The Community Library
Board of Trustees Meeting
September 11, 2025

Call to Order:

As a quorum was present, President Rebecca Leggieri called the meeting to order at 1:00 p.m. Present: Pat Adams, Fred Barnes, Nathan Davis, Julia Walter, Denise Klug, Elizabth Hackney, and Catherine Ryder. Treasurer: Linda Carpenter. Excused: Cindy Barton

Minutes:

Cathy Weidman noted that Middleburg winery has not yet responded regarding wine for the November 14th event.

Ginny Downs moved to accept the corrected minutes. This was seconded by Fred Barnes and unanimously approved.

Communications:

Julia reported she is placing ads for the library in the theatre project playbill for the next 6 shows at her own expense.

Director's Report:

Kim Zimmer reported that she did not submit a proposal for the DLD construction grant – because the library does not have the 50% match.

The library applied to the County Supervisors for a NY Power Authority grant for safety equipment.

Kim reviewed the programming statistics and noted an increase since Don LaPlant returned.

Don would like to come to the October board meeting to discuss ideas for new programming.

Friends and other volunteer recognition event takes place 4:30 Wednesday September 24. The library will close at 5:00 p.m.

Brendon is working on getting the exterior doors replaced for the annex. He needs to provide an estimate of remaining project costs so we can go after funding. Kim is now sending a weekly email to Brendon for review and updates. Next projects in line are the parking lot stairs and ramp and the HVAC system.

Friends Report:

Kim Walchko reported needing to know what the money they are raising will be used for and suggested that money raised from the basket raffle could be use some to pay someone for fundraising.

The painted slates fundraiser is November 14, 2025. The set up time is 2:00 – 5:00 pm and the event is 5:00 – 8:00 pm.

Current Friends membership: 47 members, an increase from 40.

Treasurer's Report:

Ginny and Kim noted finding many errors on Lynn Lawyer's current report.

Ginny made a motion to send the financial sheet back to Lynn Lawyer for correction and re-submission to the Board by the end of September, seconded by Denise Klug, and passed unanimously.

<u>Committee Reports:</u> Standing Committees (* indicates chair)

a. **Finance** – Linda, Ginny*, Fred, Cathie
   Nothing additional

b. **Building & Grounds** – Nathan*, Cindy, Liz, Denise
   Snowplow Recommendation – Recommending continuing with New Looks Snowplowing because everyone is booked and otherwise it's too big a job. The company doing lawn care does not offer snowplowing.

Nathan made a motion to accept the contract from New Looks when it comes in, providing no other offer comes in
Julia seconded and it was passed unanimously.

Lawn care company reduced their charges for the coming year.

Fund Raising Committee – There is no money to continue renovations. The committee recommends forming an ad hoc outside fund raising committee with 2 trustees on the committee.
Becky also recommended forming the ad hoc committee for fund raising. Nathan will lead the ad hoc committee. Nathan will email the full board and Cathy Weidman for the Friends

Sign Update – Everything is coming together. The anticipated completion is by the end of the year. A CPI application is being submitted again

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

The Personnel Committee is reviewing the draft personnel handbook.

Julia made a motion that Jackie Barbato be allowed to take 9-month sabbatical/unpaid leave of absence. Seconded by Denise and passed unanimously

Kim is requesting a 5th clerk position from Civil Service. Julia made a motion, seconded by Liz and passed unanimously.

There was a discussion about staff benefits. Julia noted tha medical and other benefits make the library a better place to work

The Annual MVLS meeting is in Fort Hunter, October 8, 5:30pm
Julia made a motion that the library close at 4:30 so staff can attend the meeting, seconded by Fred and passed unanimously.

d. **Policy** –Pat*, Nathan, Julia

The committee meeting time was changed from 11am to 4pm, still the last Thursday of the month
The committee discussed input to Long Range Plan of Service. Policy was really not included until recently. The committee discussed a potential need to add new policies such as a Vulnerable Adults policy where we may need to collaborate with Buildings and Grounds. Also may need to make the wording of the Code of Conduct stronger (repeat sleeping offenders) and review the policy annually. The committee discussed changing the Fees Policy – potentially not charge fees for faxes/copies and instead requesting a donation.
We also discussed the need for press leading up to the budget vote especially as next year is the 125th anniversary of the library
The committee will need to review the Personnel Handbook for policy statements.
Next meeting is Thursday 9-25 at 4pm

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

Pat noted that the Trustee Education status emails mixed up time periods:
Sexual Harassment training follows the time period July – June.
The 2-hour annual required continuing education training follows a calendar year.

Pat will send out revised communication. Top priority right now is the Harassment training (45 minutes) and the link is in the previous email

The 2-hour annual required continuing education training is also critical as it is a requirement for remaining on the Board. Pat advised choosing training that helps with library board work.

We still have one vacant board position. We are revisiting a potential board meeting time change because the daytime meetings prevent many from volunteering. A survey will be sent for input before the next board meeting.

Staff and Volunteer Recognition Event is Nov 24. Let Ginny know if you cannot attend.

Discussed MVLS volunteer recognition and Kim added that Cobleskill cannot apply because Cobleskill won in another category last year.

Next meeting is Tuesday 9-16 at 11am

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

Fred shared LRPOS Mission and Vision Statement Proposals but no decision was made

<u>New Business:</u> MVLS annual meeting, Farewells for Harriet & Janet – Becky will pursue a place

Annex Planning - Fundraising

Becky Leggieri shared the MVLS board member vote

Becky will attend the meeting virtually

Early voting – Kim is meeting with the Deputy Commissioner of Elections.

<u>Adjournment:</u>

Denise made a motion to adjourn at 3:00 p.m., Liz seconded, and it passed unanimously

Next Board Meeting is 10/09/25 at 1:00 p.m.

Submitted b:

Pat Adams