

August 2025 Board Meeting Agenda (upstairs)

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

Treasurer: Linda Carpenter

Excused (six to meet quorum): Ginny Downs

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*, Fred, Cathie
Financial Review Findings
- b. **Building & Grounds** – Nathan*, Cindy, Liz, Denise
Sign Update
Shed Update
Plowing update
- c. **Personnel** – Julia*, Nathan, Denise
Librarian I appointment
- d. **Policy** –Pat*, Nathan, Julia
Meeting on August 28th
- e. **Board Development** –Pat*, Ginny, Cathie
Orientation
Organizational Meeting on 18th
Trustee Education
- f. **Long Range Plan of Service Committee** - Cindy*, Fred, Liz, Julia
Committee Chair Annual Input
LRPOS Mission and Vision Statement Proposals

Unfinished Business:

New Business: MVLS annual nominations, MVLS Board Elections, Farewell Gatherings – Harriet & Janet

Adjournment: Next Board Meeting 9/11/25 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****July 10, 2025**

Call to Order: As all members and a quorum was present, President Becky Leggieri called the meeting to order at 12:50 PM

Present: Pat Adams, Cindy Barton, Virginia Downs, Elizabeth Hackney, Denise Klug, Becky Leggieri, Kim Zimmer (Library Director), Fred Barnes, Nathan Davis, Julia Walter, Catherine Ryder, Linda Carpenter (treasurer), Janet Sand (excused/resigned)

Guests: HB Steadham (new editor of Times Journal), interested in Library and plans to cover Library news as appropriate in the paper.

Wade Abbott, MVLS, assisting Long Range Planning with collecting opinion surveys and data analysis. Provided a summary of categories of patron perceptions regarding describing their community, what they feel their community needs, what the library can do to help them. He has been using AI as an assistive new tool to help organize and present the data. He also shared that the board needs to determine if the current Mission and Vision statements still ring true or if we might want to tweak or change them for the next 5-year planning period. He will provide updated info as the process moves forward with the committee and will provide some printed full copies of the raw data for anyone to review if they so desire. Wade complimented our library on our planning process and board engagement.

Minutes: The Minutes of June Meeting were reviewed, motion made by Becky Leggieri seconded by Julia Walter and passed. Of note is additional minutes from a special meeting on June 26 as well as an impromptu meeting with a quorum present on July 8 related to needing to hire someone to move the heavy items out of the storage unit in preparation for the delivery of the new storage shed and all present voted in favor of drafting checks for the movers of the contents of the storage unit as well as to the person who will deliver the shed when we are ready for it. (those present included Cindy, Ginny, Becky, Julia, Fred and Nathan)

Oath of Office: New Trustees: Denise Klug, Elizabeth Hackney, Catherine Ryder all recited the verbal oath of office and will provide Notarized signatures accordingly.

Election of Officers: Virginia Downs nominated the slate of Board Officers for the 2025-2026 year and this was passed unanimously. **President:** Rebecca Leggieri **Vice President:** Nathan Davis **Secretary:** Cynthia Barton **Financial Officer:** Virginia Downs **Treasurer:** Linda Carpenter (non-trustee) **Historian:** Harriet Berard (non-trustee)

Committee Assignments: Were reviewed and posted as follows:

Board Development: Pat Adams (chair), Ginny Downs, Cathie Ryder

Building and Grounds: Nathan Davis (chair), Cindy Barton, Liz Hackney, Denise Klug

Finance: Ginny Downs (chair), Fred Barnes, Cathie Ryder

Long Range Planning: Cindy Barton (chair), Fred Barnes, Liz Hackney, Julia Walter

Personnel: Julia Walter (chair), Nathan Davis, Denise Klug

Policy: Pat Adams (chair), Nathan Davis, Julia Walter

Communications: The Chamber of Commerce monthly meeting for July 31 to be held at our Library, Kim requests that as many board members as possible be present to meet with chamber members, help with any set up, tours and communications regarding the building project. Several members indicated they would attend. (Julia, Fred, Becky)

Patsy Nicosia, local reporter/editor has started a new venture and requests an interview with Library staff and board members to update information about our library. Any board members who are able to attend are invited to a Friday July 18th interview/conversation at 1:30 pm at the library.

