

May 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

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** – Linda, Ginny*, Harriet, Nathan
Budget Public Hearing at Golding May 12 at 6pm
Budget Vote – May 20, 9am-9pm @HS
NYLAF/NYCLASS update
Audit status
- b. **Building & Grounds** – Nathan*, Fred, Janet, Cindy
Sign Update
Shed/Storage Container Update
Increasing costs for services
- c. **Personnel** – Julia*, Nathan, Sandy
Part-Time Library Clerk Hire
- d. **Policy** – Janet*, Pat, Julia, Sandy
Policies - History Room, Collection Selection, Collection Reconsideration
Accessibility Statement
- e. **Board Development** –Pat*, Ginny, Janet, Harriet
Board Evaluation
Trustee Education Reminder
Trustee Election – Write-in candidates
- f. **Long Range Plan of Service Committee** - Fred*, Julia, Cindy
Planning sessions with MVLS

Unfinished Business: Activities for Trustees – Joshua Project & Youth Services week

New Business: Ad Hoc Meeting Changes Committee Chair Opening

Adjournment: Next Board Meeting 6/12/25 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
April 10, 2025**

Call to Order:

As a quorum was present, President Becky Leggieri called the meeting to order at 1:00 p.m.

Present: Fred Barnes, Cindy Barton, Nathan Davis, Virginia Downs, Janet Sand, Julia Walter, Kim Zimmer. Excused: Pat Adams, Harriet Berard, Sandy Brewster, Linda Carpenter (treasurer).

Guests:

Ms. Denise Klug and Ms. Liz Hackney (potential trustee candidates) and Mrs. Kim Walchko (Friends representative) attended the meeting.

Minutes:

Mrs. Downs made a motion, seconded by Mrs. Barton, and was unanimously approved to accept the amended March minutes.

Director's Report:

Ms. Zimmer explained that Lynn Lawyer, the library's bookkeeper, has had some difficulty transitioning to a new system. Thus, the state annual report and the March and April monthly financial reports are not complete. Ms. Zimmer and Ms. Carpenter have been in contact with Ms. Lawyer and the issues should be resolved soon.

Ms. Zimmer met with the fire department and discussed issues with the fire alarm system and the village fire hydrant which needs repairs.

The village decided to remove the electric charging station.

There are two applicants for the part time library clerk position, and Ms. Zimmer will schedule interviews.

Courtney Little will return from maternity leave May 6.

The library will be offering a variety of spring break activities.

The Long Range committee has been reaching out to the community to become members of this planning committee. Mr. Jim Poole has indicated that he is looking forward to being an active member of this committee.

Friends Report:

Kim Walchko announced that the Friends have 35 members. She thanked Pat Adams, Sandy Brewster, and Julia Walter for their help at the successful Battle of the Books.

The Friends annual Basket Raffle is scheduled for September 20 and raffle tickets will be on sale September 2-20.

The Friends are busy painting roof tiles which they will be selling as another fundraiser.

Treasurer's Report:

Ms. Zimmer and Ms. Carpenter have been in contact with the library's bookkeeper regarding the annual state report and the February and March financial reports. Ms. Lawyer explained that change in staff and a change in the financial system have presented some problems that are being resolved.

Mrs. Downs made a motion, seconded by Ms. Walter, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Recently it was announced that NYLAF (New York Liquid Asset Fund) and NYCLASS (New York Cooperative Liquid Assets Securities System) have merged effective July 1, 2025. This transition will not affect the library's existing accounts. The trustees reviewed the resolution:

Municipal Cooperation Resolution

“Whereas The Community Library wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of August 1, 2023;

Whereas The Community Library wishes to satisfy the safety and liquidity needs of their funds;

Now, therefore, it is hereby resolved as follows:

That Linda Carpenter, Treasurer, of The Community Library is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Cooperation Agreement Amended And Restated as of August 1, 2023.”

After reviewing the information, Mr. Davis moved to approve this resolution. Mr. Barnes seconded the motion, and it was unanimously approved. Ms. Carpenter, Mrs. Downs, and Ms. Zimmer will continue to have access to these accounts.

Ms. Zimmer indicated that the fee structure for Joint Automation will remain the same for 2026.

Building & Grounds:

Mr. Gary O'Connor has agreed to replace missing shingles for the roof. Mr. Brendan Becker volunteered the use of a lift for Mr. O'Connor.

Mr. Barnes suggested obtaining an estimate for a roof replacement.

Mr. Davis contacted three mowing services for this summer and recommended using Spaulding Lawn Service. Mrs. Sand made a motion, seconded by Mr. Barnes and was unanimously approved to accept the bid from Spaulding Lawn Service.

