscription. Also requests to increase the museum passes.
- Collection issues in the kids room required a new book case and moving collections around to accommodate the growth.
- Attendance:
 - November: 1419 adults, 64 teens, 209 kids, 116 reference, 41 digital literacy, 1 curbside, 607 EV
 - October: 2590 adults, 112 teens, 385 kids, 152 reference, 43 digital literacy, 4 curbside, 1638 EV
 - September: 1409 adults, 81 teens, 172 kids, 101 reference, 47 digital literacy, 1 curbside
 - 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) there are issues on their end with data reporting.

Equipment:

- WiFi: 880 (November), 1098 (October), 834 (September), 978 (August), 920 (July), 957 (June), 917 (May), 1004 (April), 1051 (March), 853 (February), 861 (January)
- Public Computers: 103 (November), 115 (October), 107 (September), 101 (August), 130 (July), 7 (June), 105 (May), 110 (April), 109 (March), 122 (February), 107 (January)

History Room

- Pam O’Connor and Pete Lindeman have been going through items at the Town’s container and sorting out what items may come to the library.
- Pam will return to regular Friday hours in January.

Friends

- Decorated for the holidays and setup their fundraising table. This year they added handmade tote bags.
- They took several roof slates for a fundraiser.
- Next meeting is December 11 at 6pm

Outreach:

- Met with local radio station for advertisements covered under the dream and do grant.
- Early Voting October 26 through November 3.

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

Professional Activities

- programming: Fan Favorites, Adult Game Night, Short Fiction Workshop, All Ages Craft Buffet,
- curated two book displays with the assistance of Clerk Heather Heckman
- maintain and update library webpage
- developed marketing materials for adult programs
- coordinated ILL borrowing and lending with Heather Heckman
- developed new monthly events calendar with Jackie Barbato
- coordinated social media postings with Courtney Little
- coordinated evaluation and selection of donated media
- promoted new English Language Learners collection and sent rack cards to Literacy Volunteers
- submitted CREATE Grant ukulele program grant final report
- submitted radio advertisement to WSDE Lite 94.3 this is funded under a MVLS make and do grant. The ad ran the first two weeks of November.

Displays

Adventures In Aviation/Fly the Unfriendly Skies Titles Adult Fiction Display. Yielded 9 circs.

Presidents, Adult Nonfiction Display. Yielded 0 circ.

<u>Platform</u>	<u>November 2024 followers</u>	<u>Oct. 2024 followers</u>
Facebook	1324	1,294
Instagram	253	245
Mailchimp Newsletter	702	698

November Events Calendar: xx print copies distributed; 6 copies downloaded from Newsletter

New Library Card Sign-Ups in November: 33

October Programs/Events Total Attendance: total (76A, 1T, 10K)

- Fan Favorites Book Club, Nov. 1.....7A*
- Adult Gaming Club, Nov 5.9A*
- Short Fiction Workshop, Nov. 12.....6A*
- All Ages Craft Buffet, Nov. 149A, 10K*
- Author Workshop with Libby Cudmore, Nov. 16.....5A*

<i>Adult Gaming Club</i> , Nov. 19.....	10A
<i>Silver Screenings</i> , Nov. 20	19A
<i>Fuzzy Belly Felting Friends</i> , Nov. 21.....	5A, 1T
<i>Short Fiction Workshop</i> , Nov. 26.....	6A

Courtney Little Library Assistant Report for the month of November 2024

Regular Children’s Programs

- Storytime:
 - November 6: 6K, 6A
 - November 20: 16K, 10A
 - November 27: 5K, 5A
- LEGO Club, November 12: 6K, 1T, 5A
- Wiggle Worms Play and Explore, November 23: 2K, 2A

Special Children’s Programs:

- Sewing for Kids pt. 2, November 16: 0 participants (2 cancelled)
- Engineering Challenge with SMIST, November 7: 2T, 1K, 1A

Regular Teen Programs:

- Anime Club, November 12: 6T
- Teen D&D
 - November 5: 6T, 1A
 - November 19: 7T, 1A

Special Teen Programs:

- Style a Journal Craft, November 26: 2T

Other Programs:

- All Ages Craft Buffet, November 14: 10K, 9A
- Paws for Reading
 - November 7: 4K, 2A
 - November 12: 6K, 5A
 - November 19: 1K, 1A
 - November 21: 1A

