

**February 2026 Board Meeting Agenda (Community Room)**

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

Treasurer: Linda Carpenter

Excused (Six to meet quorum):

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\*, Cathie
  - Budget Approval
  
- b. Building & Grounds – Nathan\*, Cindy, Liz, Denise
  - Boiler Issues
  - Snow removal status
  - Landscaping status
  - Chimney & Roof Repairs
  - Gutter Estimate
  
- c. Personnel – Julia\*, Nathan, Denise
  - Part-Time Librarian Assistant Interviews
  
- d. Policy –Pat\*, Nathan, Julia
  - Library Card Registration Policy (revised)
  - 2026 Fee Schedule (revised)
  - Pets Policy (new policy)
  
- e. Board Development –Pat\*, Ginny, Cathie
  - LRPOS section
  - Committee Slates
  
- f. Long Range Plan of Service Committee - Cindy\*, Liz, Julia
  - LRPOS plans – committee work

Unfinished Business:

New Business:

Adjournment: Next Board Meeting 3/24/26 at 4pm

Committee Meetings: Building & Grounds - First Thursday of the month at 4 pm, Development - Third Tuesday of the month at 11 am, Finance & Budget, Personnel - called by chairs, Policy - third Thursday of the month at 4pm, Long Range Plan of Service First Tuesday of the Month at 3pm

**The Community Library**

**Board of Trustees Meeting**

**January 27, 2025**

**Call to Order:** As a quorum was present, President Becky Leggieri called the meeting to order at 4:05 PM

**Present:** Pat Adams, Cynthia Barton (Cindy), Denise Klug, Becky Leggieri, Kim Zimmer (Library Director), Julia Walter, Catherine Ryder (Cathie), Virginia (Ginny) Downs, Liz Hackney, Linda Carpenter (treasurer) Kimberly Walchko (Friends)

**Excused:** Nathan Davis, Tania Konwinski (joined on-line)

**Guests and Public Comment:** . NA

**Minutes:** The Minutes of December Meetings were reviewed, motion made by Julia , seconded by Ginny and unanimously passed.

**Communications:** Thank you notes for donations sent to donors from December and January. Kim in touch with Board of Supervisors to review the information they have in regard to The Community Library and it was identified that there needs to be addition to their information and education for town supervisors that The Community Library is for ALL of the towns that utilize the Cobleskill-Richmondville Central School District not just the towns of Cobleskill and Richmondville. Becky will share this information with the town of Richmondville supervisor, too.

**Directors' Report:** Kim provided an extensive list of information in her written report. She highlighted the following: Maple Fest on April 25, and asked board members to sign up for time slots to help with Children's activities and community interaction. Kim met with some community members at the Saturday Jan 24 Capital Renovation Meeting and emphasizes that there is a sense that most members of our community do not know about the renovation or even the extensive things that the library has to offer. One guest works in PR at Bassett and shared that we need to get together a packet of information that has our services, renovation plans and financial goals and get this information in multiple formats such as bulletin boards, social medial, newspaper ads/articles, columns, newsletters and Kim also said that she has permission to provide information in the CR district publication that goes out before the vote on the school budget (and Library appropriation) vote. She did also note that the statistics of circulation, visits and library use went down in 2025 from 2024, but also notes that we had a period of time without an Adult Services librarian as well as a librarian on maternity leave and a new hire that did work out. This demonstrates the need for quality librarians and meaningful programming.

**Friends:** Kim Walchco and Cathy Weidman presented a check for \$4500 from the Slate Auction to be dedicated to the Teen and Children's Room renovations. Thank you for your hard work and dedication to the Library! Kim highlighted that they continue to have the wrapping station with all occasion paper. The giving tree items and hot beverages will be taken down when they set up for Love Your Library in February. They continue to host Trivia snacks and help with library decorations for each season and continue to promote their membership for 2026. The Basket Raffle and Book Sale will be Sept 19<sup>th</sup>. Their next meeting is March 7 at 10:15. They will provide money for food and prizes for Battle of the Books in April.

**Treasurers Report:** Linda presented the financial reports from Lynne Lawyer for December 2025. The new accountant will be taking over for January and going forward in 2026. After questions and discussion Ginny moved to accept the Financial Reports which passed unanimously. Likewise Ginny moved to pay the Bills that are not part of our pre-approved vendor list. This also passed unanimously. All board members present signed the documents to pay the bills.

