

## June 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, Fred Barnes, Julia Walter, Sandy Brewster

Determination of a quorum

Call to Order and Additional Agenda items:

Guests and Public Comment: Tim Snyder Cobleskill Historical Society

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  
Audit status
- b. **Building & Grounds** – Nathan\*, Fred, Janet, Cindy  
Sign Update  
Masonry Work  
Shed/Storage Container Update
- c. **Personnel** – Julia\*, Nathan, Sandy  
Mid-year personnel updates
- d. **Policy** – Janet\*, Pat, Julia, Sandy  
Library Charges and Fees  
Gift of Library Materials
- e. **Board Development** –Pat\*, Ginny, Janet, Harriet  
Trustee Education Reminder  
Trustee Election Results  
Board Slate Development
- f. **Long Range Plan of Service Committee** - Fred\*, Julia, Cindy  
Planning sessions' data

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

New Business: Ad Hoc Meeting Changes Committee Chair Opening

Adjournment: Next Board Meeting 7/10/25 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  
May 8, 2025**

**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, Fed Barnes, Nathan Davis, Virginia Downs, Becky Leggieri, Janet Sand, Julia Walter, Kim Zimmer. Excused: Harriet Berard, Linda Carpenter (treasurer).

**Guests:**

Mrs. Kim Walchko (Friends representative), attended the meeting.

**Minutes:**

Mrs. Barton moved to accept the April minutes. Mrs. Sand seconded the motion, and it was unanimously approved.

**Communications:**

Ms. Zimmer received a thoughtful note from the Amish community thanking the library for the new to them encyclopedia sets.

Mr. Michael Lent, Captain of the Cobleskill Rescue Squad, sent a letter detailing the acquisition of an automated chest compression device. After discussing the importance of the device, trustees were given information regarding the "Lucas Fund" to support the use of the device.

**Director's Report:**

The trustee meetings will now be held in the basement.

Mrs. Courtney Little has returned from maternity leave.

Ms. Zimmer interviewed candidates for the part time (10 hours per week) clerk position. Ms. Zimmer outlined Ms. Brooke Battista's qualifications. Ms. Brewster made a motion, which was seconded by Ms. Adams, and was unanimously approved to appoint Ms. Battista as a part time clerk (10 hours per week).

Schoharie County will be celebrating their 250th Anniversary this year. The Schoharie Arts Council is providing \$500 to each county library to replicate life style 250 years ago.

Ms. Zimmer thanked the trustees who participated in the Maple Fest.

The staff reported that The Tiny Art Show was a popular activity.

The staff provided a different activity each day of Spring Break.

Amy Mele is in the process of taking inventory.

**Friends:**

Mrs. Walchko reported that the group has begun organizing the Basket Raffle. The Friends are establishing a Venmo account to assist in payments of the basket raffle and other fund-raising events.

The Friends are seeking more artists to decorate the roof slates.

The Friends are donating \$200 for plants/flowers for the front of the library.

Both Elizabeth Hackney and Catherine Ryder have agreed to become trustees if elected by write-in votes.

**Treasurer's Report:**

After reviewing the financial statement, Mrs. Downs made a motion to pay the bills. Ms. Walter seconded the motion, and it was unanimously approved.

**Committee Reports:**

Finance:

The trustees reviewed Ms. Lynette Lawyer, our bookkeeper's, contract. After discussion, Mrs. Downs made a motion, seconded by Ms. Walter, and was unanimously agreed to postpone signing the contract until a few details were updated.

The trustees discussed what information was needed in the financial monthly documents. The consensus was that the trustees needed the monthly statement a few days prior to the meeting in order to have a complete understanding of finances.

Building & Grounds:

Mrs. Barton showed the trustees a sketch of the proposed exterior sign. The trustees were pleased with the initial rendition; Mrs. Barton indicated that a few changes were needed. Mr. Barnes announced that the new shed costing \$2250 will be completed within a month. Mr. Davis met with the fire department regarding the library's needs. At their recommendation, Mr. Davis moved to purchase a Knox Box for \$500. Ms. Adams seconded the motion, and it was unanimously approved.

Personnel:

Ms. Walter indicated that Ms. Battista is a praiseworthy addition to the staff.

Policy:

Mrs. Sand explained the changes in the Collection Selection Policy. The trustees unanimously approved the updated policy.

