

September 2025 Board Meeting Agenda

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 2030

Treasurer: Linda Carpenter

Excused (six to meet quorum): Cindy Barton

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

b. **Building & Grounds** – Nathan*, Cindy, Liz, Denise

Snowplow Recommendation

Fund Raising Committee

Sign Update

c. **Personnel** – Julia*, Nathan, Denise

Draft Personnel Handbook

Staff Sabbatical

Benefits' discussion

Annual MVLS meeting

d. **Policy** –Pat*, Nathan, Julia

Meeting on August 28th

e. **Board Development** –Pat*, Ginny, Cathie

Trustee Education Correspondence

f. **Long Range Plan of Service Committee** - Cindy*, Fred, Liz, Julia

LRPOS Mission and Vision Statement Proposals

Unfinished Business:

New Business: MVLS annual meeting, Farewells for Harriet & Janet, Annex Planning, Board Meeting Time Change?

Adjournment: Next Board Meeting 10/09/25 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 4pm

Long Range Plan of Service First Tuesday of the Month at 2pm

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 an 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 Ingram 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: Don 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 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

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

Finance:

- Began work on NYPA grant application for the board of supervisors
- Bookkeeper ordered more checks.
- Received draft NYS retirement bill
- Employee Retention Credit – Ginny is working on this.

Building and Grounds

- Plowing bids.
- Issues with basement toilet. Had to replace batteries in flush mechanism.
- Sign went before historic dist committee and was approved. Processed the paperwork with the sign company and contacted the electrician.
- Shingles coming off the building in 8 spots contacted Gary O'Connor.

Annex Renovation

- Discussed with Brendon the Everon bills for the alarm panel. We will pay them in September.
- 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

- Working with staff regarding taking a leave of absence and working schedule.
- Met with Aflac representative and spoke with MVLS about their experience.
- Meeting with Integra to review draft and setup a schedule for review.
- Trainings: social media webinar, ADHD and employee policies, War with PCs
- Meetings: Friends, Meeting with Courtney discuss emergency plan, Brendon to discuss the renovation, Integra HR, .

Policy

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

LRPOS

- Sent questions to staff for input.

- Discussing with staff the mission and vision statements.
- Met to discuss vision and mission statements.
- Waiting on analysis data from Wade.

Development

- Met and discussed meeting time, new trustee and LRPOS.

MVLS Updates:

- Annual Meeting October 8 in Fort Hunter.
- Received reimbursement for NYCON support.
- Dream and Do grants deadline end of September.

Program:

- Helped with SRPcovered adult programs. Dished ice cream at the SRP wrap up party.
- Placed request for tax paperwork.
- Planning programs for August and Fall

Collection

- Worked with Don on the magazine collection.
- Attendance:
 - August: 1301 adults, 100 teens, 301 kids, 108 reference, 38 digital literacy, 1 curbside
 - 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: 916 (Aug),1067 (July), 908 (June), 1058 (May), 913 (April), 828 (March), 802 (Feb), 804 (Jan)
- Public Computers: 135 (Aug), 148 (July),115 (June), 96 (May), 145 (April), 128 (March),108 (Feb,)151 (Jan)

History Room

- Discussions with Pam and Pete on sorting materials.

Friends

- Helped Rose Walker with information on the building.
- Basket Raffle and Book Sale Sept 20, 10-1pm.
- Friends now Love my Library tshirts for \$20.00.
- November 14th event from 5-8pm. Slate fundraiser they will need help.
- Next meeting is September 6 and October 4 at 10am.

Outreach:

- Tour of the back for a patron asking questions and donating to the Friends.
- Provided Schoharie Co Youth bureau with materials to hand out during the Fair.
- Schoharie Co Arts will hold M.K. Graff author talk on Sunday, October 26th at 2pm.
- Schohary 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 August 2025

Professional Activities

- August programming: Adult D&D, All Ages Craft Buffet, Fan Favorites, Short Fiction Workshop, Diamond Painting, Senior Planet, Trivia Night
- Hosted Summer Reading Wrap-Up Party prize drawings with Courtney Little
- Professional Development Webinar: Building Community Through Craft Programs
- 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

August 2025 Programs/Events Attendance: 102 total (76A, 1T, 25K)