**Committee Reports:**

**Finance:** Linda and Ginny announced that they continue to work on the 2026 Budget Reallocation/2027 Budget and they will be finalized in February for presentation to the school in early March. This information will be shared with the Board in the February meeting. In regard to the Director's Account, Cathie moved that monies be transferred electronically to cover that budget line each month rather than a manual written check process. Julia seconded the motion and it passed unanimously.

**Building and Grounds:** Nathan was excused today. It is noted that the two front basement windows have been blocked in by the mason we hired to do that. In regard to the Capital Campaign Ad Hoc meetings that Nathan led, Kim and Becky have notes and we will need to take next steps to further establish that committee and identify leadership and objectives. Thank you to board members who attended and we apologize for the late communication in regard to "cancelling" the Saturday meeting. The meeting did go on with those who attended and we got some very good feedback and ideas from them! Stay tuned for more information in regard to next steps for this important venture.

**Personnel:** Julia thanked everyone for turning in their Director evals. There will be some changes made to the process, criteria and opportunity for comments for the next evaluation period. The "clerk" position interviews did not meet expectations and it was determined that adding a part time Library Assistant (25 hours) would be more beneficial to programming and overall library functions. Kim provided the job description for Board Review, Julia moved to post the position and the board approved it unanimously. Kim stated that the position fits into the 2026 budget.

**Policy:** The committee will meet later this week. They are considering changing their meeting day to better coincide with Board Meetings. They will be discussing policy regarding animals in the building (for special programming) and also Library Card Registration, Fee Schedule and Code of Conduct. Pat has also provided Long Range Planning with some preliminary input for the Policy Committee.

**Board Development:** Pat thanked everyone for 100% completion of annual education requirements for 2025 and reminded everyone that a new year has started and the 2 hours plus sexual harassment training will be required for 2026. Pat made a motion that the By-Laws be amended to include the new Board Meeting Time to the 4<sup>th</sup> Tuesday of each month at 4 PM. This motion passed unanimously. In regard to Trustee Positions for the upcoming 2026 election, we currently have Nathan Davis, Tania Konwinski and potentially Colleen Mahar as candidates. Discussion followed regarding getting the word out to see if more candidates are interested in running. Pat also said that an initiative for the committee will be to establish a "Road Show" and teach ALL board members to be able to take this information into the community to clubs, personal contacts etc.

**Long Range Planning:** Thank you to all who have been considering initiatives for the Long Range Plans for the Library and also for the Renovation Project. The LRP is meeting regularly and updating the draft documents as information and ideas come forward. Kim is working with staff for the operational library initiatives and we will provide updated plans for all to consider at the February meeting.

**Adjournment:** Julia made the motion to adjourn, seconded by Denise and the meeting was adjourned at 5:40PM

**Next Meeting:** Tuesday February 24, 4PM to 6PM.

**Submitted by:** Cynthia Barton (Cindy), Secretary

**The Community Library      Special Board Meeting      February 5, 2026**

**Members Present:** Pat Adams, Cindy Barton, Nathan Davis, Rebecca Leggieri, Denise Klug, Tanja Konwinski, Elizabeth Hackney and Kimberly Zimmer

**Quorum Established and Meeting Called to Order 3:45 PM**

**Topic:** Discussion regarding the necessity of changing snow removal vendor.

**Background and discussion:** New Looks snow removal bills for December and January were billed based on each individual time the snow was plowed/walks cleared and this was in excess of \$6000 for just

2 months. It was decided that bills of this amount are not sustainable for the library budget. This vendor also plowed in the gate and the dumpsters and then wanted to be paid additional money to move/remove that snow despite fact that they had plowed it that way. Buildings and Grounds reviewed the contract and found no clause that would prevent either side from terminating the agreement. Nathan (Buildings and Grounds) then sought out other vendors and established communication with CRM (Brad Mattice), a local vendor, who provided a contract amount of \$750 per month for February through April for the remainder of the 2026 winter season. This new vendor has numerous contracts very close to the Library and would plow/remove snow after 3 inches of snow.