Mr. Barnes has explored various shed options. He suggested that the most reasonable option was from the Amish community which would build and transport a 12x15 shed for \$2250. After A-Verdi removed the temporary storage unit, we would briefly rent a U-Haul for storage until the new shed was installed. The trustees unanimously agreed to the committee's recommendation.

Mrs. Barton explained that she is exploring various companies regarding the exterior sign.

Personnel:

Presently, there are two candidates for the trustee positions.

Ms. Zimmer is providing necessary information for Integra to create the employee handbook.

Policy:

Mrs. Sand indicated that the committee is working on a policy regarding the History Room.

Board Development:

The trustee education documentation should be given to Ms. Adams.

Long Range Plan:

Mrs. Barton indicated that the suggested planning sessions with MVLS are scheduled for 4/23, 4/25, 5/2 and 5/3.

New Business:

Mrs. Barton provided some details regarding libraries responsibilities that were highlighted in a program sponsored by Integra.

Adjournment:

Mr. Barnes made a motion to adjourn at 2:55 p.m. This was seconded by Ms. Walter and unanimously approved.

Submitted by Virginia Downs

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

Finance:

- Still no February or complete April financials
- Still no signed contract with bookkeeper
- Waiting on bookkeeper for Annual report review.
- Employee Retention Credit – still waiting on one resubmitted in June of 2023.

Building and Grounds

- Meeting with the Fire Department on April 7. Provided a few suggestions.
- Fire Extinguishers serviced, several had to be replaced, Quote for extinguishers for the back.
- Mowing bids
- 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, No update from SEEC
- Shingles coming off the building in 8 spots contacted Gary O'Connor.

Annex Renovation

- The fire alarm system did call on one of the cold nights.
- 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.
- Contractors have returned.

Personnel

- Met with Schoharie County Council on Alcoholism and Substance Abuse staff to start discussion on workplace wellness training. Need to schedule two half days or one day
- Civil Service paperwork for staff.
- Interviews for part-time clerk, need to approve appointment.
- Signed agreement with Integra HR and also started to work on Travelers Ins application for employment practices liability and coverage. Still no information.
- Trainings:
- Meetings: Senior Planet partner meeting, Directors Council in Amsterdam, Meeting with Lex for adult services programs

Policy

- Reviewing collection policies.
- Started discussing policy for the history room.

LRPOS

- Finished registration, letter and survey, placed on web, made copies of letter and survey.
- Emailed Ron Ketelsen regarding event in May. No response
- Provided tour for meetings. Thanks to Trustees and Friends for assisting with food etc.

Development

- Discussed what to focus on next, new trustee orientation and board self-evaluation.
- Completed brochure for the tax levy and trustee elections. Updated information on the website.

MVLS Updates:

Program:

- MVLS Staff provided resources on ADA for web and social media. Accessibility statement is needed on our site. Staff are implementing other tools.
- Covering a number of Courtney's programs: stay and play, wiggle worms, magic and balloons.
- Changed storytime to stay and play. Jackie has helped obtain MVLS kits
- April 24 Senior Planet saving money with tech had 3 participants.

Collection

- The fish tank has received several new donations.
- Attendance:
 - April: 1366 adults, 91 teens, 195 kids, 185 references, 58 digital literacy, 1 curbside
 - March: 1327 adults, 68 teens, 206 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:

- WiFi: 913 (April), 828 (March), 802 (February), 804 (January)
- Public Computers: 145 (April), 128 (March), 108 (February), 151 (January)

History Room

- Received a bowl and map donation.

Friends

- Finished Friends' Spring newsletter.
- Basket Raffle and Book Sale Sept 20, 10-1pm
- Coordinating artists to paint slates, considering a November 14th event from 5-8pm
- Next meeting is June 7 at 10am.

Outreach:

- Schoharie Co Arts would like to hold an author talk on a Sunday in October at 2pm. Dates?
- Obtained two sets of encyclopedias for the Amish schools. Pat has delivered.
- Sent newsletter to the elected officials in the service area with assistance from Becky.
- Received 50 birdhouse kits from Irving Forest Products for a program.
- Meet with Schoharie Co. Youth Bureau to plan summer programs
- Discussion with DAR and Schoharie 250th on how libraries can be involved in the bicentennial efforts underway recognizing the revolutionary war in the county. Received Schoharie Co Arts grant and an additional donation to create loanable kits for all four Schoharie Co. Libraries.
- Participating in Maple Fest on April 26th 9-4pm. Thanks for all the participation and help.
- Plastic collection bin for the school – Need to setup another drop off.
- Battle of the Books went very well at both schools.

