

Call to Order: As a quorum was present, President Becky Leggieri called the meeting to order at 1:10 PM

Present: Pat Adams, Cynthia Barton (Cindy), Denise Klug, Becky Leggieri, Kim Zimmer (Library Director), Nathan Davis, Julia Walter, Catherine Ryder (Cathie) via zoom, Virginia (Ginny) Downs, Liz Hackney, Linda Carpenter (treasurer)

Excused: NA

Guests and Public Comment: . Tania Konwinski, (to be nominated for appointment to the board for a vacant term)

Minutes: The Minutes of November Meeting were reviewed, motion made by Ginny, seconded by Julia and unanimously passed.

Communications: Spaulding, our lawn care contractor sent a thank you for doing business card. Kim presented a historic roof slate that was painted with the entry of The Community Library that former board member, Janet Sand, purchased and donated to the Library to be put on display in the building. A thank you note will be sent to Ms. Sand for her generous donation. The slate was painted and donated by Cynthia Wilson, a long time library patron and advocate. A thank you note will also be sent to Ms. Wilson. Received holiday cards from Mid Tel and Bank of Richmondville.

Directors' Report: Kim states that the library and operations have been extremely busy. She has had to do some closures/early closings for snow already this winter. There will be an attempt to make "snow date make-ups" for programs that have to be cancelled due to weather. There has been noted appreciation of the items set up by the Friends for the "Giving Tree" and also ornaments and decorations available for donation on tables in the entryway. She will be meeting with Catholic Charities in regard to services available for the un-housed population and coordinating library involvement as appropriate to assist that local population need. Of note is Heather's "who's who" in the library on which work continues...she needs a photo and short bio of all board members to add to this important new resource. The donated Book bin has been removed from the parking lot for replacement later in December by the company that owns it. Kim says the best thing for the public to do with the donated books is bring them in to the front circulation desk. Library staff will sort them and get them moving to the programs that are best suited to their type and genre. The used book program helps the environment, promotes appropriate re-use by our community, MVLS and other book re-use companies and even raises money for the Friends of the library. The board extends a thank you to all who help with the sorting and transporting of the books to MVLS.

Friends: Kim Walchco thanked everyone again for the assistance with the slate auction. They netted approx. \$4500 from that event. The gift wrapping station is set up for use by donation on the second floor. There is also hot chocolate available by the Giving Tree and the ornament/decoration table is set up for "by donation" giving. Kim notes that the Friends is included as part of the upcoming new long range plan for the library and for the completion of the renovation project. She is uncertain how much more new fundraising beyond the annual basket raffle the Friends can do to support the library due to their small numbers of active participants. The board recommends that they consider visiting other libraries such as Schenectady to see how their Friends group grows volunteers and creative fund-raising projects. It was also noted that the Friends will be key in working with the Capital Campaign committee as it is formed and begins to actively work toward the goal of significant fundraising to be able to finish and furnish the renovation project. Kim thanked all of the board for their help with all of the Friends

efforts and likewise the board sincerely appreciates the Friends and all they do to support the library and the patrons of the library. A question rose in regard to the Battle of the Books and it appears that will only occur for the Middle School and that elementary school is not planning to do a Battle of the Books at this time. Library staff in the school has been reduced by budget process as well as a vacancy. Kim stated that library staff is in process of deciding what they can do that is similar but not the usual Battle of the Books program for the elementary school.

Treasurers Report: Linda presented the financial reports. The bookkeeper was again late in providing the final reports to Linda as she just received them this morning. The bookkeeper is in receipt of the letter of intention to discontinue her services in 2026 as we prepare to change to a new accountant and pay roll system. After some discussion and clarification of details in the reports, Ginny made the motion to approve the financial reports and Pat seconded the motion and the reports were passed unanimously. Of note, the 2025 Tax Levy was received in full and deposited in the Bank of Richmondville account. It will be transferred to our NYCLAS account where it may accrue interest.

Committee Reports:

Finance:

Ginny and Linda began discussion of the costs of the annual fees in regard to Tretter CPA(for bookkeeping) and GTM (for payroll.) It appears that GTM cannot enter NYS Retirement and Deferred Compensation information. There was concern regarding the extra cost of his services but this important information entry not being included. He simply is not professionally able to enter information into that state system. Discussion was tabled on this item to be followed up at the end of meeting in regard to any competitive bids from other payroll companies.

After clarification and discussion, Ginny of the finance committee made the motion that the library utilize Tretter CPA for Bookkeeping to start in January of 2026. This motion was unanimously passed. It is noted that the fee for Tretter CPA will be \$1000 per month with any additional services as required by law to be between \$1000 and a max of \$4000 per year. This transition will be coordinated with the current bookkeeper, Ms. Lawyer.