After discussion, Cindy moved to terminate the contract with New Looks, Denise seconded the motion and it passed unanimously. Kim will send the termination of contract letter to New Looks via return receipt first thing February 6 and Nathan will call New Looks this evening to alert him that the letter will be posted in the morning. He will be paid the full amount of what he billed for December and January in mid February.

Denise then moved to contract with CRM at \$750 per month for any needed snow removal in February through April. Liz seconded the motion and it passed unanimously. Becky will sign the contract and CRM is now our new snow removal contractor for the next 4 months. Nathan will inform CRM of the board's decision.

**There being no further business on the agenda, the meeting was adjourned at 4:15 PM.**

Respectfully submitted,

Cynthia Barton, Secretary Board of Trustees

### **Kimberly Zimmer's Director Report for the month of January, 2026**

#### Finance related projects:

- Connected new bookkeeper to our quickbooks account. Prepared bill packet.
- Continue working on the reallocation of 2026 budget and the draft 2027 budget. Present this to finance in January.
- Employee Retention Credit – Received notice from the IRS that the review has been extended another 60 days.

#### Building and Grounds related projects:

- Updated contact list for building emergency with Everon and the Sheriff's office
- Received snowplow bill for December. This cost is not sustainable.
- Press event for new sign
- JTM came and did the brickwork repair out front.
- Bob and I went to Northville to pick up tables.
- NYSEG came and swapped out our meter.
- Issues with air handler #2 and heat continue. Requested quote on part.
- Discussed with Committee and landscaper the ideas for creating outdoor space.
- Continue to have issues with fire alarm panel. Brendon and I discussed increasing the temperature in the vestibule. This seems to be a promising solution. Brendon will have the unit insulated.
- Working with Cindy to get some table legs made for the extra table top in the Study Room.

#### Renovation related projects:

- Spoke with Brendon about ordering two outside exit doors for the back. Brendon has indicated these have been ordered.

- 2025 DLD SF 10 forms have been submitted and funds should arrive soon for the ramp and stair work at the back of the building. Requested Brendon to bid this project out.
- Requested DLD grant amendment paperwork. Still need new information from Brendon.
- Gave Brendon national grid and NYSEG bills. Nothing yet.

#### Personnel related projects

- Sent Library Assistant position to civil service for review. Posted position on website, social media and NYLA
- Provided staff with the personnel handbook
- Researched health insurance options.
- Planned to attend Advocacy Day with Becky
- Continue working with Courtney on the emergency plan.
- Updated pay rate sheets for affected staff.
- Met with personnel for my evaluation. The definitions were not shared with the board members resulting in my concern over some of the results. I like the board evaluation tool and the results should be compiled with assessment not just tallied.
- Vacation February 26 through March 5. Medical leave March 18 and 19.
- My Trainings: Creating Positive Feedback,
- My Meetings (doesn't include TCL board committee meetings): Village Board Meeting, Unhoused meeting, MVLS trustee, Staff meeting, Don and Courtney, Friends, JA meeting, CPI, CR District Office,

#### Policy related projects

- Met with committee to discuss policies.
- Started to review a dog policy and code of conduct policies.

#### LRPOS related projects:

- Updating the current plan to include the end of 2025 items.
- Started to work on the staff section of new plan.
- Attended the Committee meeting to discuss drafts.

#### Development related projects:

- Put new bylaws on the website and printed a copy for all board members

#### MVLS Updates:

- Spring Symposium May 6 in Fort Plain.
- MVLS staff planning individual library meetings to ask big questions.
- State Annual Report software is delayed.
- Interviews underway for new JA Project Manager
- Still working on Vega Discover App

#### Program related projects:

- Covered programs for staff
- Working with CCE to table an energy house in March
- Working with NYS Tax Department to provide tax help for our patrons in 2026.
- Worked with Katherine Hawkins to schedule a SCHOOL program for April.