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

- established regular meetings with Kim to discuss adult services
- participated in/prepared Short Fiction Workshop and Blackout Poetry programs
- continued outreach with community organizations and scheduled Tabling Tuesdays for all of May
- planned and scheduled new programs for May and June
- edited/created graphics and calendar to promote upcoming library programs with Jackie
- scheduled all social media posts and updated website slider
- planned Adult Fiction & Non-Fiction displays for May with Heather
- reviewed policies with Kim & offered suggestions/revisions
- prepared and displayed Blackout Poetry Take and Make crafts for National Poetry Month
- worked on selection lists for Adult collections
- collected and tallied votes (over **500** total) for Tiny Art Show, took down show and organized art for pick up, and prepared winner's prizes

- attended Maple Fest and talked with other Schoharie County library staff and community members, as well as networked and with tabling organizations
- trainings: supporting neurodivergence in the workplace, mastering the art of difficult conversations, diversifying collections with graphic novels

Other Statistics:

New library card sign-ups: **21**
 Facebook/Instagram followers: **1,364** Facebook followers, **270** Instagram followers
 Mailchimp Newsletter: **766** recipients
 March Events Calendar: **35** copies distributed, **11** clicks on calendar link in newsletter

Displays:

Adult Non-Fiction: National Poetry Month – **5** circs
 Adult Fiction: Earth Day – **5** circs

Programming: (total attendance: **72 Adults, 5 Kids**)

Adult D&D: April 1 (**19A**) & April 15 (**12A**)
 Fan Favorites: April 4 (**7A**)
 Short Fiction Workshop: April 8 (**2A**) & April 22 (**4A** [+ **4** on zoom])
 Springtime Craft Buffet: April 17 (**4A, 5K**)
 Blackout Poetry: April 24 (**2A**)
 Tabling Tuesdays: April 15th (**15A**) & April 29 (**3A**)
 Blackout Poetry Passive Program: **61** picked up, **39** returned

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

Regular Children's Programs

Family Stay and Play:

- o April 2: 2 kids, 1 adults
- o April 9: 4 kids, 3 adults
- April 16: 7kids, 4 adult
- April 23: 2 adults, 4 kids,
- April 30 1K, 1A

LEGO Club, April 8: 3K, 4A

Wiggle Worms Play and Explore, cancelled for April

Special Children's Programs:

- Dino Day, April 15, 7K, 6A
- Block Party, April 16, 6k, 3A
- Engineering Challenge with SMIST, April: cancelled for lack of sign ups

Regular Teen Programs:

- Anime Club, April 8: 7T
- Teen D&D
 - o April 1: 9T, 1A
 - o April 29: 6T, 1A

Special Teen Programs:

Other Programs:

- Drew Allen Magic and Balloons, April 12: 17K, 2 T, 18A
- All Ages Craft Buffet, April 10: 0
- Spring All Ages Craft Buffet, April 17, 5k, 4A
- Family Movie -Wild Robot, April 19 0
- Paws for Reading (3 therapy teams)
 - o April 5: 1K, 4A
 - o April 10: 2 k, 3A

- o April 12: 5 kids, 8A
- o April 24: 1A
- April 26: 3 kid, 4A

Other Professional Activities:

Library Clerk Reports April 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:

- Ongoing book repair/cleaning, half way through Q.
- Sorted 6 boxes of cookbook donations.
- Starting to work on cataloging the books in the history room.
- Started inventory.
- 21 new cards for April.
- Helped with the cleanup at Maple Fest

Heather Heckman:

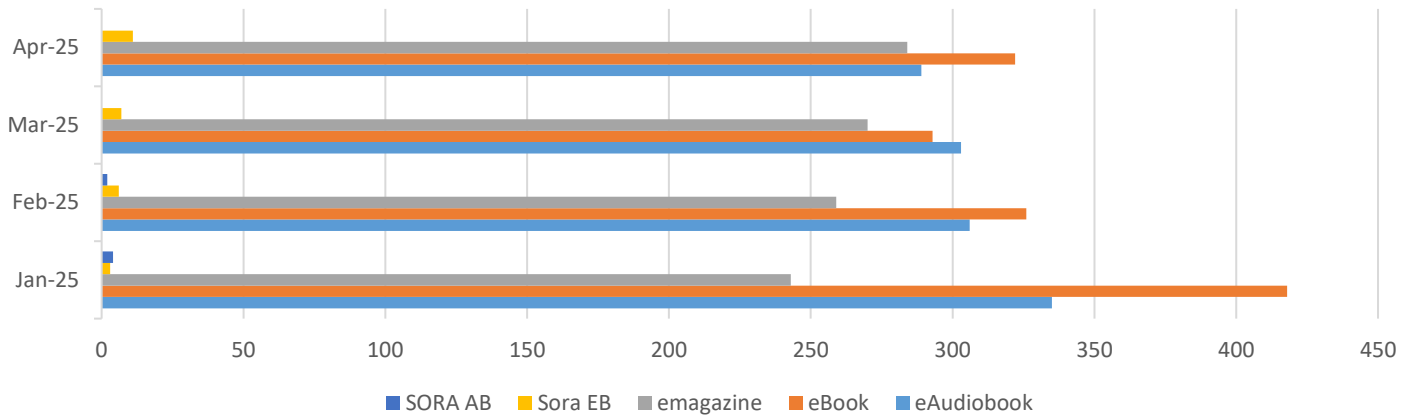
- Reached out to JA to fix a printer setting on the public computers
- April youth displays with Jackie: J fiction – Horse Stories, Picture Books – Earth Month, YA – Novels in Verse.
- May youth Displays: J Fiction – Foster Care, Picture Books – Asian American and Pacific Islander Heritage Month, Young Adult – National Zombie Month
- Adult Displays for May with Lex- Mental Health for Nonfiction, and AAPI Heritage Month for Fiction
- 1 week display of Pope Francis books to mark his passing, 1 circulation
- ILL: 12 requests, 1 we were unable to fill, 4 requests we were able to fill digitally. 2 Schenectady ILLs arrived, 1 request pending.
- Shelf Read Children's DVDs
- Updated Laptops
- A man who lives in Albany County and works in Cobleskill was interested in getting a library card. I got him the e-newsletter and told him he was welcome to come to programs but couldn't get a card.

Jackie Barbato:

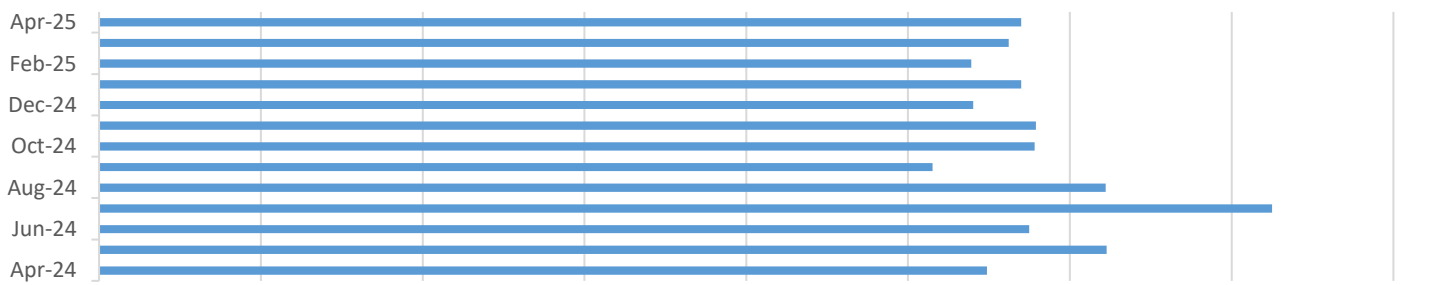
- Designed and prepped craft project for our table at the Maple Festival.
- Posted current museum events on the museum board
- Organized kits for spring break programs the week of April 12-19 were very successful
- Assisted with preparation and coverage of youth programing during Courtney's leave
- Created 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:

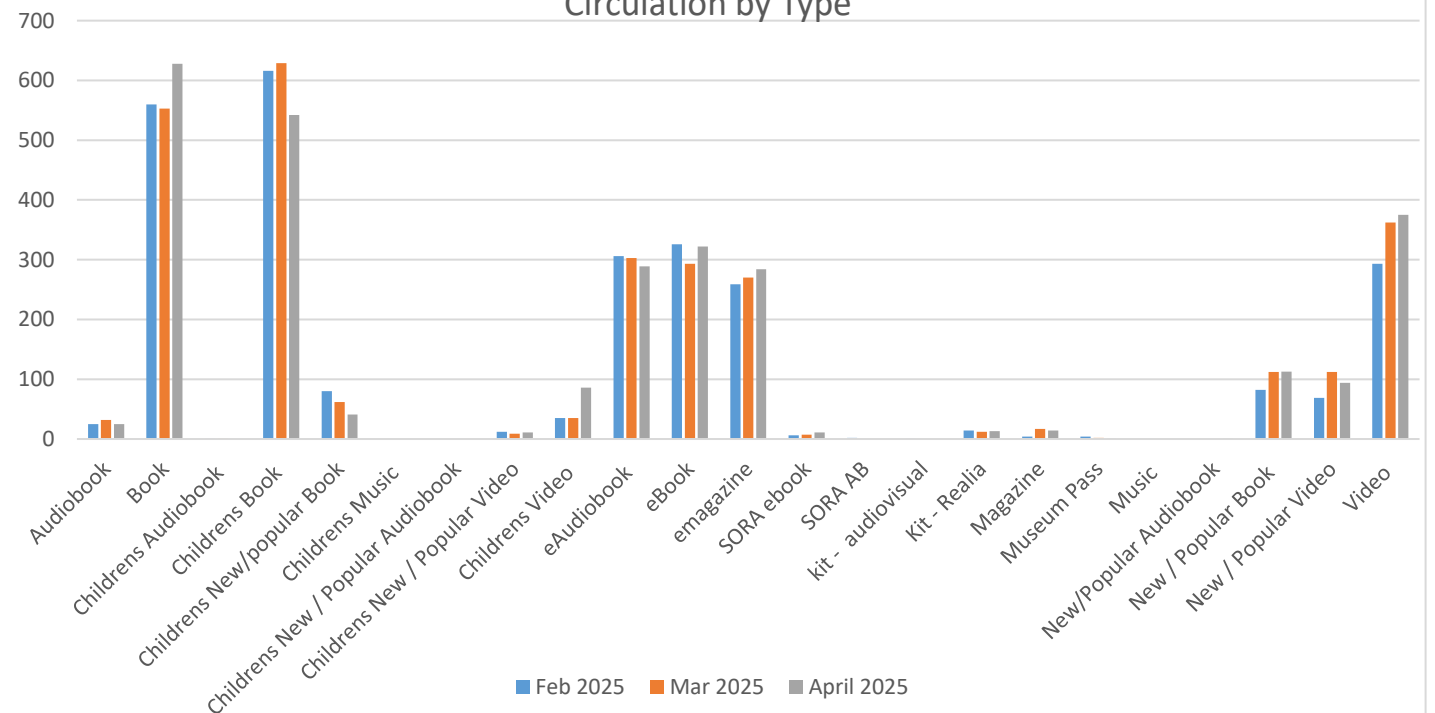
Libby Usage



Total Circulation



Circulation by Type



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

	Summary of Claims		5/8/2025	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	Lynette Lawyer	monthly service	3023	\$ 775.00
	walmart			\$242.74
	8110000	tiny art and battle of books	156.39	
	8110000	soda and snacks	66.27	
	8110001	plunger and tablecloth	20.08	
8130001	Midtel	78693-0	10482624	\$330.34
8130001	Midtel	00128367-2	10484184	\$80.95
8180001	Ingram	20V8277 - book purchases	60489381, 60494583, 60495892, 60495899, 60502727	\$262.62
8182001	Midwest Tapes	DVDs	506987057, 507092046	\$47.98
8210011	Cleaning by Maria	Cleaning	April Bill	400
8210014	Otis Elevator	66878697	100401919906	\$580.53
8210015	hydro-test	6 fire extinguisher inspections, 3 replacements		\$140.00
8210018	Home Town Haul & Recycle	trash and recycling	April Bill	90
9910001	MVLS	JA Fee May		696.29
	Directors Account	reimbursement		\$ 958.79
			Total:	\$ 4605.24

Financial Claims Paid In Advance

	Summary of Claims		5/8/2025	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
8220001	NYSEG	1002-8403-052	April Bill	\$384.07
8220002	National Grid	07664-27114	April Bill	\$814.50
8220002	National Grid	07664-27123	April light	\$35.80
Total				\$ 1,234.37

Director's Account

Budget Line		Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
		Director's Account			
8110001	4/18/2025	Staples	toner, planner, paper		\$ 422.74
8110000	4/20/2025	Michaels	cardstock, wiggle eyes		\$ 43.32
8110000	4/27/2025	Amazon	8 puzzles		\$55.92
811000	5/2/2025	Amazon	10 Wooden boxes for 250th		\$ 204.30
811001	5/2/2025	amazon	paper towels		\$ 68.44

8110000	5/1/2025	Brickhouse Bakery	2 gift cards, puzzle prizes	check 360	\$ 20.00
8110000	4/27/2025	Walmart online	Tiny art prizes		\$ 41.60
9830003	4/14/25	Zoom		Renewal	79.95
8130003		Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimbursement to Director's Account					\$ 958.79