

January 2025 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, Linda Carpenter

Determination of a quorum:

Call to Order and Additional Agenda items:

Guests and Public Comment:

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** – Ginny*, Linda, Harriet, Nathan
NYLAF update
FY2025 Budget Formulation
- b. **Building & Grounds** – Nathan*, Fred, Janet, Cindy
Meeting - December 18
- c. **Personnel** – Julia*, Nathan, Sandy
Director's evaluation status
- d. **Policy** – Janet*, Pat, Julia, Sandy
No meeting
- e. **Board Development** –Harriet *, Ginny, Janet, Pat
Trustee Education Requirements
Vacant Trustee Seat
By-laws Discussion
- f. **Long Range Plan of Service Committee** - Fred*, Julia, Cindy
Meeting December 3

Unfinished Business: Adhoc Committee Update

New Business: Activities for Trustees: Outreach, Publicity, Library Programs, Holidays

Adjournment: Next Board Meeting 2/13/25 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
December 12, 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, Cindy Barton, Sandy Brewster, Linda Carpenter (treasurer), Nathan Davis, Virginia Downs, Becky Leggieri, Janet Sand, Julia Walter, Kim Zimmer. Excused: Fred Barnes, Harriet Berard.

Guests:

Mr. William Jackson, representing Aflac insurance, described various policies that might be of benefit to the staff.

Minutes:

Ms. Walter moved to accept the November minutes. Ms. Brewster seconded the motion, and it was passed.

Communications:

Ms. Walter has donated an ad for the library in the Theater Project brochure.

Director's Report:

The Battle of the Books event will be held at Radez on March 29 and at Golding April 9. Ms. Zimmer asked trustees to volunteer to help at these events and to write questions for the chosen books.

The vacant Librarian 1 position is being advertised and there have been three applicants thus far. The holiday hand chimes program is scheduled for Tuesday, December 17.

Ms. Zimmer will be presenting Senior Planet, a free program for seniors designed to help them with current technology.

The library has Memory Care kits available.

Ms. Leggieri explained the Personnel Committee and the Finance Committee have been developing a parental leave policy since Ms. Courtney Little will be on maternity leave in 2025.

Ms. Leggieri described the details of the proposed policy. The library will cover up to six weeks of regular pay including the use of 40 hours of sick leave and any existing PTO. Any additional time will be unpaid unless telecommuting is requested and approved by the director or use of PTO once the employee reaches their anniversary date. Ms. Walter moved to approve this new policy.

This was seconded by Ms. Adams and unanimously approved.

Treasurer's Report:

Ms. Carpenter presented the treasurer's report. Mrs. Downs made a motion to pay the bills. This was seconded by Ms. Brewster and unanimously approved.

Ms. Carpenter suggested adding a fourth account to NYLAF. After discussion, Mr. Davis made a motion, seconded by Mrs. Downs, and was unanimously approved to open this additional account.

Ms. Carpenter initiated a discussion regarding payroll of staff for 2025. Mr. Davis made a motion, seconded by Mrs. Downs, and was unanimously approved to increase the hourly staff \$.75 an hour after the cost of living increase.

The reallocation of 2025 funds will be emailed to trustees for review prior to a vote in January 2025.

Ms. Walter moved to accept Ms. Carpenter's contract as treasurer for 2025. This was seconded by Mrs. Downs and unanimously approved.

Committee Reports:

Finance:

The trustees agreed that a few monthly bills will be paid each month prior to the board of trustees' meeting to avoid late fees.

Building & Grounds:

The fire suppression system has been completed.

Personnel:

Ms. Walter requested that trustees complete the director's evaluation and return it to her.

Board Development:

Committee will meet December 17.

Long Range Plan:

Committee reports are due this month.

Unfinished Business:

Ms. Zimmer and Ms. Leggieri met with Board of Elections representatives to discuss issues with early voting in the library.

Mr. Davis will meet with the ad hoc committee regarding time of meeting for board of trustees.