#### Collection

- Attendance:
  - January 2026: 1347 adults, 90 teens, 151 kids, 110 reference, 67 digital literacy, 2 curbside
  - December 2025: 961 adults, 84 teens, 86 kids, 93 reference, 36 digital literacy, 1 curbside
- Ancestry searches:

Equipment:

- We have been having issues with calendars after the new Microsoft update and all the calendars we are managing. We have requested a trial run of WhoFi to condense our calendars and eliminate the potential for over looking or overbooking a room use. WhoFi also tracks data that we are currently collecting in numerous spreadsheets.
- Still working on fax access.
- WiFi: 772 (Jan), 714 (Dec),
- Public Computers: 117 (Jan), 61 (Dec),

History Room

- Pam will be out for a few more months. Questions will be forwarded to her for appointments only.

Friends

- Wrapping station updated for year-round use.
- Updated their web page.
- Next meeting March 7.

Outreach:

- Working with Courtney on a book outreach effort at local daycare
- We provided space for a therapy dog in training observation.
- Schohary 250<sup>th</sup> efforts underway. Working on displays, book collections and loanable kits for all four Schoharie Co. Libraries.
- Invited back to Maple Festival on April 25 in Progressland at the Fair Grounds

**Don LaPlant, Adult Services Librarian Report for month of January 2026**

**Professional Activities**

- Programming: Day Writers (x2), Adult D&D (x2), Fan Favorites, Soap Making, Short Fiction Workshop (x2), Fuzzy Belly Fiber Friends, Silver Screenings Film Series, Game Explorers, Trivia Night, Winter Safety & Fall Prevention, Craft Supply Shop
- Curated three book displays with the assistance of clerk Heather Heckman
- Developed marketing materials for adult programs
- Coordinated adult collection management and acquisitions
- Assisted clerk Brooke Battista with February calendar
- Coordinated and produced social media postings with Courtney Little
- Maintained and updated library website; reorganized program calendars
- Designed and produced monthly library newsletter
- Attended 2 library staff meetings
- Planned and produced Polar Bear Reading Challenge materials with Courtney Little
- Collated and assessed year-end adult circulation data
- Met with representatives of WhoFi to evaluate library calendar management software
- Reorganized shelving of games, rotating DVDs; supervised shifting of Pine Room collections

**January 2026 Programs/Events Attendance: 109 total (102A, 5T, 2K)**

<i>Fan Favorites, Jan. 2</i> .....	6A
<i>Day Writers, Jan. 3</i> .....	3A
<i>Adult D&amp;D, Jan. 6—weather cancellation</i> .....	0
<i>Soap Making with Mineral Springs Soap, Jan. 7 (rescheduled from December)</i> .....	13A, 3T

*Fuzzy Belly Fiber Friends, Jan. 8* .....5A  
*Short Fiction Workshop, Jan. 13* .....5A  
*Trivia Night, Jan. 15* .....24A  
*Day Writers, Jan. 16* .....4A  
*Adult D&D, Jan. 20* .....9A  
*Game Explorers, Jan. 21* .....4A  
*Short Fiction Workshop, Jan. 27* .....7A  
*Winter Safety & Fall Prevention, Jan. 28—canceled by presenter* .....0  
*Craft Supply Swap, Jan. 28* .....22A, 2T, 2

**January Display title circulation**

First in the Series for First Month of the New Year: fiction display: 6 circs  
 Self-Reflection and Mindfulness/Resolutions: nonfiction display: 0 circs  
 Eat More Veggies/Veganuary: nonfiction display: 0 circs

January Events Calendar: 41 print copies distributed; 15 copies downloaded from Newsletter

New Library Card Sign-Ups in January: 22

**Marketing/Promotion Followers**

Social Platform	January 2026	December 2025
Facebook	1,479	1,443
Instagram	307	302
Mailchimp Newsletter	900	887

**Courtney Little Library Assistant Report for the month of January 2026**

**Youth Services 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 January and February
- Planned social media calendar with Don LaPlant
- Ordered books for youth collections
- Submitted grant applications for Stewart’s Holiday Match and WGY Christmas Wish
- Met with Kim for grant and project planning and updates to Emergency Management Plan
- Launched Polar Bear Reading for January with Don and frontline support from Heather, Amy, and Brooke
- Received Elmo’s Super-Duper Birthday program kit from WMHT Public Media
- Piloted new Homeschool Hub program series and expanded Wiggle Worms: Play and Explore
- Attended morning sessions of Summer Reading Workshop through MVLS and UHLS, January 15
- Welcomed new teen volunteers helping with projects including craft prep, program set up/clean up, and children’s program assistance
- Tested Whofi calendar system for program and room registrations
- Created sample crafts for Book Bedazzling and Make a Dice Tray programs