Displays:

- Juvenile Fiction: Books about Family
- Juvenile Picture Books: Thanksgiving
- Teen Fiction: Native American Heritage Month—Indigenous Authors

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created social media and marketing materials for November and December programs with Don LaPlant & Kim Zimmer
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Prepared December library newsletter with program and collections updates for all ages
- Promoted Golding Battle of the Books to sixth graders with Laura Gagnon, Nov. 5
- Started question writing recruitment process for Golding Battle of the Books
- Attended CREATE grant seminar at Schoharie Library, Nov. 20
- Drafted the brochure highlighting the renovation design plans.

Library Clerk Reports November 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:

- Alerted patrons about items that we actually don't have access to. and sorted through records that aren't dvds streaming only.
- Monthly Polaris bills, vendor invoices and cancellations cleanup
- Worked with Heather and got through the Us for continuing the new file system for patron applications.
- Ongoing book repair/cleaning up to G now.
- Help Don gather the paperwork for the ELL grant.
- Shared book display stats with Kim
- Gave Kim book processing supply order

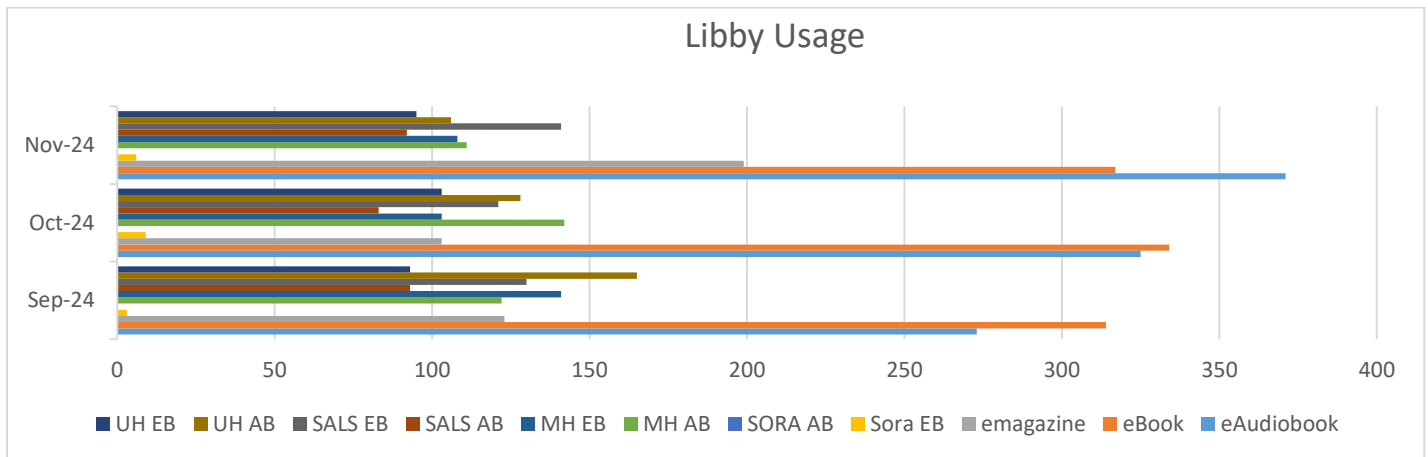
Heather Heckman:

- Returned 1 ILL, requested 4 ILLs, processed 3 incoming ILLs
- Helped Kim with adult fiction and nonfiction displays
- Helped Amy with Registration files R, S, T & U
- Chromebooks updated 11/25/24
- Updated policy notebook at the desk
- SCCC calendar and VisitSchoharieCounty.com with our monthly and special events for Dec.
- Handed out Dino-vember Scavenger Hunt Sheets. Kids and their parents loved the Dino Scavenger hunt, and one family asked if we could have more scavenger hunts in the future.

