

April 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, Pat Adams, Sandy Brewster, 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: Annual Report

Friends Report:

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (* indicates chair)

- a. **Finance** – Linda, Ginny*, Harriet, Nathan
Joint Automation Fee Structure for 2026
NYLAF update- Resolution to move to NYCLASS
Audit update
- b. **Building & Grounds** – Nathan*, Fred, Janet, Cindy
Roof Update
Mowing contract proposals
Shed update
- c. **Personnel** – Julia*, Nathan, Sandy
Part-Time Library Clerk Announcement – Closes April 8
Integra HR update
- d. **Policy** – Janet*, Pat, Julia, Sandy
- e. **Board Development** –Pat*, Ginny, Janet, Harriet
Trustee Education Reminder
Vacant Trustee Seats
Reminder May 20 Vote
- f. **Long Range Plan of Service Committee** - Fred*, Julia, Cindy
Planning sessions with MVLS – 4/23, 4/25, 5/2, 5/3

Unfinished Business: Activities for Trustees

New Business: Ad Hoc Meeting Committee

Adjournment: Next Board Meeting 5/8/25 at 1pm

Committee Meetings:

Building & Grounds Committee First Thursday of the month at 4 pm

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
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 Walchko, 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)

Kimberly Zimmer's Director Report for the month of March, 2025

Finance:

- Still no February financials
- Waiting on bookkeeper for Annual report review.
- Purchasing gift cards for battle of the books and polar bear reading.
- Received 1000 from Stewarts to enhance Wiggle Worms and SRP.
- Completed Coalition paperwork for cyber insurance
- Completed Constellation paperwork for national grid bill.
- Completed SAM paperwork for federal/state grants.
- Employee Retention Credit – still waiting on one of the checks. Paperwork was resubmitted in June of 2023.

Building and Grounds

- Meeting with the Fire Department on April 7.
- Tested 911

- Submitted grant applications with SEEC and CPI for the sign project. Cindy and Scott Barton provided significant help with a new sign design. Had preliminary discussion with codes regarding design. Heard from CPI award \$500
- Shingles coming off the building in 8 spots contacted Gary O'Connor.

Annex Renovation

- The cable was replaced for the fire alarm system and so far we have received no calls.
- Requested DLD grant amendment paperwork. Still need new information from Brendon.
- Gave Brendon national grid and NYSEG bills. Nothing yet.
- Working on DLD final report for 2020 grant.
- No work since the beginning of December.

Personnel

- Submitted paperwork to civil service to review for library clerk. Closing date April 7.
- Working on Courtney's leave paperwork
- Signed agreement with Integra HR and also started to work on Travelers Ins application for employment practices liability and coverage.
- Trainings: evaluations, vulnerable adults, climate,
- Meetings: Senior Planet partner meeting, MVLS board meeting, Schoharie Co Arts,

Policy

- Started discussing policy for the history room.

LRPOS

- Provided tour for kickoff meetings.
- Had images printed larger for the tours and use in the lobby

Development

- Discussed what to focus on next, new trustee orientation and self-evaluation.
- Discussed with district clerk how to do the trustee petitions. Petitions on the website.
- Working on a brochure for the tax levy and trustee elections

MVLS Updates:

- Worked with MVLS staff to discuss the connect all grant options.

Program:

- Rearranged the social service items in the pine room preparing for upcoming tabling events.
- Covering a number of Courtney's programs.
- Changed storytime to stay and play. Jackie has helped obtain MVLS kits
- March 27 Senior Planet digital coupons had 5 participants.

Collection

- Attendance:
 - March: 1327 adults, 68 teens, 1206 kids, 176 references, 50 digital literacy, 3 curbside
 - February: 1128 adults, 67 teens, 196 kids, 167 references, 47 digital literacy
 - January: 1243 adults, 56 teens, 193 kids, 163 reference, 44 digital literacy, 1 curbside.
- Ancestry searches:

Equipment:

- Numerous issues with my new laptop, it has gone back to JA.
- Swapped Clerk computer monitors for larger ones.
- Helped JA with equipment setup
- WiFi: 828 (March), 802 (February), 804 (January)
- Public Computers: 128 (March), 108 (February), 151 (January)

History Room

- No updates

Friends

- Coordinating artists to paint slates
- Next meeting is April 9 at 6pm. May 3 at 10:30.