**Press**

- Detailed write-up of new Homeschool Hub by Heather Skinner in Jan. 22 Mountain Eagle

**Program Attendance**

**Recurring Children’s Programs**

- Storytime:

- o January 14: 3K, 3A
- o January 21: 5K, 5A
- o January 28: 8K, 7A
- LEGO Club, January 13: 7K, 5A
- Paws for Reading
  - o January 13: 5K, 2A
  - o January 22: 3K, 4A
  - o January 27: 3A
- Homeschool Hub, January 16: 7K, 6A
- Wiggle Worms: Play and Explore, January 24: 2K, 3A

**Recurring Teen Programs:**

- Anime Club, January 13: 12T
- Teen D&D, January 20: 14T, 3A

**Special Programs:**

- Soapmaking with Mineral Springs Soap, January 7: 3T, 13A
- Stuffed Animal Hospital, January 10: 3K, 3A
- Teens Infodump for Five Minutes, January 27: 4T

**Displays:**

- Juvenile Fiction: Mystery Stories
- Juvenile Picture Books: Nonfiction about Martin Luther King, Jr. and the Civil Rights Movement
- Teen Fiction: New Beginnings

**Teen Volunteers:**

- 4 teen volunteers worked 4.75 hours supporting youth programs and Polar Bear Reading

**Library Clerk Reports January 2026:** This section provides the library clerks with the opportunity to share projects they are working on in addition to circulation desk tasks.

**Amy Mele:**

- Continue cleaning and new spine labels for the adult nonfiction collection.
- Continue to sort books for the Friends book sale with Heather. Added three donation books to the collection.
- Helped Courtney with Lego Club.
- Completed Know B4 Training.
- Added Libbby to my phone and working with Heather on how to use it more
- Met with staff to discuss new calendar program
- Worked with Don on making more space for DVDs which required rearranging games and magazines.

**Heather Heckman:**

- Trainings: KnowB4 cyber safety training, read the new handbook
- Talked with Kim about ideas for a more robust “Animals in the Library” policy
- Discussed the changes we would like to the fees for prints and other items with Amy and Kim.
- Getting our regular room users the updated room use policy and implementing it.
- Explored and tried WhoFi as a possible calendar replacement for the Microsoft calendar and the Engaged Patrons calendar. I’m not sure that WhoFi would streamline the calendar processes as much as they market it doing, but it does look better than Engaged Patrons.

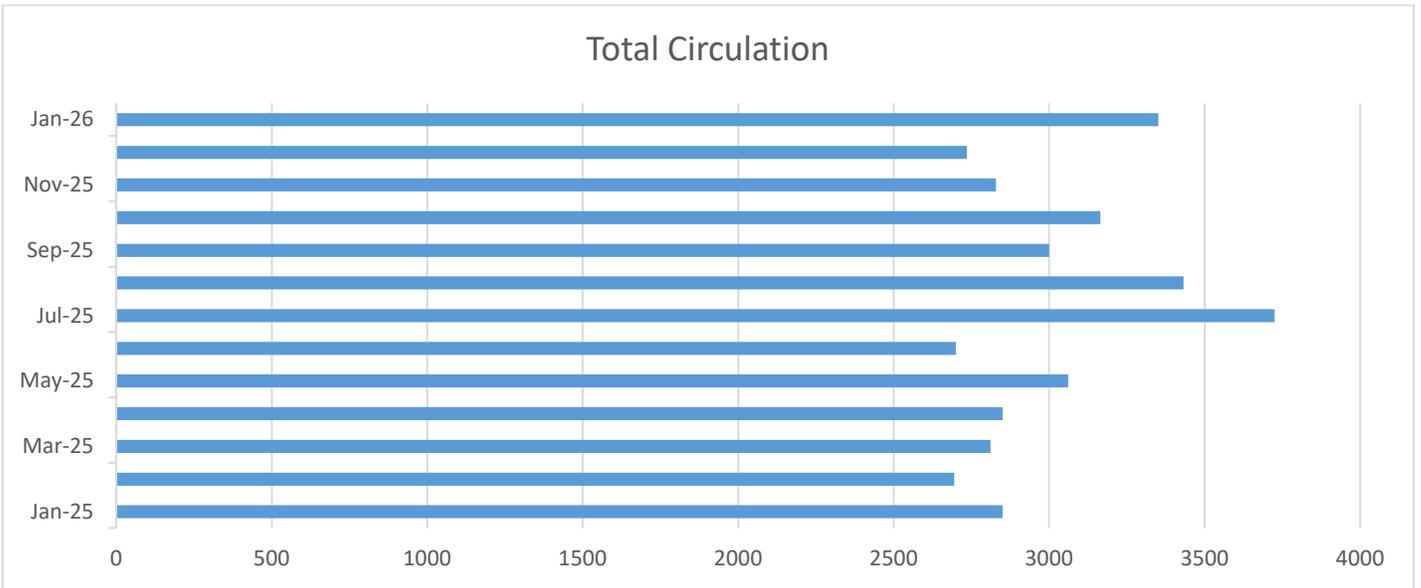
- ILLs: requested 4, renewed 1, returned 3
- I prepped bookmarks, promoted the Polar Bear Reading Challenge to patrons, and entered their registrations into a spreadsheet.
- Made improvements to the Daily Stats 2026 spreadsheet.
- Worked on adult displays with Don for February.