Mrs. Sand reviewed the new Local History Room Policy including the Deed of Gift Agreement. Some suggestions were discussed, and the committee will take these into consideration. Ms. Zimmer read the Accessibility Statement:

*"The Community Library is committed to providing an accessible website for individuals with disabilities. We are continually improving the user experience for everyone, and applying the relevant accessibility standards. The Web Content Accessibility Guidelines (WCAG) defines requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level A, Level AA, and Level AAA. The Community Library is partially conformant with WCAG 2.1, Level AA. Partially conformant means that some parts of the content do not fully conform to the accessibility standard. "We welcome your feedback. Please let us know if you encounter accessibility barriers on our website. Email: coblib@mvls.info. Phone: 5182347897. Mailing address: 110 Union Street, Cobleskill, NY 12043. This statement will now appear on The Community Library website.*

Board Development:

Ms. Adams announced that the committee is working with Ms. Zimmer to develop a program for new trustee orientation.

The committee is presenting a web questionnaire for self-assessment of the board of trustees. Please complete the self-assessment within the next few days.

Long Range Plan:

The committee is continuing to seek community involvement for the completion of the Annex.

**New Business:**

It was agreed that the Board Development Committee will research the need for a change in time and day of board meetings.

**Adjournment:**

Mr. Barnes made a motion, seconded by Ms. Adams, and was unanimously approved to adjourn at 2:25 p.m.

**Submitted by Virginia Downs**

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

Finance:

- Budget vote passed by a large margin. Thank you to the voters for the continued support.
- Received WGY Christmas wish grant for \$600.
- Need to certify payroll for civil service in June.

- Wrapping up Don's English Language Learner's grant, due June 30.
- Applied for a \$350 technology grant from MVLS. We received.
- Contacted Assemblymen Chris Tague's office regarding bullet aid.
- Committee met to discuss missing reports and other concerns.
- Becky signed contract with bookkeeper and I delivered copy.
- Annual report completed and submitted. Board needs to approve.
- Employee Retention Credit – Ginny reached out to the IRS regarding the June of 2023 installment. They are reviewing.

#### Building and Grounds

- Purchased casters for all of the tables downstairs and Bob installed. Much easier to move tables around and reorganize the room.
- Stark/TBS came for Spring preventive maintenance.
- Issues with staff bathroom sink and hotwater heater, contacted Dan O'Keefe.
- 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, SEEC turned down our application. Reached out to Assemblymen Tague's office for assistance.
- Shingles coming off the building in 8 spots contacted Gary O'Connor.

#### Annex Renovation

- Walk through to inspect windows. Provided Brendon with a list of items and questions.
- Requested DLD grant amendment paperwork. Still need new information from Brendon.
- Gave Brendon national grid and NYSEG bills. Nothing yet.
- Submitted DLD final report for 2020 grant. Have answered several follow-up questions

#### Personnel

- Civil Service paperwork for staff.
- Librarian I exam open.
- New clerk will be covering a number of summer hours.
- Employment practices added to D&O insurance. Reaching out to Integra to move forward.
- Trainings: working with vulnerable patrons
- Meetings: CRSD budget meeting, Senior Planet quarterly meeting, Meeting with Lex for policy review and adult services programs. Meeting with Courtney to discuss emergency plan. County Health Fair Planning meeting. County Health Dept Ed meeting. Brian Robinson fire code inspection.

#### Policy

- Reviewing gifts, fees, investment and history room deed of gift. Discussing with staff registration and fee changes.

#### LRPOS

- Heather entered survey data from paper forms.
- Provided tour for teens, answered lots of great questions and administered the survey.

#### Development

- Helped setup the board self-evaluation online survey.
- Welcomed new trustees and started preparing for their onboarding. Attempting to schedule a tour, ordered badges and working on roster.

#### MVLS Updates:

- Spring Symposium on succession planning

- Free Direct Access Plan adjustments to reflect changes with SCPL. Information in packet.
- Trustee Elections – new policy and our nomination. Information in packet.

#### Program:

- Ordering SRP supplies and Stewarts ice cream.
- Meeting with Lex and Courtney to discuss SRP
- May 24 Senior Planet Gardening with tech had 9A and 1T participants.
- June 11 at 2 Libby
- June 26 Senior Planet Intro to booking vacation stays

#### Collection

- Attendance:
  - May: 1229 adults, 79 teens, 170 kids, 160 reference, 44digital literacy, 3 curbside
  - 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:

- Three new meraki wireless access points installed. They have better coverage.
- WiFi: 1058 (May), 913 (April), 828 (March), 802 (February), 804 (January)
- Public Computers: 96 (May), 145 (April), 128 (March), 108 (February, )151 (January)

#### History Room

- No updates
- Discussing with Amy how to go about cataloging the history room collection.
- Pam continues to help with 250<sup>th</sup> project.