Adjournment:

Ms. Downs made a motion, seconded by Ms. Brewster and was unanimously approved to adjourn at 2:55.

Submitted by Virginia Downs

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

Finance:

- Tax levy check received
- Reapportioned 2025 budget and starting 2026 budget.
- Submitted items for the financial review.
- Employee Retention Credit – still waiting on one of the checks. Paperwork was resubmitted in June of 2023.

Building and Grounds

- Wayne Stinson replacing locks on cabinets in the basement.
- National Grid replaced the parking lot light with two flood lights. Significant difference.
- TBS has been in to make repairs
- Meeting discussed work day on Jan 25 at 1pm
- Issues with the fire alarm system, receiving calls and texts that there is an issue.
- Heated ramp not always turning on, staff are shoveling and salting.

Annex Renovation

- Work continues on sills and caulk on the windows on first and second floor.
- Fire suppression compressor installed.

Personnel

- Zoom meeting with company for employee handbooks
- Completed 2025 timesheets for staff
- Still working on staff evaluations.
- Librarian I application announced and due January 7 at 5pm.
- Trainings: no trainings this month
- Meetings: Senior Planet 2025 Vision meeting, JA Fees meeting, Central Library Meeting, staff meeting, Mohawk Valley Digital Connect meeting to discuss senior planet

Policy

- No meeting in December.

LRPOS

- Meeting discussed status and schedule for next plan development

Development

- Discussed bylaw changes and how to work with the document. Setup meeting schedule.

MVLS Updates:

- JA 2026 fees meeting on 12/11 discussed both the 2025 and 2026 fees and the impact of SCPL leaving JA. Both Systems will use fund balance to make up the difference and keep fees at 2025 and do not increase 2026 fees. There was much discussion as to whether this was feasible moving past 2026.
- Discussions about Overdrive fees and obtaining library accounts for purchasing.

Program:

- Took over running adult services programs Fuzzy Belly Felting 5 adults and 2 teen, Silver Screenings 10 adults
- Battle of the Books planning tshirt transfer paper and ink ordered for shirt design in January.
- Dec 19 Mindfulness Apps had one participant.

Collection

- Zoom meeting with the NYTimes Education Department regarding subscription we cant afford
- Attendance:
 - December: 1064 adults, 52 teens, 142 kids, 101 reference, 38 digital literacy, 2 curbside
 - 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, 105early 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: 134 (March), 244 (February), 377 (January) issues on their end with reporting.

Equipment:

- Recycling old technology.
- WiFi: 811 (December), 880 (November), 1098 (October), 834 (September), 978 (August), 920 (July), 957 (June), 917 (May), 1004 (April), 1051 (March), 853 (February), 861 (January)
- Public Computers: 116 (December), 103 (November), 115 (October), 107 (September), 101 (August), 130 (July), 77 (June), 105 (May), 110 (April), 109 (March), 122 (February), 107 (January)

History Room

- Pam will return to regular Friday hours in January.

Friends

- Next meeting is January 4 at 10:30. Pick up holiday decorations after meeting.

Outreach:

- We have covid test kits.
- Received a puzzle table donation
- Beautiful hand chimes program with 50A, 2T, 12C in attendance.

Adult Services Report for the month of December 2024

- curated two book displays with the assistance of Clerk Heather Heckman

Displays

Winter Storms Titles Adult Fiction Display. Yielded 5 circs.

Celebrate Bill Bryson’s Birthdays, Adult Nonfiction Display. Yielded 4 circs.