Fan Favorites, Aug. 1 5A
 Adult D&D, Aug. 5 11A
 Diamond Painting, Aug. 7 4A
 Short Fiction Workshop, Aug. 12 5A
 Senior Planet Intro to Smartphone photography, Aug. 13 0A
 All Ages Craft Buffet, Aug. 14 7A, 8K
 Adult D&D, Aug. 19 8A
 Senior Planet Intro to Photo Editing Tools, Aug. 20 1A
 Trivia Night, Aug. 21 15A
 Summer Reading Wrap-Up Party, Aug. 23 15A, 1T, 17K
 Short Fiction Workshop, Aug. 26 6A
 Senior Planet Digital Scrapbooking Tools, Aug. 27 0A

Adult Summer Reading Program

104 adults registered, 51 returned reading logs
 23 SRP Programs, 156 adult attendees
 August Display title circulation
 Fiction about Art & Artists: fiction display: 13
 American Artist Appreciation Month: nonfiction display: 2
 August Events Calendar: 30 print copies distributed; 12 copies downloaded from Newsletter
 New Library Card Sign-Ups in August: 24

Marketing/Promotion

Social Platform August 2025 followers
 Facebook 1,401
 Instagram 274
 Mailchimp Newsletter 851

Courtney Little Library Assistant Report for the month of August 2025**Recurring Children's Programs**

- Storytime:
 - o August 6: 5K, 2A
 - o August 13: 12K, 6A
 - o August 20: 12K, 8A
 - o August 27: 7K, 4A
- LEGO Club, August 12: 2K, 2A

Recurring Teen Programs:

- Anime Club, August 12: 2K, 9T
- Teen D&D
 - o August 5: 1A, 8T
 - o August 19: 2A, 8T

Other Recurring Programs:

- All Ages Craft Buffet, August 14: 7A, 8K
- Paws for Reading (all dogs)
 - o August 12: 1K
 - o August 14: 5K, 2A
 - o August 19: 2K, 1A
 - o August 28: 2K

Special Summer Reading Kids/Family Programs:

- Nature Art Institute with George Steele (series)
 - o August 5: 8K, 1T, 7A
 - o August 6: 7K, 1T, 5A
 - o August 7: 7K, 1T, 5A
 - o August 8: 12K, 8A
 - o August 9: 9K, 1T, 5A
- Utica ZooMobile, August 14: 24A, 2T, 28K
- Summer Reading Wrap Up Party, August 23: 15A, 1T, 17K

Special Summer Reading Teen/Teen-Adult Programs:

- How to Be a Dungeon Master pt. 2, August 6: 1A, 1T

Displays:

- Juvenile Fiction: Soak Up Summer
- Juvenile Picture Books: Picture Book Biographies of Artists
- Teen Fiction: Start a New Series

Other Professional Activities:

- Planned and facilitated programs for preschoolers, elementary schoolers, and teens
- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created marketing materials for youth programs for August and September
- Planned social media calendar with Don
- Ordered books for youth collections
- Signed up to table at school open houses for Golding, Ryder, and Radez in September
- Joined Schoharie County Hub Social and Community Context Zoom meeting as guest to discuss library teen programs and marketing strategies for teen groups, August 26

Summer Reading Challenge Participation

Kids

Signups 111
 Reading Logs Returned (at least once) 63
 Reading Logs Completed 40

Teens

Signups 24
 Reading Logs Returned (at least once) 19
 Reading Logs Completed 14

Library Clerk Reports August 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:

- Was able to get printers hooked up and working for the upstairs desk.
- Working on repairs and cleaning up of books in the children's fiction collection.
- Made two baskets to benefit the Friends library raffle fundraiser.
- Three boxes of books sent to Better World this month.

- Continue to sort books for the Friends book sale.

Heather Heckman:

- Requested 2 DVDs and 3 books through ILL.
- Helped with adult displays for September.
- Posted program announcements to VisitSchoharieCounty.com and the Schoharie County Chamber of Commerce.
- Sorted book donations from several community members.

Jackie Barbato:

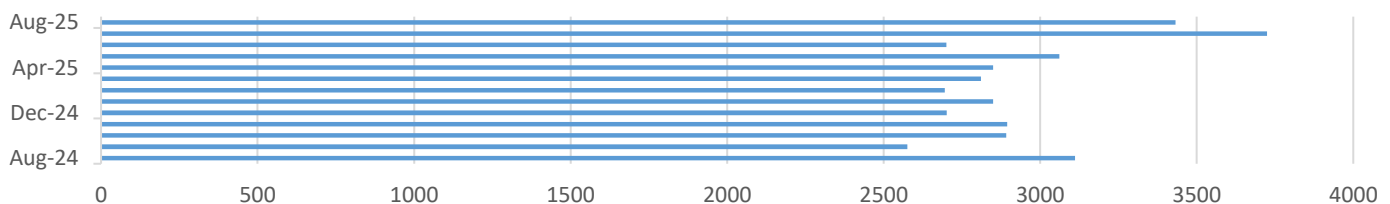
- -Took down all summer reading decorations to ready the library for the basket raffle sales
- -Assisted filling in for program coverage when needed
- -Created the monthly program calendar
- -Designed staff, friends and volunteer appreciation party invitation
- -Continued creating ongoing program publicity 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

