

July 2025 Reorganization Board Meeting Agenda (upstairs)

Members: Pat Adams 2029, Fred Barnes 2026, Cindy Barton 2029, Nathan Davis 2026, Ginny Downs 2028, Rebecca Leggieri 2027, Julia Walter 2028, Denise Klug 2030, Elizabeth Hackney 2030, Catherine Ryder 2029

Treasurer: Linda Carpenter

Excused (six to meet quorum):

Determination of a quorum

Oath of Office for New Trustees: Denise Klug, Elizabeth Hackney, Catherine Ryder

Election of Officers:

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*, Nathan
 - Audit update
 - Approve bills to be paid in advance
- b. **Building & Grounds** – Nathan*, Fred, Cindy
 - Sign Update
 - Shed/Storage Container Update
- c. **Personnel** – Julia*, Nathan
 - Librarian I Vacancy
- d. **Policy** –*, Pat, Julia,
 - No Meeting in June
- e. **Board Development** –Pat*, Ginny
 - Trustee Education
 - Committee Assignments
 - Approve Newspaper of choice
- f. **Long Range Plan of Service Committee** - Fred*, Julia, Cindy
 - Committee Chair Annual Input
 - Wade Abbott – Plan update

Unfinished Business:

New Business:

Adjournment: Next Board Meeting 8/14/25 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
June 12, 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, Virginia Downs, Becky Leggieri, Janet Sand, Kim Zimmer. Excused: Fred Barnes, Harriet Berard, Nathan Davis, Julia Walter, Linda Carpenter (treasurer).

Guests:

Ms. Denise Klug, Ms. Elizabeth Hackney, Ms. Catherine Ryder (recently elected trustees who will assume office at July meeting), Mrs. Kim Walchko (Friends representative), Mr. Jeff Ullman and Mr. Timothy Snyder (representing Cobleskill Historical Society).

Mr. Ullman and Mr. Snyder explained to the trustees that in the past there had been a MOA regarding a history room to display and store Cobleskill historical items. Since this document had expired several years ago, the Cobleskill Historical Society was questioning if there would be a new agreement when the Annex renovation was completed. Ms. Leggieri indicated that the renovation was still in progress and the trustees were not able to answer the question at this time.

Minutes:

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

Director's Report:

Ms. Zimmer asked, if after review, the trustees had questions regarding the New York State Annual Report. Mrs. Adams made a motion, seconded by Mrs. Barton, and it was unanimously approved.

Friends Report:

Mrs. Walchko announced that the Friends have donated \$3000 for the summer reading program. By the end of the month the Friends will have a Venmo account to make purchasing easier. Baskets must be submitted by August 23, and the raffle will take place September 20.

Treasurer's Report:

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

Committee Reports:

Finance:

Ms. Zimmer indicated that the 2023 audit will be completed within a couple of weeks.

Building and Grounds:

Mrs. Barton indicated that the plans for the exterior sign will be ready to submit to the Cobleskill Village Board at their July meeting.

Some masonry work must be done at the front of the building. JTG Company submitted an estimate of \$1200 for labor and \$75 for materials. This contract was unanimously approved.

The storage shed will be finished by mid-July.

Personnel:

Ms. Leggieri moved for the board to go into executive session at 2:05 to discuss the appointment of Lex Lanza to Librarian I. This was seconded by Mrs. Downs and unanimously approved.

Ms. Leggieri moved to leave executive session at 2:20. This was seconded by Mrs. Downs and unanimously approved.

Ms. Brewster made a recommendation not to appoint Lex Lanza to the Librarian I position. This motion was unanimously approved.

Policy:

Mrs. Sand presented four policies for consideration.

After review, The Fiscal-Investment Policy remained the same. This was unanimously approved by the trustees.

The Gift of Library Materials Policy had a few changes in terminology. These changes were unanimously approved.

Mrs. Sand explained the changes in the Library Charges and Fees Policy. This revised policy was unanimously approved.

Mrs. Sand presented the Memorandum of Deposit policy. This policy was unanimously approved.

Board Development:

Ms. Adams reminded the trustees to complete the two hours of mandatory training.

The committee is working on a slate of officers and committee members for 2025-2026.

Ms. Adams shared the results of the Trustee Self Evaluation Survey.