Ginny then made the motion to pay the bills seconded by Pat and passed unanimously. The check for the NYS Retirement was written early in order to avoid late fees. It will be sent for timely December delivery.

Work continues on the budget reallocation formulation for the tax levy.

Building and Grounds: Nathan reported that our NEW sign is in place and that there are a couple of things that need to be addressed/remedied by the AJ Sign. (One decorative cap is “crooked” and the upright columns are not set evenly on the stone bases on each side.) We need additional “letters and numbers” and Nathan moved that we purchase them as needed out of the left over funds that have been dedicated to the sign and grounds projects. The motion passed unanimously. Kim will contact AJ Sign with the items that need correction prior to final payment. A Photo event with press will take place soon to publicize the sign and thank key contributors! The Board extended a personal thank you to Cindy and Scott Barton for their help with design and bid/installation process. The interior light of the new sign will not be turned on until the new sign law passes in the village. Thanks to Cindy and Denise for holiday decorations on the sign in time for the parade.

Buildings and Grounds will be meeting with Spaulding in regard to design plans for landscaping design for the library grounds. The fee will be \$75 per design with work to then be quoted based on design chosen. Meeting will be Dec. 30 at 5 PM. All interested board members are invited to attend.

Kim reports we are still waiting for water heater repair to be done. She also notes that the fire hydrant that was not working, was replaced and just in time for a neighboring building fire several days ago. No damages occurred to Library property.

Nathan reminded the board of our desire to set up a Capital Campaign Committee for the purpose of raising funds for the completion of the renovation project. He has set up two meetings to take place on Wed Jan 14 at 6 PM and Sat Jan 24 at 11 AM. Board members can be on the committee but may not be the committee chair. We are seeking a well-connected, capable, experienced and energetic community person/people to head up this important initiative for our library.

Personnel: Interviews for the open clerk position have taken place. A recommendation is forthcoming. The employee handbook has been completed. Some discussion and clarification took place and then Julia moved to approve the handbook. It was unanimously approved. Julia also reminded everyone that she is still collecting each member's evaluation of the Director. Please get that to Julia in the next few days.

Policy: Policies were presented for review. The following were moved for approval by Pat and passed unanimously: Borrowing from Other Libraries, Room Reservation/Room Reservation Form. The Library Card Registration and 2026 Fee Schedule will need further work and will be presented again at the next meeting.

Board Development: Pat presented Tania Konwinski as a nomination to fill a vacant board seat effective immediately through June of 2026. She was unanimously approved for board membership. It is noted that as an appointed member that she will need to run on the ballot of the June 2026 School Tax and Library Tax vote for full election to an open seat.

Pat presented the most popular "new time" for monthly board meetings. It was moved that the monthly board meeting changed to the fourth Tuesday of each month from 4 to 6 PM starting January 27th. The motion was passed but one board member did not support the change of day/time due to intermittent conflicts with the day of the week and time. It was noted that the change of meeting time will have to be noted and the change added to the Board By-laws by the next meeting. It is the goal of the board to have a regular time for board meetings that would be more inclusive to attract diverse board members who work during "regular" work times.

Long Range Planning: A first draft was provided for all board members today. It is requested that the committee chairs take the document to committee and review, update, change, add etc. and also be sure to think about specific goals/tasks and timeframes for completion related to the items that have been identified as being in the realm of each committee. Once we have everyone's input, we will put it all together and then ask Wade to come back in to help us put it in a functional format for action and intermittent tracking. Please note that there are two documents; one for regular library operations and one specific to the renovation project. The goals in "red" are examples of how you can write measurable goals with timeframes. Get any input to Cindy as soon as possible. Thank you!

Finance Discussion Re-opened: At 3:30 PM Linda presented information from Priority 1 payroll with a rate of \$4000 but not details as to exactly what items they can and cannot perform and any additional fees associated with additional work, time tracking etc. It was determined that there was not enough

information to make a decision on GTM or Priority 1 today. Finance will seek more details and get info to us for a possible special meeting to review the payroll contracts early next week.

Unfinished Business: NYSCA grant.

New Business: CPR class reminder. (Sat. Dec. 13 at 8:30 AM at the Hospital)

Adjournment: Julia made the motion to adjourn, seconded by Denise and the meeting was adjourned at 3:40 PM

Next Meeting: Tuesday January 27 4PM to 6PM.

Submitted by: Cynthia Barton (Cindy), Secretary