#### Friends

- Basket Raffle and Book Sale Sept 20, 10-1pm Friends held a planning meeting and have scheduled drop off days for wrapping baskets and selling tickets.
- Coordinating artists to paint slates, November 14<sup>th</sup> event from 5-8pm. Slate continue to be distributed to artists.
- Receiving donated baskets for the basket raffle.
- Several donations of holiday wrapping supplies in preparation for the holiday wrapping station.
- Next meeting is June 7 at 10am and July 12 at 10am.

#### Outreach:

- Contact with the county jail regarding books and other resources.
- Numerous articles in the Times Journal.
- Schoharie Co Arts will hold M.K. Graff author talk on Sunday, October 26<sup>th</sup> at 2pm.
- Birdhouse kits from Irving Forest Products program is scheduled for Saturday, July 19 at noon.
- Schohary 250<sup>th</sup> bicentennial efforts underway. Working on displays, book collections and loanable kits for all four Schoharie Co. Libraries.
- Plastic collection bin for the school recycled benches has resulted in lots of trash and plastic has been dropped off three times now.

#### **Lex Lanza Adult Services Report for the month of May 2025**

##### **Professional Activities:**

- participated in/prepared Short Fiction Workshop & All Ages Craft Buffet
- continued outreach with community organizations and scheduled Tabling Tuesdays for all of June

- planned new recurring and one-time summer reading programs for adults
- met with Courtney about social media planning
- continued program graphic edits, scheduling posts, updates to website, etc
- planned Adult Fiction & Non-Fiction displays for June with Heather
- reviewed policies with Kim & offered suggestions/revisions
- made selection lists for Adult collections
- sorted/weighed plastic donations for school & made tactile sign to offer clarity on donation guidelines
- weeded Adult Fiction A-F with Amy
- offered readers advisory to patrons, including a regular reader of banned books
- trainings: how to start a seed library, what's new on Canva, MVLS virtual public services meet up: mental health and self-care, Gale Books and Authors

### **Other Statistics:**

New library card sign-ups: **16**

Facebook/Instagram followers: **1,370** Facebook followers, **273** Instagram followers

Mailchimp Newsletter: **769** recipients

March Events Calendar: **29** copies distributed, **11** clicks on calendar link in newsletter

### **Displays:**

Adult Non-Fiction: National Mental Health Month – **3 circs**, Labor History Month – **0 circs**

Adult Fiction: Asian American Pacific Islander Authors – **5 circs**

### **Programming:** (total attendance: **63 Adults, 2 Teens, 5 Kids**)

Fan Favorites: May 2 (**3A**)

Puzzle Race: May 3 (**21A, 2T, 1K**)

Tabling Tuesdays: May 6 (**1A**), May 13 (**5A**), May 20 (**0A**), & May 27 (**0A**)

Adult D&D: May 6 (**13A**) & May 20 (**6A**)

All Ages Craft Buffet: May 8 (**6A, 4K**)

Short Fiction Workshop: May 13 (**3A** [+ **2 on zoom**]) & April 22 (**5A** [+ **3 on zoom**])

Northern Rivers Foster Care Program: May 14 (**0A**)

### **Courtney Little Library Assistant Report for the month of May 2025**

#### **Regular Children's Programs**

- Storytime:
  - May 7: 7K, 5A
  - May 14: 8K, 5A
  - May 21: 8K, 6A
  - May 28: 10K, 5A
- LEGO Club, May 13: 4K, 1T, 5A
- Engineering Challenge with SMIST, May 29: cancelled for lack of sign ups

#### **Regular Teen Programs:**

- Anime Club, May 13: 6T
- Teen D&D
  - May 6: 8T, 1A
  - May 20: 9T, 1A

#### **Other Programs:**

- All Ages Craft Buffet, May 9: 2A, 1K
- Paws for Reading
  - May 3 (cat): 1K, 3A

- o May 7 (cat): 2A
- o May 9 (dog): 0
- o May 29 (dog): 2K, 1A

**Displays (planned/curated by Heather Heckman):**

- Juvenile Fiction: Books featuring children in foster care
- Juvenile Picture Books: Asian-American and Pacific Islander Heritage Month
- Teen Fiction: Zombie Awareness Month