Long Range Plan:

Mrs. Barton asked chairs to complete the update for their committee.

New Business:

Ms. Zimmer described MVLS's Free Direct Access Plan. Ms. Brewster made a motion, seconded by Mrs. Barton, and it was unanimously approved.

Ms. Leggieri thanked Ms. Brewster for her contributions as a trustee. Ms. Leggieri spoke of Mrs. Harriet Berard's many years as a trustee and how her diligence and knowledge enhanced the role the library has had on the community.

Adjournment:

Mrs. Downs made a motion, seconded by Ms. Brewster, and was unanimously approved to adjourn at 3:15.

Submitted by Virginia Downs

June 26, 2025 Special Board Meeting Minutes

Call to Order:

A quorum was present, President Becky Leggieri called the meeting to order at 10:40am.

Present:

Cindy Barton, Rebecca Leggieri, Nathan Davis, Janet Sand, Fred Barnes, Julia Walter Executive Director: Kim Zimmer.

Committee Reports:

Personnel Committee:

Julia Walter moved to accept Lex Lanza's resignation from the Librarian I Adult Services position. The vote was unanimous.

We need trustees, Friends and others for these upcoming events:

- July 2 is the Democratic Caucus at The Community Library. It is also the first Seward Farmer's Market which is library/book themed. Courtney will be present at the Farmer's Market. (Kim will be on vacation this week.)
- July 19 Birdhouse building and decorating program at noon. Need people who have power tools and are dexterous. Also, there's an immigration workshop at the same time.

Building & Grounds Committee:

Fred shared that the shed will be completed by 7/15/2025. The committee discussed meeting on 7/8/25 at 9:00 AM to empty the container and have the container removed on 7/11 so the parking lot can be cleaned up before the shed is placed.

Adjournment:

Julia moved that we adjourn the meeting. Cindy seconded it. Meeting adjourned at 11:12.

Submitted by Julia Walter

Kimberly Zimmer's Director Report for the month of June, 2025**Finance:**

- Completed certify payroll for civil service.
- Submitted final report for Don's English Language Learner's grant.
- Submitted final paperwork for the DLD 2020 grant. Becky signed off on FS10s and they were submitted.
- 990 Extension approved.
- Employee Retention Credit – Ginny reached out to the IRS regarding the June of 2023 installment.

Building and Grounds

- Bob filled potholes in parking lot.
- Purchased standup desk for Courtney and computer wrist/hand support for Lex.
- Issues with staff bathroom sink and hotwater heater, Dan O'Keefe fixed and replaced.
- Cindy and Scott Barton are helping to move the sign project forward.
- Shingles coming off the building in 8 spots contacted Gary O'Connor.

Annex Renovation

- Follow-up with 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. Completed FS10 paperwork.

Personnel

- Civil Service paperwork for staff.
- Librarian I announcement with closing July 17. Sent to papers, MVLS and NYLA.
- Reaching out to Integra to move forward. Sent current draft.
- Staff are picking up some basic adult services tasks while we search.
- Working with Heather to manage bill payment while I am away.
- Discussed with Courtney coverage while I am away.
- Trainings: Backing up your coworker, hosting legislative visits, 250, PBS and Ken Burns, Human relations and Immigration webinars
- Meetings: Directors Council, Central Library Programming, Meeting with Lex, Staff meeting, Meeting with Courtney to discuss emergency plan.

Policy

- Discussing with staff registration and fee changes.

LRPOS

- Met to discuss categories, vision and mission statements.
- Waiting on analysis data from Wade.

Development

- Welcomed new trustees and started preparing for their onboarding. provided a tour, ordered badges and working on roster.

MVLS Updates:

- Interest in DLD construction funds with project concept and estimate to MVLS by July 9.

Program:

- Working with Heather on July displays
- Ordering SRP supplies and some of the decorations are up.
- Meeting with Lex and Courtney to discuss SRP
- June 11 at 2 Libby had 10 participants and Heather provided assistance.
- June 26 Senior Planet Intro to booking vacation stays 4A

Collection

- Working with Amy on cleaning up records.
- Attendance:
 - June: 1186 adults, 90 teens, 150 kids, 124 reference, 60 digital literacy, 2 curbside
 - May: 1229 adults, 79 teens, 170 kids, 160 reference, 44 digital 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 references, 44 digital literacy, 1 curbside.
- Ancestry searches:

Equipment:

- WiFi: 908 (June), 1058 (May), 913 (April), 828 (March), 802 (February), 804 (January)
- Public Computers: 115 (June), 96 (May), 145 (April), 128 (March), 108 (February), 151 (January)

History Room

- Policies on the website.