**Brooke Battista**

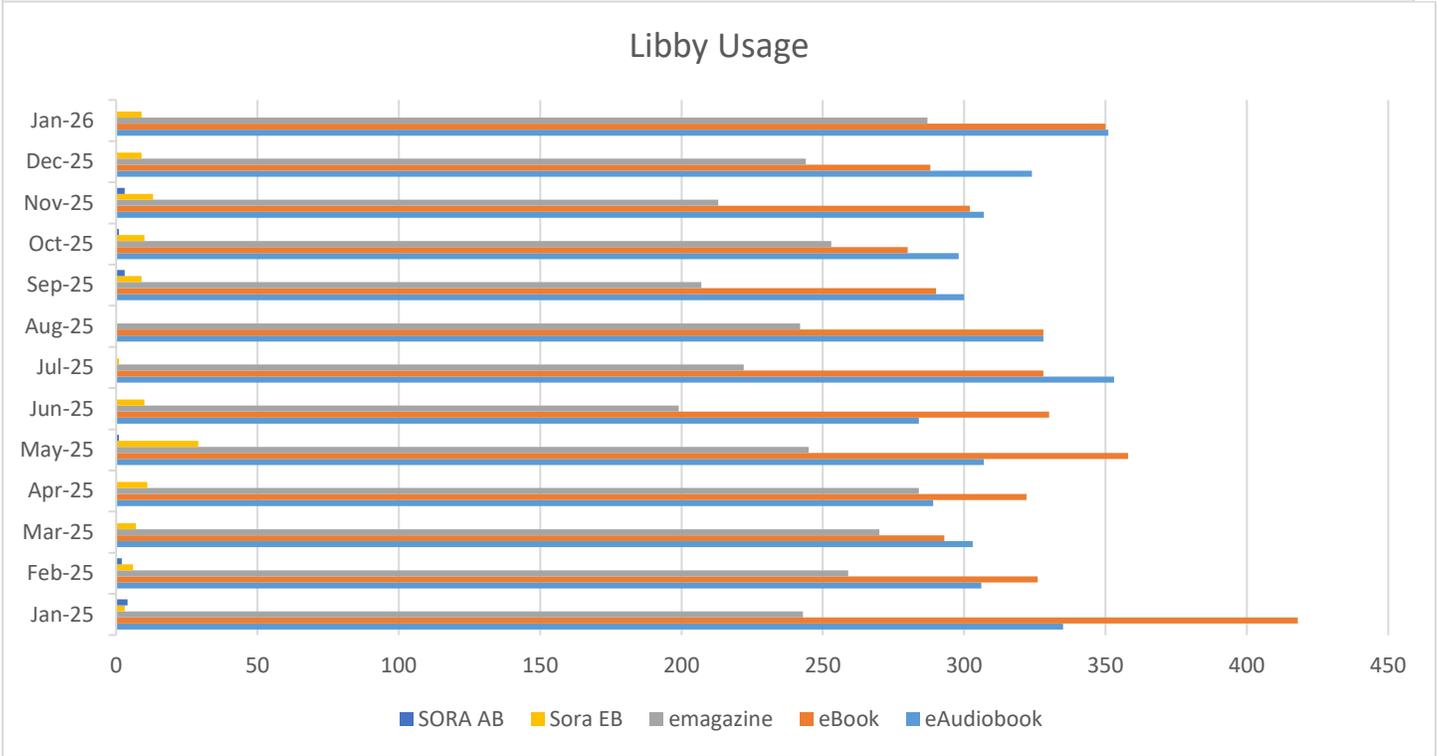
- Collaborated with Amy and created 12 museum flyers for the Museum Board in the Pine Room
- Created new Wrapping Station signage to encourage use outside of the holidays
- Populated February calendar with program information with feedback from Don
- Completed KnowB4 training

