The Community Library Board of Trustees Meeting August 14, 2025

Call to Order: As a quorum was present, President Becky Leggieri called the meeting to order at 1:03 PM

Present: Pat Adams, Cindy Barton, Denise Klug, Becky Leggieri, Kim Zimmer (Library Director), Fred Barnes, Nathan Davis, Julia Walter, Catherine Ryder, Linda Carpenter (treasurer)

Excused: Ginny Downs, Liz Hackney

Guests and Public Comment: None.

Minutes: The Minutes of July Meeting were reviewed, motion made by Pat Adams seconded by Julia Walter and passed.

Communications: Cindy Barton, secretary, sent a sympathy card to Katherine Hawkins in the loss of her daughter. Cindy also provided a thank you note to Mineral Springs soap for the donation of soap that was added to the Summer Reading program bags. Cindy will send a get well card to Pam Kostbar Jarvis, a long time financial supporter, in her recent illness requiring hospitalization.

Directors' Report: Kim highlighted several items on her July report. Don LaPlant, librarian, has returned to employment at The Community Library on July 26 pending board approval today. Some negotiations were made in regard to pay, future benefits to be added, PTO, continuing education that will be reviewed and provided to all employees in near future. Additionally, Don cited as a reason for his return to be the quality work environment and staff at The Community Library and his ability to be creative and autonomous as well as collaborative here. Kim and staff have made adjustments in office spaces so that Don is located closer to the staff for the bulk of the day and all staff take turns monitoring the second-floor work station. Julia Walter moved to appoint Don LaPlant to the position of Librarian, Denise Klug seconded the nomination and it was unanimously passed by the board members present. Kim also expressed the staff's exhilaration and joyful exhaustion from the Summer Reading Program. It has been a very exciting, colorful and fun-filled summer! Applications for 2025 DLD elevator grant will start in August, expect 2024 DLD funds for ramp and stair this fall and DLD amendment paperwork as well as follow-up regarding electric and gas bills is still pending from Brendon Becker, engineer. Kim reported that some patrons do seek shelter from heat/cold in the library and she has to often "wake up" people who are sleeping to be sure they are not ill/in need of medical care. She also noted that she has called local police to report that patrons left important documents/personal items at the library (passport/license etc.)

Friends: Kathy Weidman, Friends President, attended and gave update of status of basket raffle with request for board assistance with basket donations, basket wrapping and selling raffle tickets as well as help needed to manage used book sales on the day of the raffle drawings (Sep 20). Additionally, Kathy provided and update and requested board assistance with the upcoming Historic Painted Slate silent auction event scheduled for November 14. Middleburgh Winery will be on site selling wine, the Friends and Library Board are requested to be present to help with the event and also consider providing food/appetizers for the event. Starting bid price will be discussed and logistics will continue to be laid out. Kathy asked the board to consider what the funds realized from the auction should be earmarked for and discuss over the next couple of meetings. The board thanked the Friends for their dedication and help with funds for special programming.

Treasurers Report: Linda presented the financial reports. In Ginny's absence**, the bills were presented for payment** and Fred moved with second by Cindy to pay the bills. The board passed the motion to pay the bills. Linda additionally presented the draft report of the Financial Review. One finding was that we did have accounts with over $250,000 that were then "not insured" has already been resolved. Fred moved to accept the draft financial review report and Cathy seconded it. The motion to accept the draft report was approved. Cathy made the motion that Linda can sign for us to accept the final Financial Review from Mostert, Manzanero and Scott, Fred seconded the motion and the motion as approved. The LLP agreed to keep their fee at $4500. Also noted was a "missing bill" from Ingraham which will be resolved/replaced in the next few days.

Committee Reports

Finance: Bills presented and approved as above.

Building and Grounds: Nathan reported that our sign proposal was approved by the Village Historic District Review Commission in record time! They really like it! The village has a proposal to change the sign ordinance to allow internally lit signs that is pending board action and public comment in the next couple of months and so we were told that our proposal with the internal lighting should ultimately be allowed. We will proceed with engaging the sign company and "turn on" the sign only when the law is actually changed. Kim has reached out the sign company and response is pending to get the contract in place to get our beautiful new sign.

The shed is in place and the storage unit is gone! Thanks to Nathan and friends for moving everything out of the storage unit. Items stored are currently in the back of our building and we will be sorting items and deciding what will go back in storage and what we will keep inside and use for the future. Some items do not belong to the library and those will be identified and owners will need to decide what to do with those items. (Cobleskill Historical Society). Thank you to all who helped with this process.

Plowing request for proposals will go out next week. The wording of the request for proposals will be uniform to all businesses we reach out to. If any board member knows of a reputable snow removal company, get that info to Nathan. It was noted that our current landscaper/mowing contract company has been really good, professional and less expensive than our prior contractor.

Kim noted that the phone lines are all in working order and if anyone calls 911 from any phone in the building, she gets an immediate cell phone notification of the call and exactly where it is located.

Personnel: Ken LaPlant returned to employment and was unanimously appointed by the board as indicated above.

Policy: Pat indicated that a reorganization meeting will be taking place on August 28.

Board Development: Pat indicated that all board and staff have signed the conflict of interest statements for the year. New board orientation was done and an organizational meeting was done on July 18. She shared some suggestions that new board members be hosted by the board after our monthly meetings for any questions or concerns they may have that were not covered as part of the meeting itself as well as a possible "buddy" system for a more experience member to be a "go to" for the new member. General agreement with these suggestions was noted but no formal action taken. All trustees were reminded that they need to complete the sexual harassment training as well as at least 2 more hours of approved library board education each and every year and provide certificate of attendance to Pat to verify and retain.

Long Range Planning: Cindy provided a "form" for all committee chairs and Kim to use in their next committee meetings to assess their current status with their part in the goals of our current long range plan as well to note any items they feel they should continue to monitor, change or stop monitoring. Any problems or new initiatives should be identified as we continue our process of developing a new long range plan for the next 5 years. Please, get this information back to Fred before the next full board meeting. Cindy will be not be here for the next 2 LRP or Board meetings and Fred will be handling the LRP committee and Pat will be doing the minutes for the Board meetings while Cindy is away. Also provided was a draft "change" to the mission and vision for The Community Library. While everyone is generally in agreement with the sentiment of the statements, there was still some discussion. The committee will take the commentary into consideration and at their next meeting draft new mission and vision statements to bring up for vote at September's meeting.

Unfinished Business: Recommendation was made to let the public know that Don is back and that he came back for very positive reasons. Julia will plan to work with local newspaper for a press release. Cathy recommended that we send occasional photos with captions about all the fun and interesting things we do at the library and it was generally agreed that we do this sometimes, but could do it even more.

New Business: MVLS annual nominations have been made. Becky will get that info to us as well as the logistics of how we vote as a board. Discussion was made regarding having a thankyou/farewell gathering for Harriet and Janet. Janet has expressed desire to have the board come to her home for a little gathering. Harriet might enjoy a gathering at the Tagua Nut or even the Library. Rebecca will follow up and keep us informed. Fred then made a suggestion that the board consider naming one of the rooms in honor of Harriet Berard, Janet Sand and Ken Hotopp who were all dedicated, dynamic and long time supporters and board members of The Community Library. This will require ongoing discussion and planning. Kim reminded everyone that MVLS is still working to educate staff and board about phishing schemes and to be vigilant in managing their e-mails! Julia recommended the PBS special called "Free for All" about the history of libraries in America.

Respectfully submitted by Cynthia Barton, Secretary