Brooke Battista

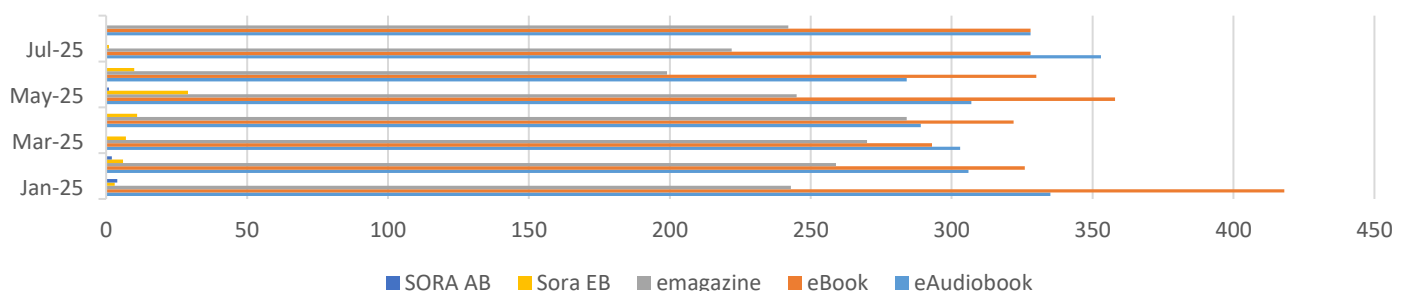
- Thermometer Goal Tracker image for the Friends, awaiting any further steps
- Updated the Silent Auction Poster with the useable finished slate image that was sent to us
- Silent Auction Catalogue- created two templates, chose the less ink-intensive one, filled it in with the artist names we have so far (For every name that did not have a corresponding number of slates taken, I have given room for one slate listing, to be adjusted if needed), and filled in the four photos we have been sent so far
- Auction Sheets for individual slates for bids to be written down in case keeping track of bids physically on paper was the route we would go
- Finished the Friends Newsletter template, awaiting any further steps

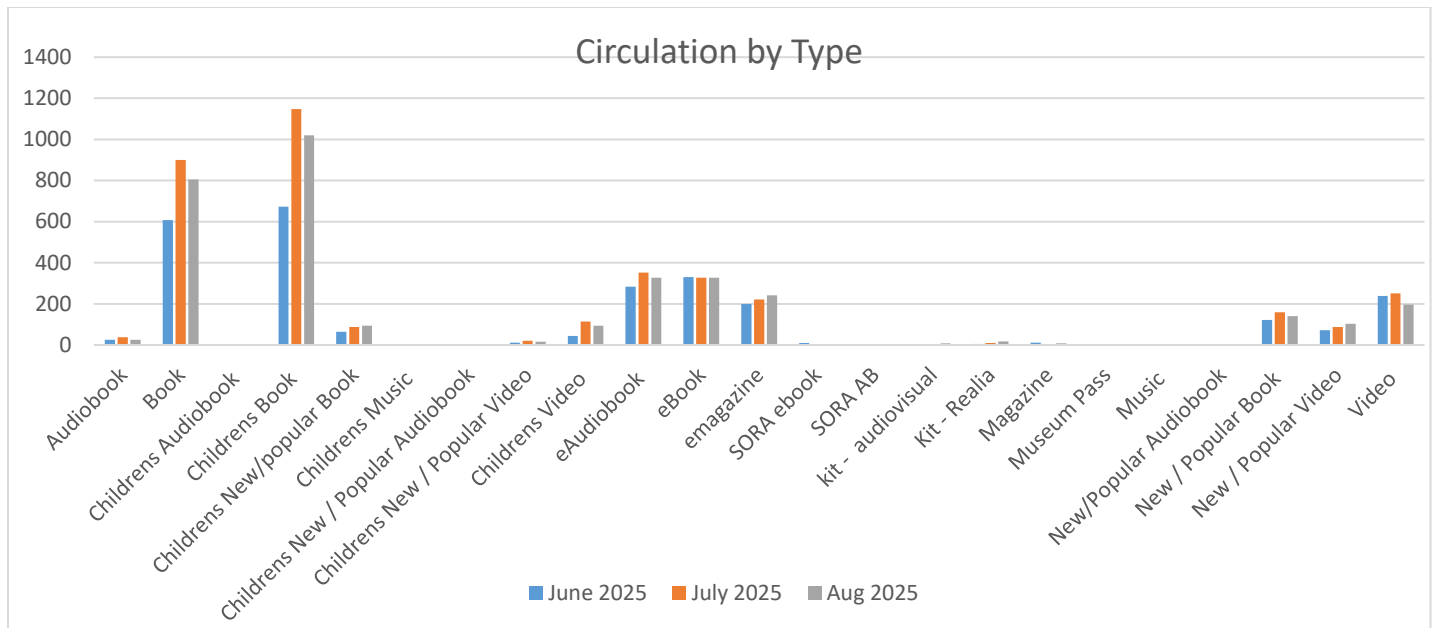
Statistics:

Total Circulation



Libby Usage





Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

	Summary of Claims		9/11/2025	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	Lynette Lawyer	monthly service & 500 checks		\$ 848.79
7530002	Mostert, Manzanero & Scott LLP	Financial Review	2023 Review	\$ 4,500.00
7530002	Girvin & Ferlazzo, PC	Employee Handbook Assistance	2	\$ 165.00
7540000	Pam O'Connor	labor t& supplies o paint boxes and create content for Jack Dawes and Kniskern Boxes	250th project supported by Schoharie Co Arts Grant	\$ 500.00
7540001	Integra HR	Employee Handbook	1674	\$ 1,396.25
8110000	Race Printing	rack cards		\$ 107.00
8110001	Cardio Partners	AED	NYPA 2024 grant	\$ 1,820.82
	walmart			\$155.18
	8110000	eggs and onions	8.9	
	8110000	SRP door prizes	95.09	
	8182001	Twister game	14.97	
	8110001	duster refill and air freshner	25.51	
	8110000	SRP wrapup beverages	10.71	
8130001	Midtel	78693-0	10508314	\$330.18
8130001	Midtel	00128367-2	10507970	\$80.95
8180001	Tom Ernst	Clearence books		\$136.00
8180001	Ingram	20V8277 - book purchases	60543766, 60546175, 67846721, 60549167, 60549737, 60551526, 60553248	\$1,938.30
8180002	Times Journal	subscription renewal		\$66.00

8182001	Midwest Tapes	DVDs	507549602, 507549604, 507579384, 507603011, 507603013, 507647785, 507670052	\$347.86
8210011	Cleaning by Maria	Cleaning	August Bill	\$500.00
8210012	Spaulding Water Gardens & Lawn Care	August mowing		\$200.00
8210018	Home Town Haul & Recycle	trash and recycling	August Bill	\$90.00
8320001	NYLA Conference	reg for Courtney & Kim	6730, 6741	\$455.00
9910001	MVLS	JA Fee August		\$696.29
	Directors Account	reimbursement		\$ 952.16
			Total:	\$15,285.78

Financial Claims Paid In Advance

	Summary of Claims		9/11/2025	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP		October Bill	\$ 597.51
8220001	NYSEG	1002-8403-052	August Bill	\$44.62
8220002	National Grid	07664-27114	August Bill	\$848.30
8220002	National Grid	07664-27123	August light	\$42.10
Total				\$ 1,532.53

Director's Account

	Bank statement date	Summary of Claims		8/14/2025	
Budget Line		Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
		Director's Account			
8110000	8/19/2025	amazon	lanyards and id badges		\$ 297.50
8110000	8/19/2025	amazon	button supplies		\$ 46.98
8110001	9/2/2025	Staples	Toner		\$ 286.67
8110000	8/27/2025	amazon	button punch and sponge brushes		\$ 84.60
8110001	8/27/2025	amazon	paper towels		\$ 41.25
8140001	9/3/2025	USPS	stamps	check # 365	\$ 78.00
8182001	8/26/2025	Games a Plunder	two games for collection	check # 364	\$ 55.23
8110000	8/21/2025	Cat Nap Books	SRP prizes - running short	check # 363	\$ 16.00
8110001	8/27/2025	amazon	facial tissues		\$ 23.41
8130003	9/8/2025	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimburse					\$ 952.16