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 14th event from 5-8pm. Slate continues to be distributed to artists.
- Receiving donated baskets for the basket raffle.
- Next meeting is July 12 at 10am.

Outreach:

- Setup SCHOOL programs for summer and fall.
- Working with Schoharie Co Libraries to create a summer calendar of events.
- Schoharie Co Arts will hold M.K. Graff author talk on Sunday, October 26th at 2pm.
- Birdhouse kits from Irving Forest Products program is scheduled for Saturday, July 19 at noon. Need help.
- Schoharie 250th 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 is very successful.

Lex Lanza, Adult Services Librarian Report for month of June 2025

- Displays:
 - LGBTQIA+ Fiction – 2 circs
 - Juneteenth – 1 circ
 - Effective Communication Month – 1 circ
- Programs:
 - June 3: Tabling Tuesday - FMS Workforce Solutions (3A)

- June 3: Adult Game Night (14A)
- June 6: Fan Favorites (3A)
- June 10: Tabling Tuesday - SCCAP (1A)
- June 10: Short Fiction Workshop (1A + 3 on Zoom)
- June 17: Tabling Tuesday - Rainbow Group (3A)
- June 17: Adult Game Night (13A)
- June 24: Short Fiction Workshop (2A)

Courtney Little Library Assistant Report for the month of June 2025

Regular Children's Programs

- Storytime:
 - June 4: 4K, 2A
 - June 11: 14K, 7A
 - June 18: 11K, 8A
 - June 25: 9K, 5A
- LEGO Club, June 10: 2K, 2A

Special Kids Programs:

- Make a Flower Fairy, June 14: 1K, 1A

Regular Teen Programs:

- Anime Club, June 10: 7T
- Teen D&D
 - June 3: 9T, 1A
 - June 17: 10T, 1A

Other Programs:

- All Ages Craft Buffet, June 12: 0 participants
- Paws for Reading (all dogs)
 - June 3: 2A
 - June 24: 2K, 3A

Displays (planned/curated by Heather Heckman):

- Juvenile Fiction: Last Chance! (books in danger of weeding)
- Juvenile Picture Books: National Pollinators Month
- Teen Fiction: Stonewall Award Winners

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created and scheduled social media and marketing materials for June and July with Lex and Kim
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Set up Read It Forward books for teens on Teen Zone cart
- Prepared library newsletter for July
- Ordered books for youth collections
- Completed cybersecurity training
- Summer Reading Program preparations:
 - Confirmed program details and paperwork with presenters for July
 - Attended SRP planning meeting with Lex Lanza
 - Created reading trackers and button designs for kids, teens, and adults (with help from Heather for adult Bingo)
 - Gave summer reading presentations at Radez (6/6), Golding (6/12), and Ryder (6/25 & 6/26)
 - Chose kids and teen prize packages with Kim

- o Ordered supplies for summer craft programs and reading challenge
- Emergency Management Plan progress
 - o Met with Kim twice to update on emergency management plan progress and next steps
 - o Continued edits to Pocket Response Plan for quick reference
 - o Followed up with fire department to schedule trainings
 - o Continued draft EMP additions.

Library Clerk Reports June 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 in adult fiction.
- Worked with Heather to sort and send 3 boxes of DVD donations to MVLS for Thrift Books.
- Worked with Heather and Lex to sort and sent one box of donations to Better World Books.
- Working with Lex to weed Adult Fiction letters G through I.
- Helped to collate June board meeting packet.
- Sort books for the Friends book sale.
- Helped a couple of patrons with directions on how to get to other places in the County.
- Helping with summer reading preparations.
- 21 new cards for June.