**Other Professional Activities:**

- o Returned from maternity leave May 6
- o Curated displays for picture books, juvenile fiction, and young adult fiction
- o Created and scheduled social media and marketing materials for May with Lex Lanza
- o Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- o Received notice of \$600 grant awarded by WGY Christmas Wish
- o Ordered Read It Forward books for teens (shared program with MVLS, UHLS, & SALS)
- o Ordered books for youth collections, including bilingual books with money from ELL grant
- o Researched new options for Anime Club series watching or other activities in light of Crunchyroll licensing changes

**Summer Reading Program preparations:**

- o Attended SRP planning meeting with Kim Zimmer, Lex Lanza, and Jackie Barbato
- o Scheduled school visits for all four C-RCS schools
- o Staffed information table for library/SRP at high school on May 29 with Jackie Barbato
- o Ordered reading challenge prize books
- o Finalized kids and teens program calendars
- o Created SRP marketing flyers for school distribution

**Emergency Management Plan progress**

- o Met with Kim Zimmer to update on emergency management plan progress and next steps
- o Began edits/filling in Pocket Response Plan for quick reference
- o Reached out to local law enforcement and fire department to begin scheduling emergency preparedness trainings
- o Began draft EMP

**Library Clerk Reports May 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.
- Worked with Heather to sort and sent 3 boxes of DVD donations to MVLS for Thrift Books.
- Worked with Heather and Lex to sort and send donations to Better World Books.
- Working with Lex to weed Adult Fiction and sort books for the book sale.
- Discussed with Kim cataloging the books in the history room.
- Completed inventory. Noticed common mistakes while shelving and brought them to Kim's attention
- 16 new cards for May.

**Heather Heckman:**

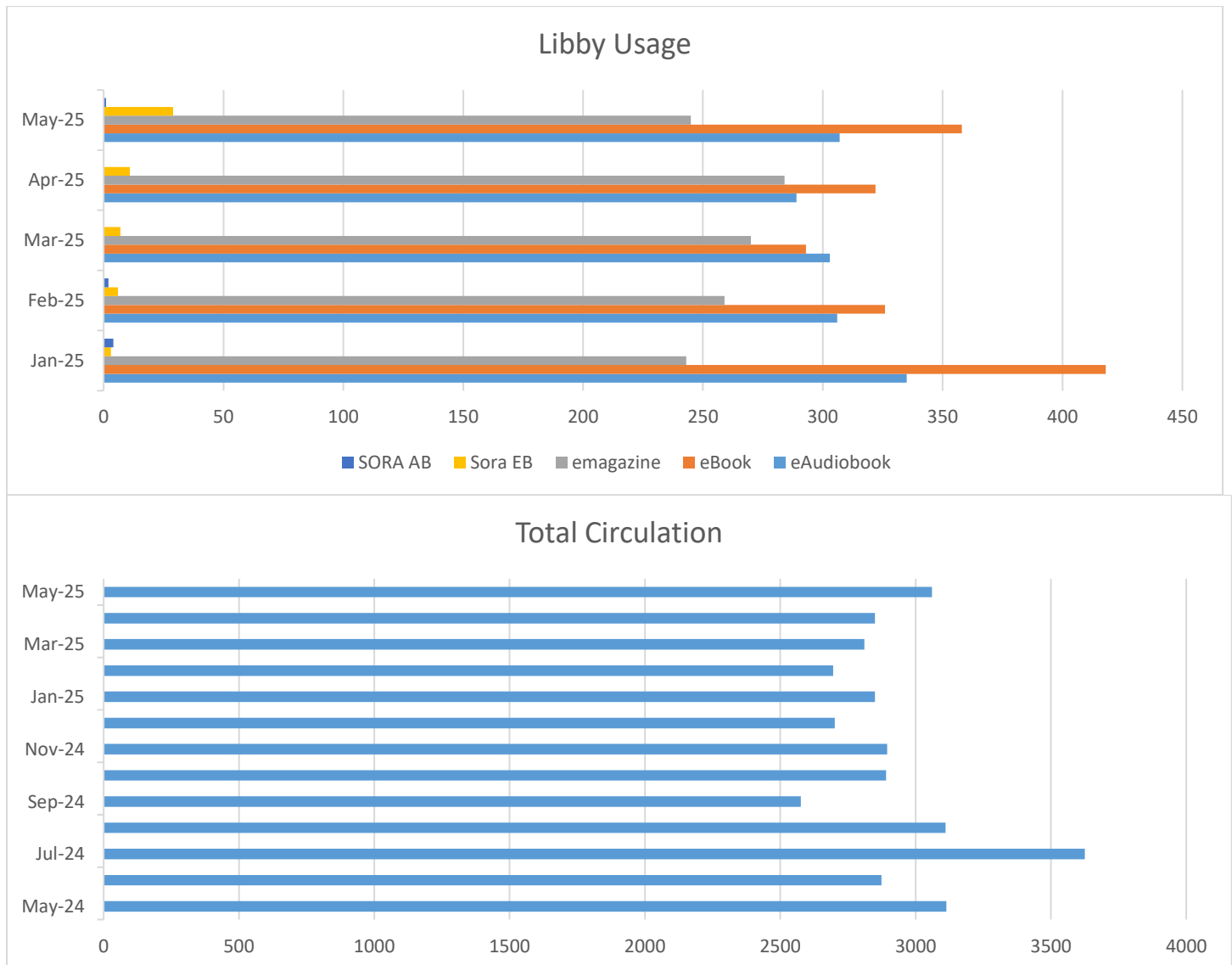
- Worked on Adult June Displays with Lex: Recent LGBTQIA+ Fiction, Juneteenth, and Effective Communication Month