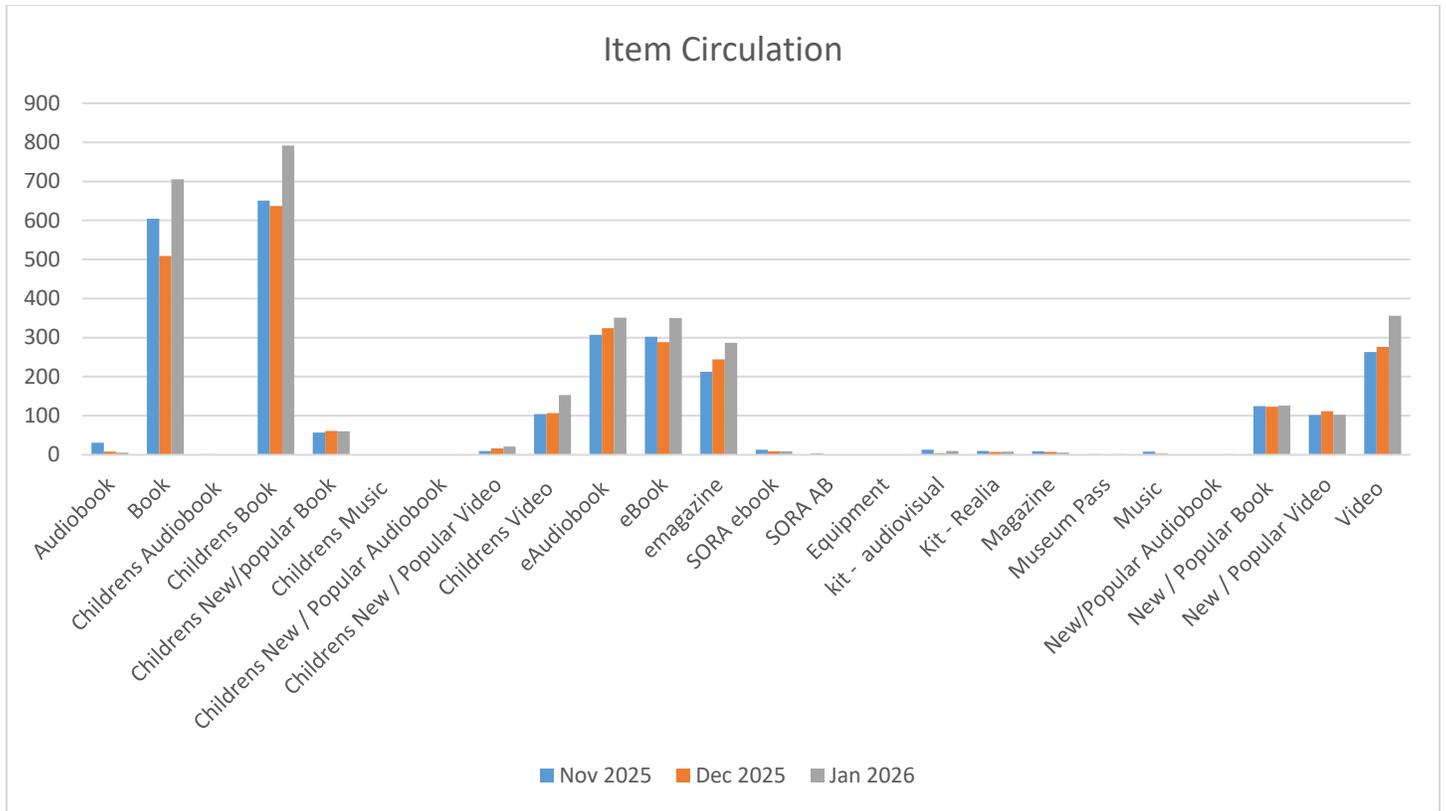
**Statistics:**

Total Circulation



Libby Usage





**Finances:** Will be sent out prior to meeting.

**Current Financial Claims for approval**

Budget Line	Claimant	Note / Acct#	Invoice# / Subtotal / Due	Amount
7540000	Mineral Springs Soap		Q1zb3	\$ 193.00
8110001	WaDaYaNeed, LLC	trustee name badge	192296	\$ 14.00
8130003	WhoFi	Calendar room use, program, & statistics		\$ 1,550.00
8182002	Canajoharie Library	0001000528974 item barcode		\$ 20.00
8180002	The Daily Gazette	Newspaper		\$ 624.00
819000000	Destroyer Escort Historical Museum	USS Slater Museum pass		\$ 100.00
8210001	Daniel O'Keefe	hot water heater repair		\$ 1,265.00
8570001	Cobleskill Richmondville Choral Drama Club	playbill ad		\$35.00
8320001	MVLS	SRP workshop registration C. Little	5820	\$28.00
9830003	MVLS	Deep Freeze software for public computers	5849	\$55.30

9910001	MVLS	JA Fee January	5833	\$698.60
Total				\$ 4,582.90

**Financial Claims Paid In Advance**

	Summary of Claims		2/1/2026	
Budget Line	Claimant	Note	Invoice#/Subtotal/Due	Amount
7150007	CDPHP		March Bill	\$ 1,641.84
7520001	Lynette Lawyer	December and payroll		\$ 775.00
7520001	Chris Tretter	Bookkeeping		\$ 1,000.00
7540001	Integra HR	handbook review	1926	\$ 146.25
8130001	Midtel		10539934	\$330.60
8130001	Midtel		10543753	\$80.95
8180001	Ingram	book purchases	93425978, 93463361, 93620103, 93666352, 93715310, 93778949, 93829294, 93909925, 94068813	\$756.99
8182001	Midwest Tapes	DVDs	5,082,798,635,083,800,000	\$77.97