Platform	December 2024 Followers	November 2024 followers
Facebook	1333	1324
Instagram	257	253
Mailchimp Newsletter	724	702

November Events Calendar: 40 print copies 31 distributed; 0 copies downloaded from Newsletter

December Programs/Events Total Attendance: total (35A, 3T)

Adult Gaming Club, Dec 3.10A

Fan Favorites Book Club, Dec. 6.....0A

Short Fiction Workshop, Dec. 10.....0A

Adult Gaming Club, Dec. 17.....10A

Silver Screenings, Dec 18.10A

Fuzzy Belly Felting Friends, Dec. 19.....5A, 3T

Courtney Little Library Assistant Report for the month of December 2024

Regular Children’s Programs

- Storytime:
 - December 4: 9K, 7A
 - December 11: 6K, 3A
 - December 18: 2K, 2A
- LEGO Club, December 10: 2K, 2A
- Wiggle Worms Play and Explore, December 14: 0 participants

Special Children’s Programs:

- Make a Sock Snowman, December 7: 2K, 1A
- Engineering Challenge with SMIST: rescheduled for 1/2

Regular Teen Programs:

- Anime Club, December 10: 5T
- Teen D&D
 - December 3: 3T, 1A
 - December 17: 6T, 1A

Special Teen/Adult Programs:

- Make a Tiny Book Ornament, December 11: 9A, 1T

Other Programs:

- All Ages Craft Buffet, December 12: 3A, 1K
- Paws for Reading (3 therapy teams)
 - December 10: 4K, 3A
 - December 12: 1K, 1A
 - December 17: 5K, 4A
 - December 19: 1A
 - December 26: 2A, 4K (split over 2 sessions)
- Family Take and Make Science kits (ongoing): 3 families took a kit as of 12/31

Displays:

- Juvenile Fiction: Let It Snow (books with snowy settings)

- Juvenile Picture Books: December Holidays (Christmas, Hanukkah, and Kwanzaa)
- Teen Fiction: Cozy Winter Reads

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created and scheduled social media and marketing materials for November and December programs with Kim Zimmer
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens/adults
- Prepared January library newsletter with program and collections updates for all ages
- Researched, prepped, and packed Take & Make science kits with Borax crystal ornaments with help from Jackie Barbato
- Edited bookmarks for January Polar Bear Reading Challenge, with help from Heather Heckman for adult challenges
- Coordinated t-shirt decorating and purchasing for Radez Battle of the Books
- Continued question writing recruitment process for Golding Battle of the Books
- Coordinated training sessions for August Maldonado and cat Athena, joining Paws for Reading

Library Clerk Reports December 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:

- 13 new cards
- Helped Kim with monthly Polaris bills, vendor invoices and cancellations cleanup for year end
- Working with Heather completed the new file system for patron applications.
- Ongoing book repair/cleaning up to G now.
- Continue to monitor deliveries for books paid for through the ELL grant.
- Shared book display stats with Kim
- Received compliment that we are still offering curbside service.

Heather Heckman:

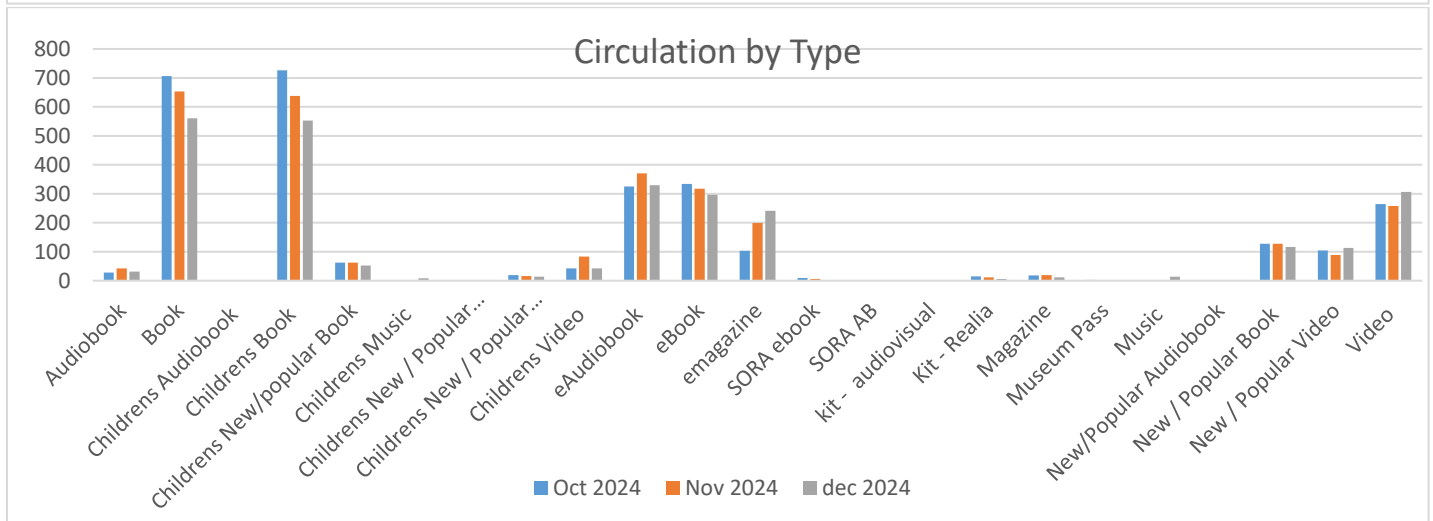
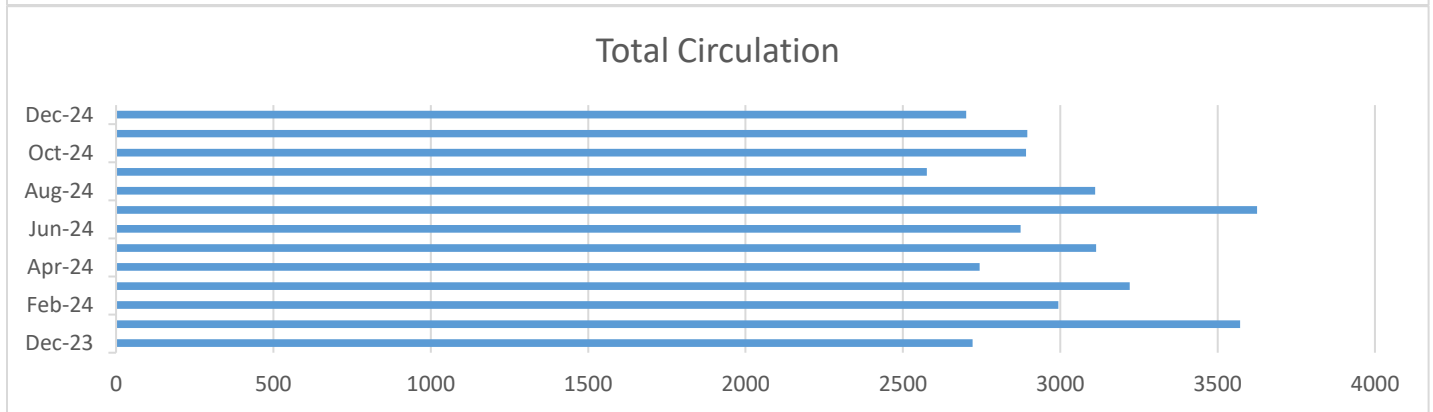
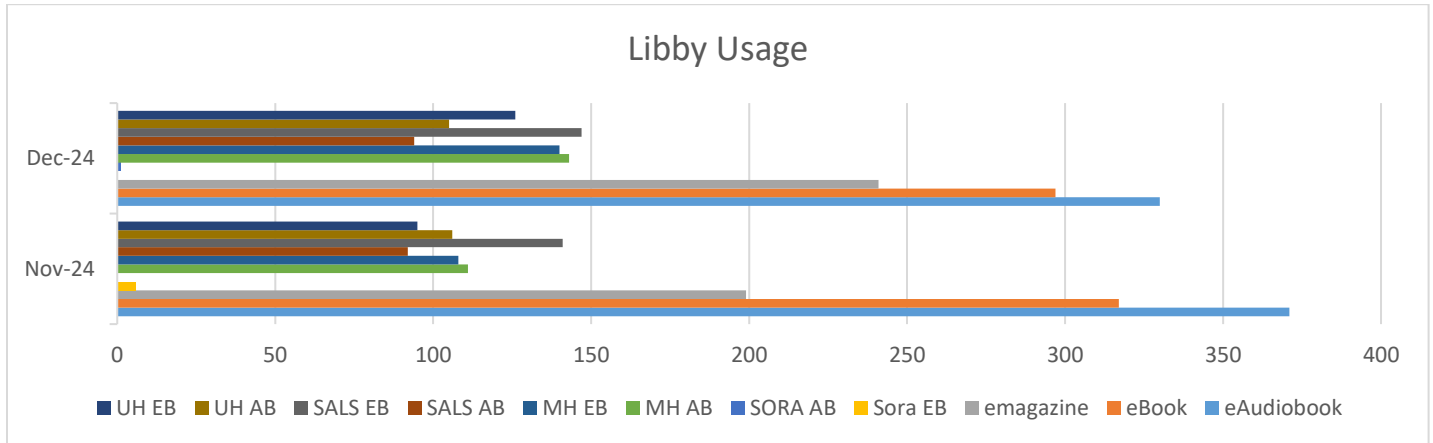
- Returned 3 ILL, renewed one and processed 2 incoming ILLs
- Helped Kim with adult fiction and nonfiction displays
- Helped Kim with scanning documents for the financial review
- Helped Amy with completing the registration file project.
- Attended zoom session on ILL and using LINX with SCPL
- Chromebooks updated 12/27/24
- Prepped Polar Bear Reading Bookmarks
- SCCC calendar and VisitSchoharieCounty.com with our monthly and special events for Jan.