- ILL: 3 Linx –not available, 5 SCPL, already delivered or on their way. 3 items delivered electronically. 1 physical item from SUNY Cobleskill. Following up on some inconsistencies in our account with SUNY Cobleskill.
- Updated SCCC and Visit Schoharie County Calendars for June
- Updated Laptops

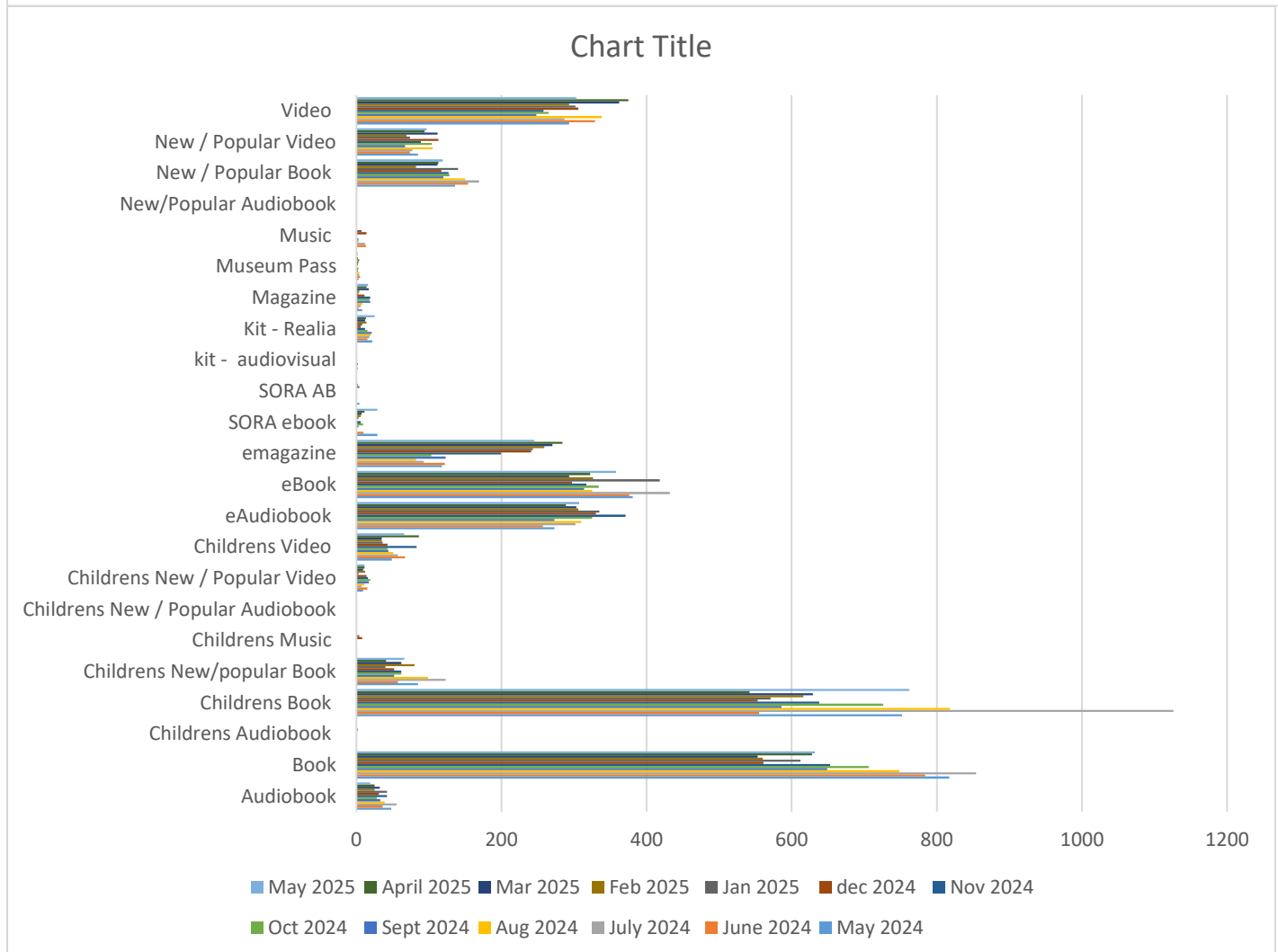
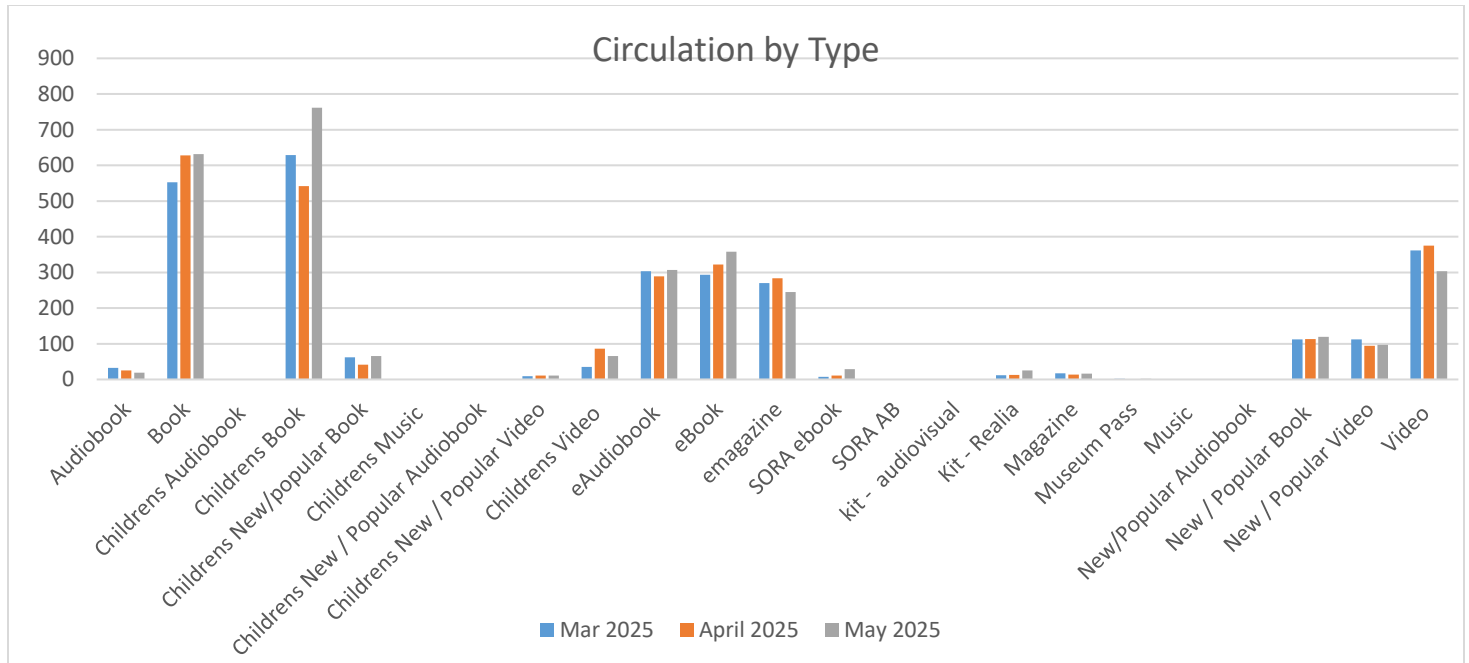
**Jackie Barbato:**