8210011	Cleaning by Maria	Cleaning	January Bill	\$400.00
8210012	New Looks Landscaping	snow removal for Dec & Jan	1565, 1536	\$6,962.50
8210012	CRM Digging & Hauling LLC	snow removal for Feb		\$750.00
8210013	TBS/Stark Tech, LLC	preventive maintenance contract	10039686	\$9,970.00
8210014	Otis Elevator		1.00402E+11	\$600.54
8210017	TBS/Stark Tech, LLC	Boiler/Air handler 2 issues	10040463	\$579.03
8210018	Home Town Haul & Recycle	trash and recycling	January Bill	\$90.00
8220001	NYSEG		January Bill	\$944.24
8220002	National Grid		January Bill	\$1,048.22
8220002	National Grid	called and said we owe nothing	December light	\$0.00
			Total:	\$ 26,154.13

**Director's Account**

	Summary of Claims		2/1/2026	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount

	Director's Account			
8110000	Walmart	dirnks, candy, erasers		\$81.09
8110000	amazon	e6000 craft adhesive		\$49.99
8110001	staples	toner and case of paper		\$157.97
8110000/8110001	amazon	program supplies = 119.75/ office supplies = 68.55		\$188.30
8110001	staples	easel paper and toner		\$178.39
8110001	walmart	painter tape and duster refills		\$14.94
8140001	USPS	certified mail new looks landscaping, a roll of stamps		\$87.70
8110000	Kelley's Farm and Garden	gift card for polar bear reading	check # 370	\$20.00
8110000	Cobleskill Diner	gift card for polar bear reading	check # 371	\$20.00
8110000	Cowboy's Taqueria	gift card for polar bear reading	check# 372	\$20.00
8130003	Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimbursement				<b>\$840.90</b>