Heather Heckman:

- Worked on Adult June Displays with Kim: Biographies for French American Heritage Month and Fiction and Fiction Featuring Disabled Characters for Disability Pride Month.
- Worked on the Adult Summer Reading Bingo Board
- Requested 1 ILL from Schenectady, returned 5 ILLs.
- Updated TV slide show, SCCC, and Visit Schoharie County Calendars for July
- Patrons are pleased with our ability to print directly from their phones.
- Several patrons have complimented the flower beds out front.
- 32 paper calendars distributed

Jackie Barbato:

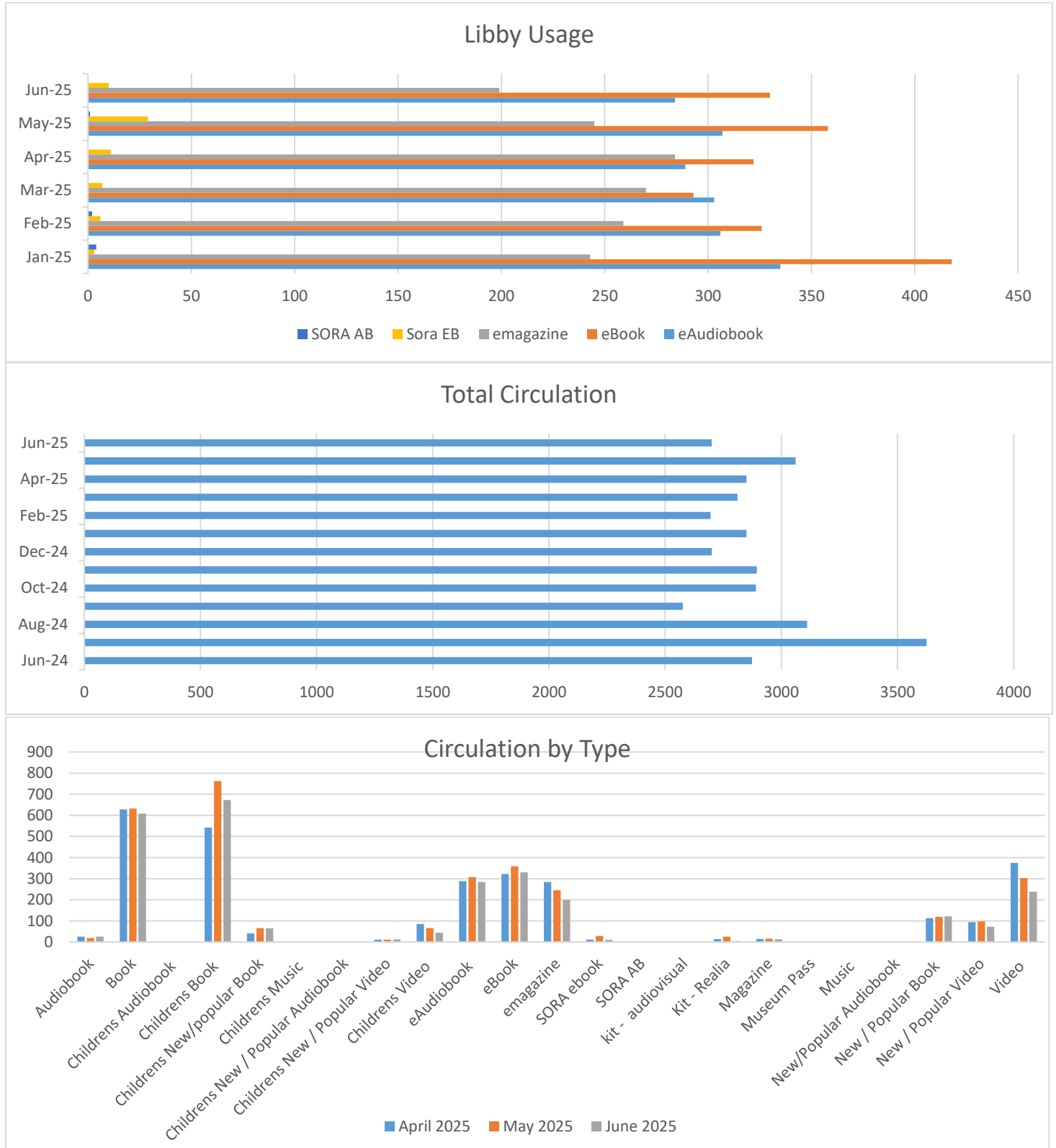
- Planned, designed, and created Summer Reading decorations
- Set up and hosted a special program that invited volunteers to come assist with creating Summer Reading decorations, unfortunately it was unattended
- Coordinated an art showcase of the artwork from the UPK classroom at the Cobleskill Campus Child Care Center to be displayed throughout Summer Reading in the children's room
- 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