Outreach:

- Meeting with Schoharie Co. Youth Bureau in April
- Discussion with DAR and Schoharie 250th on how libraries can be involved in the bicentennial efforts underway recognizing the revolutionary war in the county. Submitted a grant to the Schoharie Co Arts to create loanable kits.
- Participated in a few of the County Health Department assessment sessions and provide partner information for the community hub.
- Participating in Maple Fest on April 26th 9-4pm. Working on setting up a schedule
- Plastic collection bin for the school – contributed 15 lbs so far
- Battle of the Books at Radez on March 29 at 9 am
- Battle of the Books at Golding on April 9 at 1:00pm

Lex Lanza Adult Services Report for the month of March 2025**Professional Activities:**

- created/prepared recipe cards with Jackie for the Soup Stroll: (Matzah Ball Soup (5), Caribbean Jerk Soup (20), and Golden Get Well Soup (15)
- set up a new Puzzle Swap in Library lobby
- met with Kim to discuss upcoming adult services
- went through large donation of art books (**over 95**) and selected **25** to add to collection with Amy. also made a display and promoted on social media to encourage circulation
- participated in/prepared Short Fiction Workshop, Fan Favorites Book Club, and All Ages Craft Buffet
- began scheduling Tabling Tuesdays with social services and non-profit orgs in the Pine Room
- planned and scheduled new programs for April and May
- edited/created graphics and calendar to promote upcoming library programs with Jackie
- made updates and minor clean up to library website (ex. making all links open in a new tab)
- received positive feedback email about TDOV displays from community member
- planned and executed Adult Fiction & Non-Fiction displays for April with Heather
- added **5** donated books of poetry to the collection for National Poetry Month
- prepared Blackout Poetry Take and Make crafts with help of volunteer Rebekah
- collected, prepared, and displayed patron canvases with labels for Tiny Art Show (**56**)

Other Statistics:

New library card sign-ups: **20**

Facebook/Instagram followers: **1,360** Facebook followers, **266** Instagram followers

Mailchimp Newsletter: **749** recipients

March Events Calendar: **37** copies distributed, **10** clicks on calendar link in newsletter

Displays:

Adult Non-Fiction: Trans Day of Visibility – **2 circs**

Adult Fiction: Muslim authors for Ramadan – **5 circs**

Programming (total attendance: **51 Adults, 1 Kid**)

Adult D&D: March 4th (**15A**) and March 18th (**11A**)

Fan Favorites: March 7th (**5A**)

Short Fiction Workshop: March 11th (7A) and March 25th (6A [+ 4 on Zoom])

All Ages Craft Buffet: March 13th (2A, 1K)

Fuzzy Belly Felting: March 20th (5A)

Tiny Art Show: All month (99 canvases went out, 56 returned)

Courtney Little Library Assistant Report for the month of March 2025 (Currently on Parental leave and programs are covered by other employees)

Regular Children's Programs

Family Stay and Play:

- o March 5: 1 kids, 3 adults
- o March 12: 2 kids, 1 adults
- March 18: 2 kids, 1 adult
- March 26: 3adults, 6 kids,

LEGO Club, March 11: 5K, 5A

Wiggle Worms Play and Explore, March 22: 1 kids, 5 adults

Special Children's Programs:

- Build and Play, March 8: 1 kid, 2 adults
- Engineering Challenge with SMIST, March 20: cancelled for lack of sign ups

Regular Teen Programs:

- Anime Club, March 11: 7T
- Teen D&D
 - o March 4: 7T, 1A
 - o March 18: 6T, 1A

Special Teen Programs:

- Teen video Game Night, March 25: 4 T

Other Programs:

- All Ages Craft Buffet, March 13: 2A, 1K
- Paws for Reading (3 therapy teams)
 - o March 1: 1K, 3A
 - o March 8: cancelled
 - o March 18: 2 kids
 - o March 22: 2 kids
 - March 25: 1 kid
 - o March 27: 1A, 1K

Tiny Art:

kids submitted 19 canvases
teens submitted 8 canvases

Displays:

- Juvenile Fiction: Books with Green Covers
- Juvenile Picture Books: Spring
- Teen Fiction: Trans Day of Visibility

Other Professional Activities:

Library Clerk Reports March 2025: This section provides the library clerks with the opportunity to share projects they are working on in addition to circulation desk tasks.

Amy Mele:

- Helped a board member pick out a happy book.
- Ongoing book repair/cleaning, half way through M.
- Working with JA to get the label manager setup in Leap.

- Worked with Heather and Lex to sort through donations. Three boxes went to better world books.
- Starting to work on cataloging the books in the history room.
- Started to prepare for inventory in April.
- 20 new cards for March.