Jackie Barbato:

- 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
- Assisted Courtney Little with packaging together the take home science kits
- Updated Paws for Reading large free-standing sign to include a cat for our newest therapy animal

- 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:



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

	Summary of Claims		1/9/2025	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250006	Standard Security	Disability Insurance		\$ 183.60

8110000	SMIST	116	STEAM supplies	\$ 40.00
	walmart			\$109.92
	8110000	cardstock, soda, snacks	77.18	
	8110001	batteries	32.74	
8130001	Midtel	78693-0	10456240	\$330.26
8130001	Midtel	00128367-2	10456577	\$80.95
8180001	Ingram	20V8277 - book purchases	60426412, 60426299, 60426967, 60427517, 6312070, 60429463,67772352, 60430821, 60432093	\$1,569.26
8180002	Rivistas	magazine renewal	19980	\$62.32
8182001	Midwest Tapes	DVDs	506441005, 506486982	\$97.46
8210001	TBS	air lock issue in system	31321, 31464	\$2,311.96
8210011	Cleaning by Maria	Cleaning	December Bill	\$400.00
8210012	New Looks Landscaping	Mowing/Snow	December Bill	\$550.00
8210018	Home Town Haul & Recycle	trash and recycling	December Bill	\$90.00
9830001	mvls	computers and warranty	5387	\$3,650.00
9830002	MVLS	printer and receipt printer	5376, 5377	\$835.99
9830003	MVLS	scanner	5375	\$146.25
9910001	MVLS	JA Fee December		
	Directors Account	reimbursement		\$ 257.97
			Total:	\$10,715.94

Financial Claims Paid In Advance

	Summary of Claims		1/9/2025	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
8220001	NYSEG	1002-8403-052	December Bill	\$679.76
8220002	National Grid	07664-27114	December Bill	\$845.33
8220002	National Grid	07664-27123	November light	\$0.00
8220003	Village of Cobleskill	utility	Q1 sewer and water	\$95.80
Total				\$ 1,620.89

Director's Account

	statement date	Summary of Claims		1/9/2025	
Budget Line		Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
		Director's Account			
8190000	1/2/2025	NYS Parks	museum pass	empire pass renewal	\$ 72.00
8110000	12/26	Staples	ink and transfer paper	battle of the books	\$ 126.46
8110001	12/26	Staples	paper shredder		\$ 36.99
8130003		Mail Chimp	email newsletter	monthly fee	\$ 22.52
Total Reimbursement to Director's Account					\$ 257.97