Janet Sand, who had one additional year left on her board term, has tendered her resignation effective June 12 per written notice. The board approved the resignation with regrets and note the many years of

dedicated service Janet has provided to The Community Library. This resignation leaves a one-year vacancy on the board.

Directors' Report: Kim highlighted several items on her June report including the information regarding the Employee Retention Credit that is still due for June 2023 installment. It was held up and not processed by the IRS and she expects that it will be forthcoming. The final paperwork for the DLD of 2020 has been submitted, maintenance work as well as need for both the heat and the AC to be on when it is really hot and humid to help dehumidify the air, and bottled water provided with the boil water mandate in the village. Kim recommends that we seek new grant DLD for the elevator that we did not receive last year, notes she has 2 applicants for the open Librarian position and plans to interview soon, and provided a county-wide library event calendar for the summer that has been championed by the Schoharie Director (Yvonne). She requested any assistance and power screw drivers to help to put together birdhouses for the July 19 birdhouse project, reminded board that only fully completed baskets are to be stored in the board's office, and has been in contact with Brendon to urge next steps in the building project. There has been a big focus on prepping for the Summer Reading program and also working with Courtney in regard to emergency preparedness planning with Sept being preparedness month. She notes that dealing with the heat is very important for our patrons. Shane Mickle has been identified as a contact as the county planner who is familiar with emergency management and preparedness. She also noted that registrations for the summer reading program are well above last year. Kendra Cote from Mineral springs soaps donated some nice soaps for the reading program bags.

No Friends Report this month, they are preparing for the basket raffle in Sept and the painted roof slate auction later in the year. They meet Saturday, July 12 at 10 AM.

Treasurers Report: Linda presented the financial reports with explanation of items in "red" on both the income and expense reports. Explanation was provided why NYLAF now is using the NYCLASS moniker for interest bearing deposit accounts. Linda continues to work with Lynn in regard to how the financial reports look and what columns of information are most useful to the board, such as actual and budget for each month and cumulative year to date comparisons. Part of the issue is the physical size of the spread sheet as well as imbedded formulas therein. Linda also continues to work with Jason Waite on our financial audit/review.

Presentation of Bills and Actions: Ginny presented the bills that need to be paid currently or in advance to avoid surcharges. The board unanimously approved the paying of the bills and they were sent around to each board member to sign accordingly.

Committee Reports

Finance: Ginny (and Linda) All items were addressed as above in treasurers report.

Building and Grounds: Nathan moved that the new DLD grant be sought for the elevator at around \$530,000 (knowing that the Library may have to come up with 30 to 50% of the total). The motion was passed by the board.

The paperwork application for the new sign has been submitted to the Village and Historic District and it is expected that it will be reviewed by the Historic District Committee on August 6. Any interested board members are invited to attend that meeting in support of the project. Scott and Cindy Barton (and Kim) provided the coordination for the project and Cindy paid the application fees for the village review process. Becky is the "owner" as the president of the Board of Directors.

The storage container will be emptied soon with help of paid movers and then the area will be cleaned up in advance of the new storage shed delivery. Thank you to all who helped move bricks and the items that were able to be safely moved by board members and volunteers on July 8th.

Personnel: The former Librarian submitted their resignation and it was accepted by the board in a special meeting on June 26. The open position has been posted and applications are being received. Kim and

personnel committee are working with Integra in regard to the new employee handbook and annual updates as laws and rules change.

Policy: No meeting in June, no new info to report.

Board Development: Reminder that Trustee Education (at least 2 hours per year) is important and that the additional Sexual Harassment training must be completed by **ALL** board members on an annual basis. Email with links to training will be sent to all soon. Orientation material, handbook and in person meeting has been or will be provided to all new board members by the end of the month. **ALL** board members must sign the conflict of interest policy and keep the front page but disclose any conflict and sign the second page and give to the Board secretary (Cindy) by the end of the month.

Also, if there are any changes to the new committee meeting days/times, you must report that to Kim Board Development and Becky so that the information can be shared as mandated with the posting of public access to our meetings.