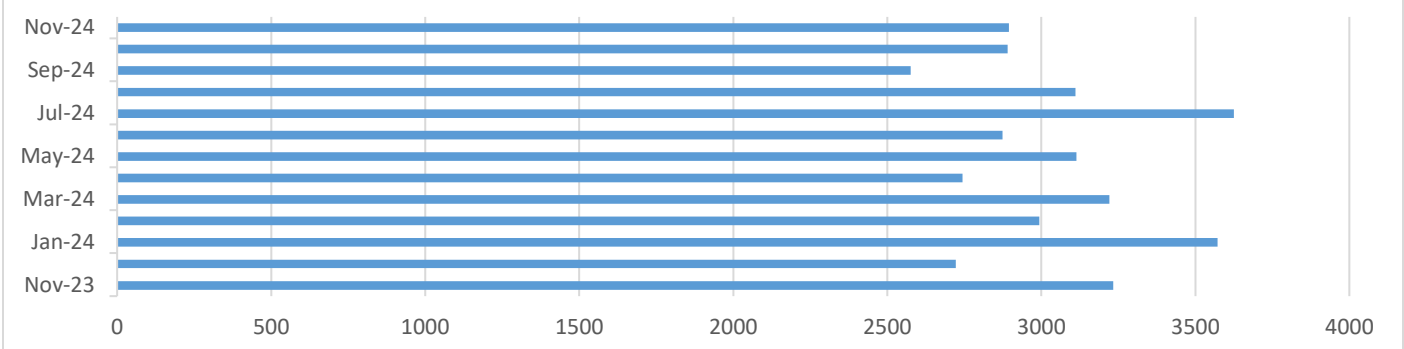
Jackie Barbato:

- Drafted a Library Renovations Rack Card to highlight the library renovation plans
- Created the monthly program calendar
- Continued creating ongoing program publicity designs for display in the library, social media, and the monthly newsletter with Courtney Little
- Collaborated with Courtney Little on Dinovember Scavenger hunt
- Designed Dinosaur to promote Dinovember in the library
- Sent out new monthly program calendar to SUNY Cobleskill Campus Childcare Center and Cobleskill Head Start
- Continued input of email addresses for monthly newsletter sign ups

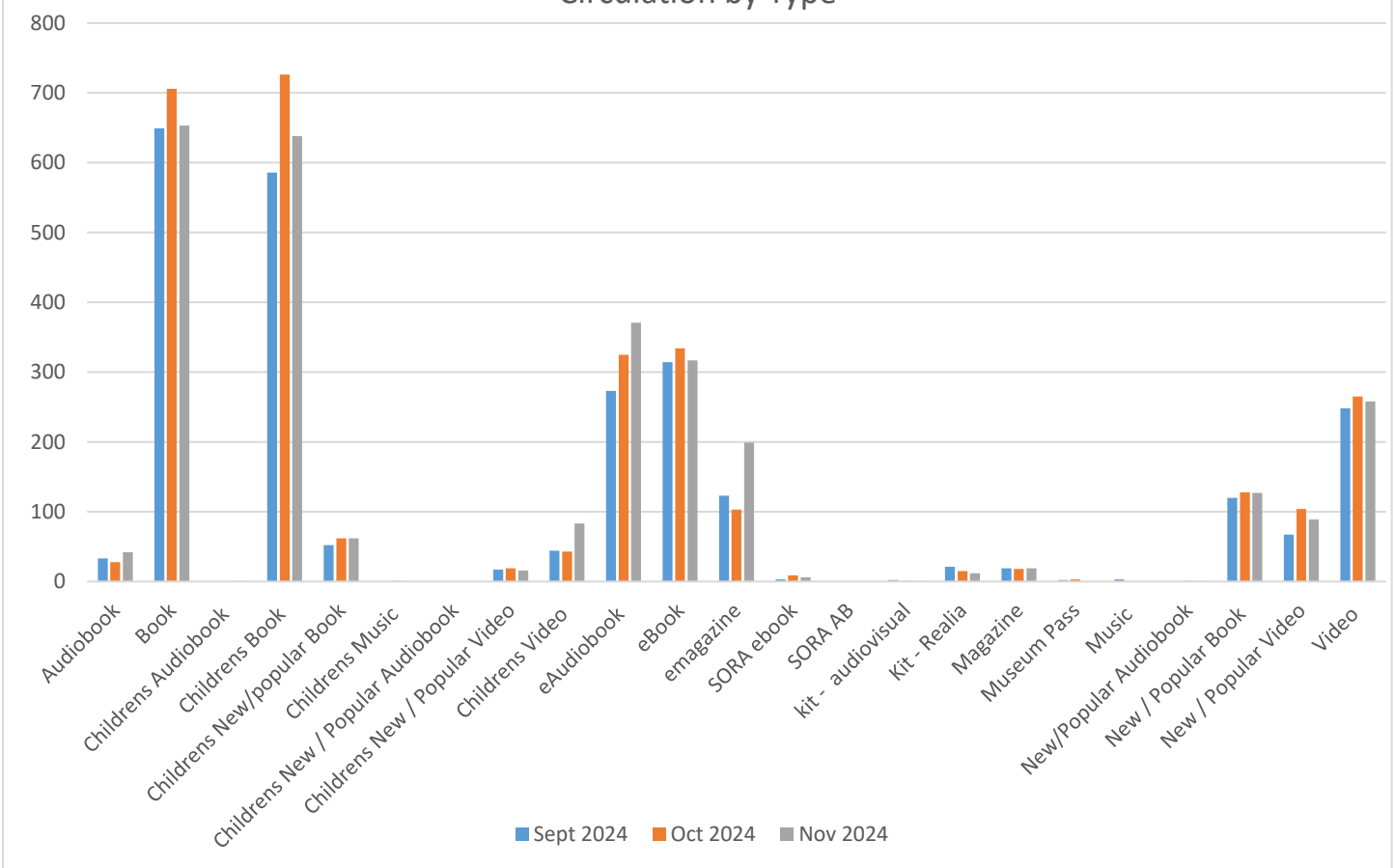
Statistics:



Total Circulation



Circulation by Type



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

Budget Line	Summary of Claims	Note/Acct#	12/12/2024 Invoice#/Subtotal/Due	Amount
7520001	Lyn Lawyer	November & December Bill		\$ 1,470.00
7540000	Libby Cudmore	Detective Fiction Workshop		\$ 150.00
	walmart			\$104.24
	8110000	candy sushi program	30.25	

	8110000	halloween candy		24.92	
	8110001	cleaning supplies		49.07	
8110000	Race Printing	Rack cards for ELL Grant		5692	\$102.00
8110002	Demco	labels, adhesive, storage box		7577032	\$113.74
8130001	Midtel	78693-0		10449750	\$330.12
8130001	Midtel	00128367-2		10454811	\$80.95
8180001	Ingram	20V8277 - book purchases	60412095, 67763315, 60418221, 60419788, 60423577		\$629.95
8182001	Midwest Tapes	DVDs	506376796, 506321569, 506292522, 506400427		\$260.14
8182002	Schenectady Library	damaged book			\$1.00
8190000	MiSci	Museum Pass			\$350.00
8210001	aaron's Electric Inc	timer for front door lights	7954-9		\$387.45
8210011	Cleaning by Maria	Cleaning	November Bill		\$400.00
8210012	New Looks Landscaping	Mowing/Snow	November Bill		\$530.00
8210018	Home Town Haul & Recycle	trash and recycling	November Bill		\$90.00
8570001	Times Journal	ELL Collection advertising	MVLS Grant		\$63.00
8570001	Mountain Eagle	ELL & Ukelele advertising	MVLS & CREATE grant		\$120.00
9830003	MVLS	Malwarebytes software		5366	\$19.50
9910001	MVLS	JA Fee November			\$634.36
	Directors Account	reimbursement			\$ 828.72
			Total:		\$6,665.17

Financial Claims Paid In Advance

	Summary of Claims		12/12/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
8220001	NYSEG	1002-8403-052	November Bill	\$288.67
8220002	National Grid	07664-27114	November Bill	\$728.88
8220002	National Grid	07664-27123	November light	\$0.00
8210030	Hartford	The Hartford	Workers Comp	\$409.00
Total				\$ 1,426.55

Director's Account

	Summary of Claims		12/12/2024	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
8110001	amazon	Blink usb drive		\$ 12.79
8110000	amazon	light box, pipe cleaners, stethoscope		\$ 36.47
8110000	amazon	widemouth ball jars		\$ 15.44
8110002	amazon	dymo labels		\$ 63.48
8110001	Staples	toner		\$ 667.67
8140003	USPS	Ship ELL items to literacy vol	check #347	\$ 8.40
8570001	FB Ad	Ukelele Program	CREATE Grant	\$ 1.95
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total				\$ 28.72