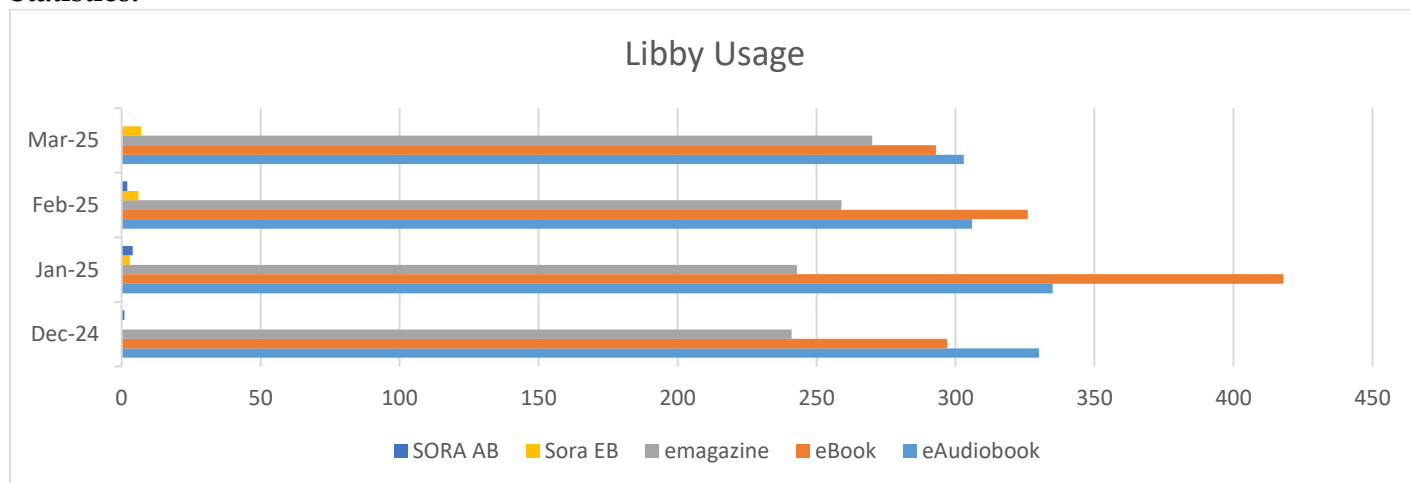
Heather Heckman:

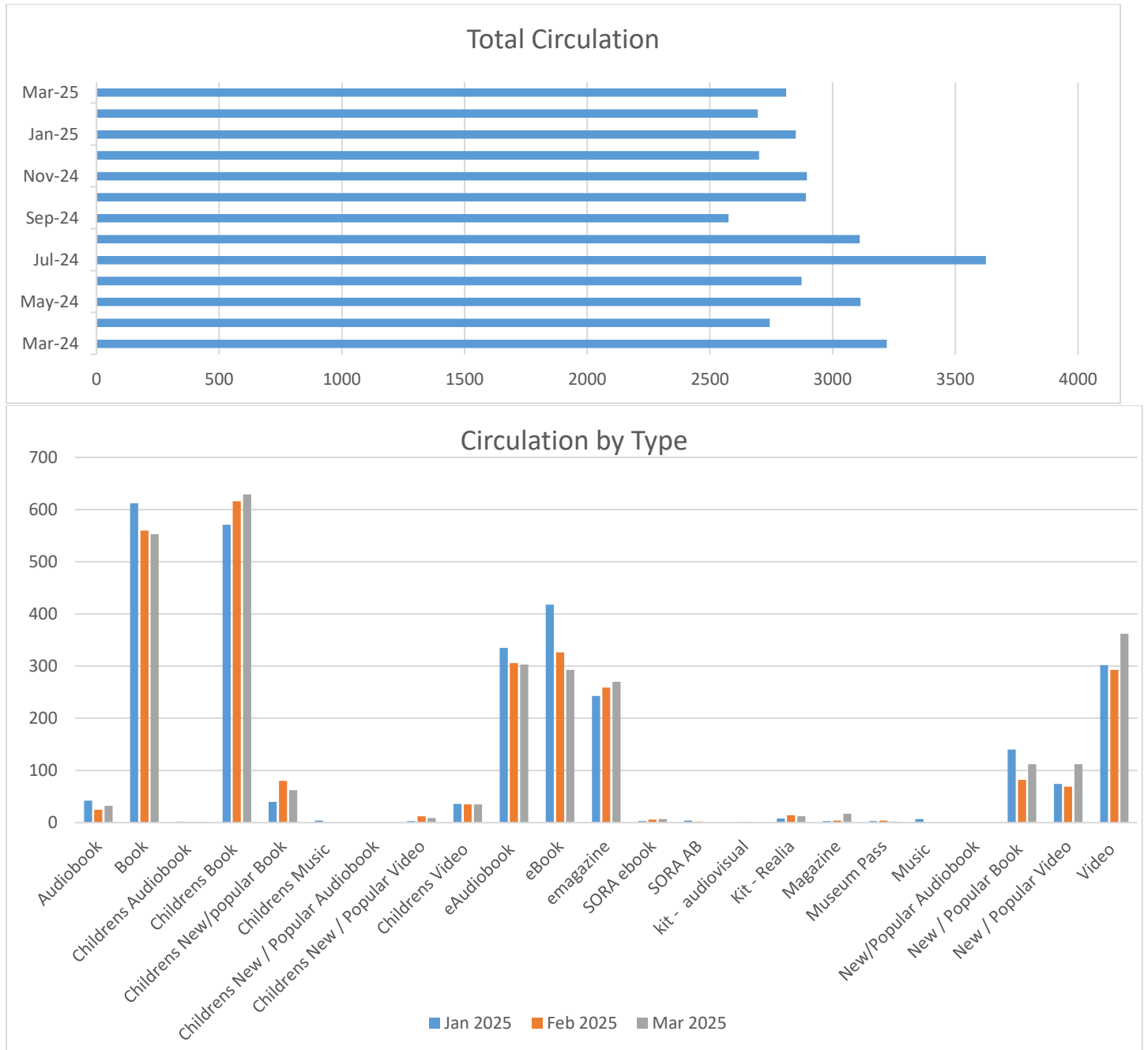
- Requested and processed 3 items from SCPL. I've processed and returned 3 ILLs from LiNX, requested 1 from SUNY Cobleskill.
- Sent 1 ILL from MVLS to SCPL
- Displays for April with Lex
- Shifted young adult books
- Shelf Read the Adult DVDs
- Attended Patron Registration Training on 3/26/25 and shared notes with other clerks.
- Patrons have made comments at the desk worried about us losing funding due to what's happening in Washington D.C. I have passed on information about the ILMS that Kim has given us.