Unfinished Business: None

New Business: Becky shared that MVLS is looking for interested volunteers to serve on the MVLS board and on the MVLS Board advisory Group. Our county already has 3 people on that board, but if anyone is interested, let her know and she will get info to you.

Julia noted that she will coordinate the Board's Annual basket donated for the Friends raffle. It will be a Disney Theme (thanks to Fred's Disney Villain framed poster) and she will need any contributions from the board members by the August 14 Board meeting. This fundraiser by the Friends provides a substantial fund of money that is donated to the Library for use throughout the year for special programs, supplies and projects.

With all business concluded, Pat moved to close the meeting, seconded by Ginny and the meeting was closed by Becky at 2:30 pm.

Respectfully submitted by Cynthia Barton, Secretary

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

Finance:

- Provided bookkeeper with 2025 budget
- Received DLD 2020 grant final payment.
- Employee Retention Credit – Ginny is working on this.

Building and Grounds

- Container removal and shed delivery.
- Moved bookcases in staff area to create lunch table. Bookcases to the basement for Friends.
- Working on bid for snow plowing.
- Some issues with 911, the elevator and email seems to be worked out.
- Sign design to go before historic dist committee in August.
- Shingles coming off the building in 8 spots contacted Gary O'Connor.

Annex Renovation

- Start 2025 DLD application for elevator in August.
- 2024 DLD funds should arrive in the fall for the ramp and stair work at the back of the building.
- Requested DLD grant amendment paperwork. Still need new information from Brendon.
- Gave Brendon national grid and NYSEG bills. Nothing yet.

Personnel

- Librarian I appointment
- Staff harassment training and conflict of interest.

- Meeting with Integra to review draft and setup a schedule for review.
- Adjusting staff schedules to cover vacations and time off.
- Trainings: Policy webinar, Sr Planet
- Meetings: MVLS Trustee meeting, NYS Tax Prep staff, Friends, Meeting with Courtney and Colleen from Emergency Services to discuss emergency plan.

Policy

- Shared MVLS policy changes with committee
- Discussing with staff registration and fee changes.

LRPOS

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

Development

- updated roster.

MVLS Updates:

- NYCON support.
- Dream and Do grants coming.
- DLD construction currently at 50% for 2025/

Program:

- Helping with SRP programs and covering adult programs.
- Planning programs for August and Fall

Collection

- Catching up on book and movie orders
- Attendance:
 - July: 1683 adults, 152 teens, 407 kids, 160 reference, 75 digital literacy, 3 curbside
 - 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: 1067 (July), 908 (June), 1058 (May), 913 (April), 828 (March), 802 (Feb), 804 (Jan)
- Public Computers: 148 (July), 115 (June), 96 (May), 145 (April), 128 (March), 108 (Feb), 151 (Jan)

History Room

- Moved items in history room to make room.
- Discussions with Pam and Pete on sorting materials.

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.
- Friends now have Venmo.
- Coordinating artists to paint slates, November 14th event from 5-8pm. Slate continues to be distributed to artists.
- Next meeting is August 2 and September 6 at 10am.

Outreach:

- Youth Bureau using library space and helping out with programs during July.
- Worked with Chamber of Commerce board to host mixer at the library. Provided tour.
- Schoharie Co Arts will hold M.K. Graff author talk on Sunday, October 26th at 2pm.
- Schoharie 250th bicentennial efforts underway. Working on displays, book collections and loanable kits for all four Schoharie Co. Libraries.
- Continue to sort plastic for the school recycled benches.

