

The Community Library
Board of Trustees Meeting
March 13, 2025

Call to Order:

As a quorum was present, President Becky Leggieri called the meeting to order at 1:00 PM
Present: Pat Adams, Cindy Barton, Sandy Brewster, Becky Leggieri, Janet Sand, Julia Walter,
Kim Zimmer, Nathan Davis. Kim Walchco, Friends Rep. Excused: Fred Barnes, Virginia
Downs, Harriet Berard and Linda Carpenter, treasurer.

Guests:

Denise Klug, potential trustee candidate

Minutes:

Ms. Walter moved to accept the minutes. Ms. Adams seconded the motion. Minutes passed.

Communications:

Ms. Zimmer sent a letter to the school in support of Ms. Cody's importance to the role of school librarian and support of Battle of the Books. Kim is reviewing information from Coalition for our 2025 Cyber Security insurance. Ms. Barton and Ms. Leggieri sent a letter to the Mayor regarding information to see if the Library could take over the operation of the EV charging station adjacent to the library as the village has chosen to discontinue the use of the station at this time. The response was that turning the station over to the board is impossible and that they will be covering it up/securing it and will re-visit possible reinstatement in the future if the demand for EV stations increases. Ms. Zimmer said that she and her staff will monitor and report to the board, any patron complaint that might come in at the desk.

Director's Report:

Ms. Zimmer has been busy with completing year end/year beginning paperwork for all required reports and planning. Tax levy amount has been submitted to school. There have been delays with financial information due to new systems formatting and this is being worked on but does not believe there are any financial disparities. Has been purchasing and also receiving donated gift cards for Battle of the Books. Courtney had a baby boy. Remaining staff have been supportive and, along with the Director are helping to cover the programming. Courtney will be working on an independent study project for school and will be taking some training on line in regard to Emergency Management while she is on maternity leave. Recommended an April 4 workshop that Ms. Barton and Ms. Walter have agreed to attend via zoom as president of board is unable to attend. Discussed the upcoming Maple Fest and coordination with other area libraries, so far Middleburgh and Sharon Springs will attend; Schoharie is pending decision. Will be doing activities with children and will require some assistance and attendance by our Library Board Members. Schedule will be posted as the date approaches. Has submitted for grants for new sign construction to CPI and SEEC. Has been working with Cindy and Scott Barton for the sign design which is out to several vendors for quotes.

Friends:

Ms. Walchko requested assistance for volunteers to help with the Battle of the Books coming up at the end of the month. A signup sheet was passed around the table to all in attendance. Thanked Ms. Barton for letter to editor regarding the benefits of the Library to all community members. Soup stroll ingredient/recipe cards have all been taken by patrons as part of the CPI soup stroll. No meeting in March for Friends. Next meeting will be in April.

Treasurer Report:

Treasurer not in attendance due to medical treatments. The full financial report is delayed because of computer/programming issues with the operating systems for our bookkeeping process.

Presentation of Bills: and Actions:

The bills were available and were reviewed and signed by those in attendance and the motion to pay the bills was made by Ms. Leggieri and seconded by Ms. Walters passed unanimously.

Committee Reports:

Finance:

Ms. Downs not in attendance. Ms. Walters stated that Access to Fam Funds info and any bank accounts that have outgoing trustees names attached to them will need to be discussed and new users added in the near future.

Building and Grounds:

Continuing to monitor the Annex status and encouraging Mr. Becker to keep moving the process forward for resumption of work to finish the project and prepare for the next steps toward completion. Awaiting quotes for the proposed new business sign. Committee is accumulating information for possible purchase of a shed/storage building to replace the rented storage box that is now rented on a month by month basis. Ms. Zimmer will contact our "roofer" to try to arrange to get some roof shingles repaired/replace that blew off this winter. We are awaiting quotes for new mowing contract from several companies that Ms. Sand has contacted. And will be reviewing possible new snow management contracts as the year goes on. Electrical supplier contracts have been reviewed and a vote called by Mr. Davis of the committee to keep the current electric supplier Constellation. The vote was unanimously approved by all in attendance. Work on the faulty fire alarm panels continues.

Personnel:

Reviewed the Integra contract in regard to the writing of new employee and volunteer handbooks. Motion was made by Ms. Walter? And seconded by Ms. Adams? And was passed unanimously. Ms. Zimmer did express that some insurance requirements clarification would need to be made going forward with Integra.

Discussion of the staff request for a July 5 holiday resulted in removing the item from the table at this time.

A part time clerk will be sought to help out and to help cover upcoming vacations. New librarian (Lex) is getting oriented and working well with staff and patrons. Is looking for a local permanent residence at this time.

Director's Evaluation: Continue to encourage the director to reach out and ask for assistance in accomplishing the goals of the library. Ms. Zimmer states that she has been reaching out more and is grateful for the assistance she has been provided by the board.

Policy:

Ms. Sand reviewed the Exhibits, Complaints and Confidentiality Policies and put them up for vote. They were unanimously passed with the changes as indicated by Ms. Sand.

Board Development:

Bylaws Review/meeting time and day in question for possible new members who may work during the day. Consideration of changing the day/time was agreed will need to be discussed and voted upon in the near future. An ad hoc committee,

headed by Mr. Davis will be assembled to gather information from current members as to their availability for possible later afternoon/evening hours for board meetings. Ms. Adams recommended that each of our active committees review the requirements and responsibilities as listed in the blue Board of Directors handbook. Each committee should review and report back to the board their findings/actions in regard to that handbook review at future board meetings.

Ms. Adams also reminded Trustees that they have an obligation to complete the annual sexual harassment training when it is assigned and also do at least 2 hours of additional, approved trustee education. Completed certificates need to be presented to Ms. Adams.

There are 3 open trustee seats available for petitions to be filled at the next school budget vote. Ms. Zimmer will soon be providing all board members with the petition that any interested person who wants to run for trustee to complete by the deadline in April.

Long Range Plan of Service Committee:

Ms. Barton reported that the committee hosted first meeting with board members, staff and friends on 2/14. Many interesting comments and a lot of information and suggestions were collected. People really like the annex tour and the possibilities that space provides. We identified that we need to have a clear start time, organized and consistent food provided, tour groups should be no bigger than 10 -12 at most. Ms. Zimmer will be getting larger photos/posters of the proposed annex decorated spaces. We have begun to identify several groups in the community and are arranging extending invitations to several groups identified in the first meeting as well as those from the last time the library did this process. Wade from MVLS is assisting with this process as he did last time. It will be important for at least 2 board members to be present at each these sessions to help with questions, set up, scribe duties and tour group assistance to Ms. Zimmer.

Other Business:

Ms. Leggieri mentioned the Joshua Project Lunch Program that takes place at the Cobleskill United Methodist church as a place for the Library to reach out to help host lunch as a group of trustees/staff as well as possible provide reading material/childrens library programming in the summer.

Ms. Barton mentioned a friend who recently went to Africa and who would be interested to providing a Travelogue type of program for the Library in the near future. Details and planning will be discussed with Ms. Zimmer.

Ad Hoc Committee:

Nathan Davis will assemble a committee in regard to possible change of day/time for Board Meetings.

Adjournment:

Motion made by Julia Walter Seconded by Sandy Brewster unanimously adjourned at 2:45 PM

Next meeting: April 10, 2025 at 1:00 PM

Submitted by: Cynthia Barton (Ms. Downs excused)