Jackie Barbato:

- Collaborated with the Cobleskill Campus Childcare Center to create a library basket for their basket raffle
- Arranged for MVLS delivery of "Big play" education resources for the Family Stay and Play programs and spring break programs
- Designed children and family programs for school spring break to take place the week of April 12-19
- Assisted with preparation and coverage of youth programing during Courtney's leave
- 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 & Lex Lanza
- Continued monthly input of email addresses for monthly newsletter sign ups
- Sent out monthly newsletter to SUNY Cobleskill Campus Child Care Center and Cobleskill Head Start to be distributed to enrolled families

Statistics:





Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

	Summary of Claims		4/10/2025	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	Lynette Lawyer	monthly service		\$ 775.00
	walmart			\$15.34
	8110000	tshirts an turmeric	15.34	
8110002	Demco	tape, bookstands, covers		\$148.80
811002	MVLS	Barcodes		\$25.83

8130001	Midtel	78693-0	10480636	\$330.34
8130001	Midtel	00128367-2	10476697	\$80.95
8180001	Ingram	20V8277 - book purchases	60478013, 60473649, 60471410, 67800612, 60483275	\$1,071.86
8182001	Midwest Tapes	DVDs	506885716, 506868022, 506817429,	\$173.93
8182002	Ballston Spa Library	dvd case reimbursement		\$1.00
8190000	Aditondack Experience	Museum Pass		\$75.00
8210011	Cleaning by Maria	Cleaning	March Bill	\$400.00
8210012	New Looks Landscaping	Snow removal	March Bill	\$550.00
8210018	Home Town Haul & Recycle	trash and recycling	March Bill	\$90.00
9910001	MVLS	JA Fee April	5500	\$696.29
9910002	MVLS	BookPage	5513	\$158.40
	Directors Account	reimbursement		\$ 869.27
			Total:	\$ 5,462.01

Financial Claims Paid In Advance

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
8220001	NYSEG	1002-8403-052	March Bill	\$966.25
8220002	National Grid	07664-27114	March Bill	\$897.85
8220002	National Grid	07664-27123	March light	\$38.66
8220003	Village of Cobleskill	utility	Q2 sewer & water	\$95.80
Total				\$ 1,998.56

Director's Account

	bank statement date	Summary of Claims		4/10/2025	
Budget Line		Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
8110001	3/20/2025	amazon	blink subscription		\$ 100.00
8110000	3/17/2025	Michaels	cardstock		\$ 30.97
8110000	3/26/2025	Urban Air	Battle of the books gift card		\$ 100.00
811000	4/3/2025	Pizza Shack	3 pizzas for	check 359	\$ 56.97
8110001	4/3/2025	USPS	stamps	check 358	\$ 146.00
8110000	3/27/2025	Pizza Shack	13 pizzas for Radez bob	check 357	\$ 246.87
8130003	4/19/2025	GoDaddy	renewal of domains		\$ 165.94
8130003		Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimbursement to Director's Account					\$ 869.27