Don LaPlant, Adult Services Librarian Report for month of July 2025

Professional Activities

- Don returned to the Adult Services Position beginning July 26, 2025! (most programs listed below were hosted by Kim Zimmer or participant-led)
- July programming: Adult D&D, Tabling Tuesdays, All Ages Craft Buffet, Fan Favorites, Short Fiction Workshop, Publishing Workshop
- curated two book displays with the assistance of Clerk Heather Heckman
- developed marketing materials for adult programs with Jackie Barbato
- developed new monthly events calendar with Jackie Barbato
- coordinated social media postings with Courtney Little
- Don completed required online safety training (through Joint Automation/SALS) and Sexual Harassment Prevention Training Course (through Traliant)

July 2025 Programs/Events Attendance: total (62A)

Adult D&D, July 1 13A
Tabling Tuesday SCCASA, July 8 3A
Short Fiction Workshop, July 8 3A
All Ages Craft Buffet, July 10 1A
Fan Favorites, July 11 4A
Tabling Tuesday: Autism Society, July 15 2A
Adult D&D, July 15 12A
Tabling Tuesday: CCE Energy Program 4A
Short Fiction Workshop, July 22 4A
Publishing Workshop: You Wrote a Book, Now What, July 26 24A

July Display title circulation

Disability Pride Month: Fiction display: 5
 French American Heritage Month Biographies: 6

Marketing/Promotion

Social Platform	July 2024 followers
Facebook	1,392
Instagram	274
Mailchimp Newsletter	839

July Events Calendar: 60 print copies distributed; 9 copies downloaded from Newsletter

New Library Card Sign-Ups in July: 33

Courtney Little Library Assistant Report for the month of July 2025

Recurring Children's Programs

- Storytime:
 - o July 2: 5A, 6K
 - o July 9: 5A, 8K
 - o July 16: 4A, 6K
 - o July 23: 7A, 11K

- o July 30: 2A, 3K
- LEGO Club, July 8: 6A, 7K
- Wiggle Worms. July 26: 4A, 2K

Recurring Teen Programs:

- Anime Club, July 8: 7T
- Teen D&D
 - o July 1: 1A, 7T
 - o July 15: 1A, 8T

Other Recurring Programs:

- All Ages Craft Buffet, July 10: 2A
- Paws for Reading (all dogs)
 - o July 8: 1A
 - o July 15: 2A, 2K
 - o July 22: 1A, 2K
 - o July 29: 4K

Special Summer Reading Kids/Family Programs:

- Dance the World Around, July 9: 9A, 8K, 1T
- Build & Decorate a Birdhouse, July 19: 19A, 20K, 3T
- Make a Window Hanger, July 23: 10A, 13K, 1T
- Mess-tival, July 24: 10A, 15K, 2T
- Nebula Spin Art, July 31: 10A, 20K, 2T
- Youth Bureau Activities:
 - o July 10: 7A, 3K
 - o July 17: 3A, 4K
 - o July 31: 3A, 1K

Special Summer Reading Teen/Teen-Adult Programs:

- How to Be a Dungeon Master pt. 1: 3A, 4T
- Teen Craft: Alcohol Ink Coasters, July 22: 6T
- Teen Movie: The Princess Bride, July 29: 2T

Displays:

- Juvenile Fiction: Read in Color (books with color words in the title)
- Juvenile Picture Books: Read in Color (books with color words in the title)
- Teen Fiction: All About Artists (books featuring characters who make art)

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created and scheduled social media and marketing materials for July and August with Kim
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Began preparations on library newsletter for August, transferred for finishing to Don
- Ordered books for youth collections
- Completed annual sexual harassment training
- Staffed library information table at new Seward Farmer's Market, 7/2
- Summer Reading Program activities:
 - o Confirmed program details and paperwork with presenters for August
 - o Arranged and packed sign up bags for kids, teens, and adults
 - o Gave summer reading presentations at Radez (6/6), Golding (6/12), and Ryder (6/25 & 6/26)
 - o Assembled and photographed prize bundles for raffle table
- Emergency Management Plan progress
 - o Met with Kim twice to update on emergency management plan progress and next steps

- o Attended meeting 7/29 with Kim and Schoharie Co. Emergency Manager Colleen Flynn for assistance with emergency planning and better understanding of county services and emergency procedures

Library Clerk Reports July 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 Jackie with summer reading decorations and decorating.
- Finished adult fiction collection book repairs.
- Working on repairs of books in the kids room.
- Was able to help a patron with the computer and getting a new card. The patron came back with a \$20 donation.
- One box of books sent to Better World this month.
- Continue to sort books for the Friends book sale.