Brooke Battista

- Made many buttons, sorted them by color
- Made 8 or so paint brushes out of pool noodles for decorations
- Painted a picture frame for decorations
- Strung the butterflies with fishing line for decorations
- Learned how to use the Cricut, printed paint splatters for decorations

- Created logos for Summer Reading 2025, then returned to one for edits and colors
- Helped make paper chains for decorations
- Working a regular Friday schedule

Statistics:



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

	Summary of Claims		7/10/2025	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	Lynette Lawyer	monthly service		\$ 775.00
7540000	Studio for Art & Craft	Art Sun Catchers	7/23 prog 18 kids	\$ 324.00
7540000	Jan Kardys	Publisher Program	26-Jul	\$ 200.00
7540000	George Steele	Nature Art Institute	8/5-8/9	\$ 900.00
7540000	Dudley Observatory	Nebula Spin Art		\$175.00
7540000	Swank Movie License	193876001	3980110	\$ 405.00
8110000	Kim Zimmer	Race Printing posters	SRP Jackie picked up & paid. I reimbursed Jackie	\$ 19.00
	Race Printing	SRP: Teen, Adult, Kids	28, 77, 91	\$ 196.00
8110000	Collaborative Summer Library Program	tshirts for summer reading		\$ 117.92
8110001	WaDaYaNeed	Name Badge - new trustees		\$ 42.00
	walmart			\$434.13
	8110000	banner and backdrop SRP, choc for school visits	19.46	
		6/24/2025	118	
		6/24/2025	272.94	
	8110001	first aid kit replacement items	23.73	
8130001	Midtel	78693-0	10495435	\$330.18
8130001	Midtel	00128367-2	10495126	\$80.95
8180001	Ingram	20V8277 - book purchases	60522866, 60525551, 60526992, 60528041, 60529581, 60531326, 67834324, 60533630, 60523025, 67832377	\$1,032.36
8182001	Midwest Tapes	DVDs	0507291297, 0507319032	\$77.22
8182002	Schenectady Co Public Library	book replacement		\$28.00
8210011	Cleaning by Maria	Cleaning	June Bill	\$400.00
8210012	Spaulding Water Gardens & Lawn Care		June Bill	\$200.00
8210018	Home Town Haul & Recycle	trash and recycling	June Bill	\$90.00
8210020	Pat Hults	flowers		\$42.62
8210020	Agway	flowers, blacktop patch		\$40.97
9910001	MVLS	JA Fee June	5613	\$696.29
	MVLS	MS Office	5607	\$250.00
	Directors Account	reimbursement		\$ 860.79
			Total:	\$ 7,717.43

Financial Claims Paid In Advance

	Summary of Claims		7/10/2025	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
8220001	NYSEG	1002-8403-052	June Bill	\$57.70
8220002	National Grid	07664-27114	June Bill	\$782.49
8220002	National Grid	07664-27123	June light	\$35.51
8210040	Mnt Vernon Fire Ins	D&O Insurance		\$25.00
Total				\$ 900.70

Director's Account

	bank statement date	Summary of Claims		7/10/2025	
Budget Line		Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
		Director's Account			
8110000	6/26/2025	amazon	book prizes and chopsticks for SRP		\$ 42.93
8110000	6/26/2025	amazon	presentation clicker, command strips, diamond art tools, labels		\$ 116.40
8110001	6/25/2025	Staples	toner		\$ 400.67
8110000	6/18/2025	amazon	SRP paper, tie-dye, raffle tix		\$ 241.69
8110000	6/12/2025	Amazon	SRP inflatable pencil, crayon and paint brush		\$ 15.99
	6/24/2025	USPS	Mailing DLD grant pw		\$ 6.62
8110000	6/6/2025	amazon	scissors and modge podge		\$ 13.97
8130003		Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimburseme nt					\$ 860.79