- -Created and updated The Giving Tree with new sponsor and donation opportunities
- -Refreshed and replenished the Activity Binder in the children's room
- -Created a Summer Reading program to invite volunteers to assist with decorations
- -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		6/12/2025	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	Lynette Lawyer	monthly service		\$ 775.00
7540000	Paul Rosenberg	Homespun Community Dance	July 9 Program for SRP	\$ 350.00
8110000	Race Printing	Flyers for school programs	Teen and kids SRP	\$ 283.00
8110001	WaDaYaNeed	Name Badge		\$ 14.00
	walmart			\$19.82
	8110001	liquid plumber and door bottom	19.82	
8130001	Midtel	78693-0	10488392	\$330.34
8130001	Midtel	00128367-2	10493310	\$80.95
8180001	Ingram	20V8277 - book purchases	60507432, 60509302, 60511396, 60512823, 60489381, 67819463, 60514932, 60516274, 60519525	\$1,661.77
8180001	Connie Spanhake	local author books		\$100.00
8180002	Rivistas	Magazines	20763	\$157.50
8181001	Proquest LLC	Ancestry Library Edition	70898475	\$1,457.50
8182001	Midwest Tapes	DVDs	507230745, 507193792, 507152641,	\$561.51
8192002	Museum of Fire Fighting	Museum Pass		\$100.00
8210011	Cleaning by Maria	Cleaning	May Bill	\$400.00
8210012	Spaulding Water Gardens & Lawn Care	May mowing		\$200.00
8210014	Otis Elevator	66878697	F10000022446	\$125.00
8210018	Home Town Haul & Recycle	trash and recycling	May Bill	\$90.00
8210020	Pat Hults	flowers		\$83.36
8210020	Agway	flowers		\$59.14
8210020	Knox Company	KnoxBox	fire dept access	\$523.00
9910001	MVLS	JA Fee June		\$696.29
	Directors Account	reimbursement		\$ 601.49
			Total:	\$ 8,669.67

**Financial Claims Paid In Advance**

	Summary of Claims		6/12/2025	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7250005	NYS Dept labor			
8220001	NYSEG	1002-8403-052	May Bill	\$352.96

8220002	National Grid	07664-27114	May Bill	\$743.55
8220002	National Grid	07664-27123	May light	\$35.51
8210040	Mnt Vernon Fire Ins	D&O Insurance		\$674.00
Total				\$ 1,806.02

**Director's Account**

	bank statement date	<b>Summary of Claims</b>		6/12/2025	
<b>Budget Line</b>		<b>Claimant</b>	<b>Note/Acct#</b>	<b>Invoice#/Subtotal/Due</b>	<b>Amount</b>
		Director's Account			
	<b>5/28/2024</b>	amazon	correction my error didn't include shipping	19.84-14.84	\$ 5.00
	<b>6/17/2024</b>	amazon	didn't catch they billed again for glue		\$ 14.78
	<b>7/24/2024</b>	Amazon	billed for glue that shipped 6/17/24		\$ 14.78
	<b>9/9/2024</b>	Amazon	Correction my error	281.57-208.81	\$ (0.70)
8130003	<b>4/21/2025</b>	Go Daddy	correction from April 2025	167.02-165.94	\$ 1.08
8110001	5/27/2025	Amazon	foam wrist rest		\$ 15.89
8110001	5/22/2025	Amazon	mailbox #s, caster wheels for basement tables	SRP table cloths 21.99	\$ 46.08
8110000	5/27/2025	Amazon	SRP decorations		\$ 106.83
8110000	5/21/2025	amazon	SRP rainbow curtains		\$ 5.98
8110000	5/23/2025	Amazon	SRP hanging swirl decorations		\$ 9.14
811001	5/27/2025	Amazon	toilet paper and outdoor water faucet handle	handle is 10.85	\$ 135.81
811001	5/23/2025	amazon	file cabinet replacement keys		\$ 24.00
8110001	5/23/2025	amazon	file cabinet replacement keys		\$ 12.00
8110001	5/29/2025	amazon	wheels for tables in basement		\$ 74.35
8110000	6/6/2025	amazon	scissors and modge podge		\$ 13.97
8110001	5/30/2025	amazon	standup desk		\$ 99.98
8130003		Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimburse ment					<b>\$ 601.49</b>