Heather Heckman:

- Prepared Adult Displays for August in line with the summer reading theme.
- Made a spreadsheet of people who have taken slates to paint.
- Made and updated the Summer Reading Registration spreadsheet along with moving splats up on the wall.
- Made a spreadsheet of books for the 250th Celebration of the American Revolution
- Requested and processed 2 ILLs.
- Updated VisitSchoharieCounty.com and Schoharie County Chamber of Commerce Calendars with our programs.
- Helped a Spanish speaking man print a document from his phone and make copy copies in a mix of English and Spanish.
- I've run into trouble trying to print from patrons' android phones but can still print from my android, so I'm trying the other staff's android phones to find out why. Motorola and Samsung Galaxy have worked better than Google Pixels.

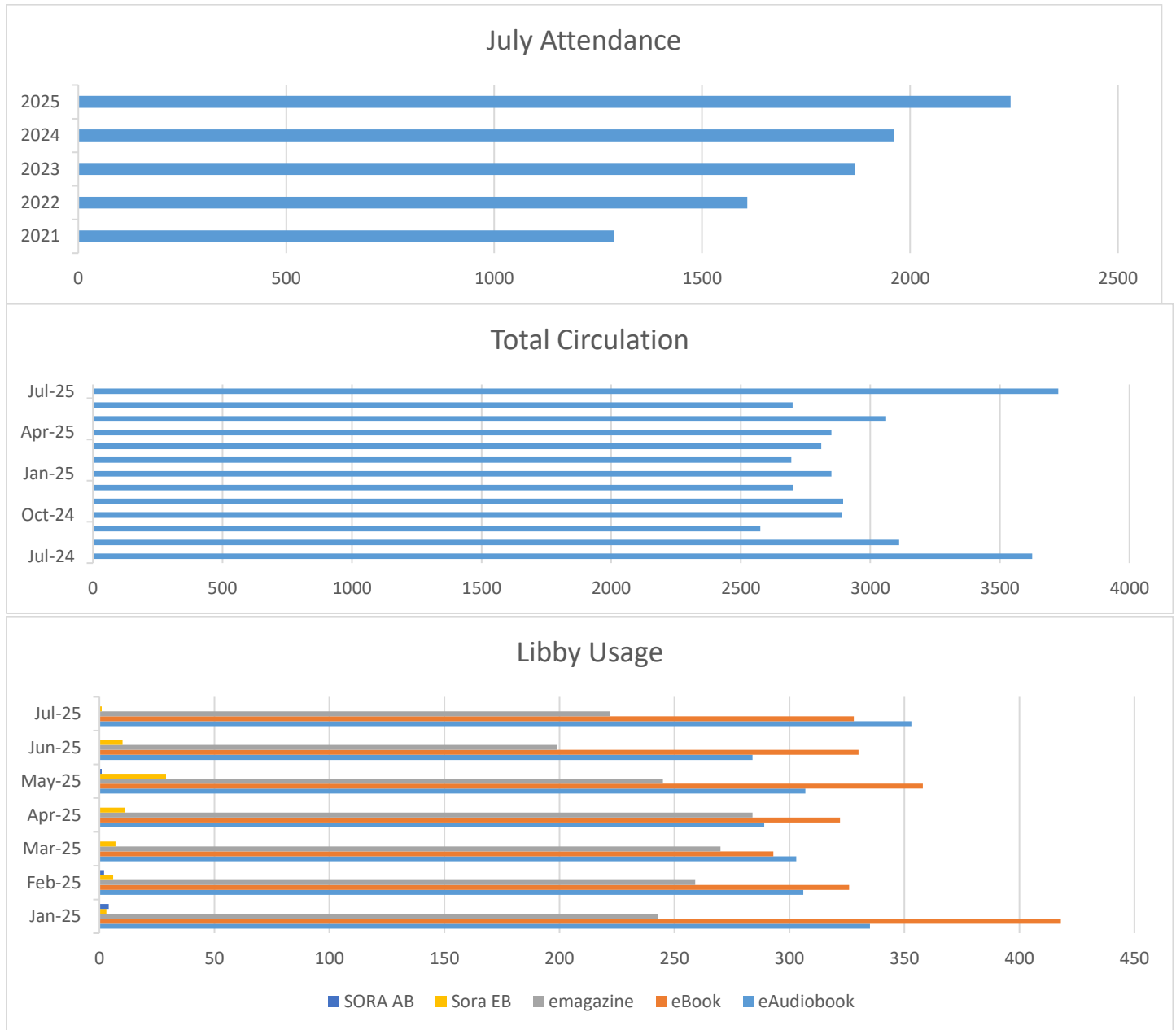
Jackie Barbato:

- Created program quarter sheets to be given out at the Sunshine Fair
- Helped package up Summer Reading bags for distribution
- Worked the Tie-Dye station for Mess-tival
- Made Summer Reading buttons as needed
- 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
- 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
- Promoted the Summer Reading Program to the school age summer camp at the Cobleskill Campus Childcare Center

Brooke Battista

- A template for The Friends News newsletter
- Two Silent Auction Poster designs
- Display posters for both YA Start A New Series and Biographies Of Artists

- Working a regular Friday schedule

Statistics:

Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

	Summary of Claims		8/14/2025	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	Lynette Lawyer	monthly service		\$ 775.00
7530002	Girvin & Ferlazzo, PC	Employee assistance		\$ 275.00
7540000	Utica Zoological Society, Inc	Zoomobile and mileage	8/14 program	\$ 283.00
7540000	MPLC	Movie License		\$ 346.67
7540001	Integra HR	Employee assistance	1627	\$ 447.00
	walmart			\$252.24

	8110000	snacks, soda disposable pan	26.82	
	8110000	tshirts, soda, snacks	198.2	
	8110000	baby wipes, water	20.71	
		service fee	6.51	
8110002	Demco	tape, labels, protectors	7675422	\$152.76
8130001	Midtel	78693-0	10501249	\$330.18
8130001	Midtel	00128367-2	10506334	\$80.95
8180001	Ingram	20V8277 - book purchases	60534600, 60538221, 60538311, 60539561, 60540608	\$1,012.52
8182001	Midwest Tapes	DVDs	507401360, 507440850, 507481787, 507487230, 507519449	\$254.89
8190000	Albany Inst. of History & Art	Museum Pass		\$100.00
8190000	The Arkell Museum	Museum Pass		\$100.00
8210011	Cleaning by Maria	Cleaning	July Bill	\$400.00
8210012	Spaulding Water Gardens & Lawn Care	July mowing		\$200.00
8210014	Otis Elevator	66878697	100402015775	\$580.53
8210015	everon		159144480	\$606.27
8210016	Professional Fire Protection		33604	\$535.00
8210018	Home Town Haul & Recycle	trash and recycling	July Bill	\$90.00
8530008	ARSL	Membership		\$175.00
8530009	NYCON	Membership		\$130.00
8570002	Mountain Eagle	Lib I advertisement	44-a	\$150.00
9830003	MVLS	office software	5657	\$80.00
9910001	MVLS	JA Fee August		\$696.29
	Directors Account	reimbursement		\$ 485.74
			Total:	\$ 8,539.04

Financial Claims Paid In Advance

	Summary of Claims		8/14/2025	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP		September Bill	\$ 597.51
8220001	NYSEG	1002-8403-052	June Bill	\$35.81
8220002	National Grid	07664-27114	June Bill	\$1,035.55
8220002	National Grid	07664-27123	June light	\$42.03
Total				\$ 1,710.90

Director's Account

	bank statement date	Summary of Claims		8/14/2025	
Budget Line		Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
		Director's Account			

8110001	8/5/2025	amazon	wireless door counter		\$116.91
8110001	8/5/2025	amazon	2 plastic card tables		\$106.44
8110001	7/30/2025	Staples	paper, markers, folders, envelopes, paper, notebooks		\$144.13
8110000	7/14/2025	michaels	diamond paint kits		\$ 44.86
8140001	7/14/2025	USPS	Mailing IRS ERC pw	check # 362	\$ 10.40
8110000	7/18/2025	amazon	paper bags		\$ 40.48
8130003	8-Jul	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimbursement					\$485.74