

March 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): Becky Leggieri and Cindy Barton

Determination of a quorum

Call to Order and Additional Agenda items

Guests and Public Comment: Brooke DeAngelo

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
- b. Building & Grounds – Nathan*, Cindy, Liz, Denise
Boiler Repair
- c. Personnel – Julia*, Nathan, Denise
Appoint Part-Time Library Assistant
- d. Policy –Pat*, Nathan, Julia
NYS Regents vote update
Policy section of LRPOS
Changing Policy meeting time from 4 to 4:30
- e. Board Development –Pat*, Ginny, Cathie
Candidates and petitions
Board evaluation, succession plans, committees
Development Committee section of LRPOS
Change in committee meeting date for May (Friday May 22 at 11 AM)
- f. Long Range Plan of Service Committee - Cindy*, Liz, Julia
General library plan sent to Wade to help trim, summarize and format.
Liz is working on similar with the Renovation 3 year plan.
Julia is working on gathering info to help us determine our library's Core Values and identifying our top 3 to 5 strategic Initiatives.
Kim is working to finish up operational long range plans with staff.
Planning to have some actionable info to present at April's board meeting.

Unfinished Business:

New Business:

Adjournment: Next Board Meeting 4/28/26 at 4pm

Reminder – SC Arts Author Hour 4/11 at 2pm and Maple Fest at the Fair Grounds on 4/25 from 9-4pm.

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 4:30pm, Long Range Plan of Service First Tuesday of the Month at 3pm

The Community Library Board Trustees Meeting Minutes February 24, 2026

Call to Order: As a quorum was present, President Becky Leggieri called the meeting to order at 4:00 PM

Present: Pat Adams, Cynthia Barton (Cindy), Nathan Davis, Virginia (Ginny) Downs, Liz Hackney, Tanja (Tania) Konwinski, Becky Leggieri, Catherine Ryder (Cathie), Julia Walter, Linda Carpenter (treasurer), Jody Pugh (Friends), Kim Zimmer (Library Director)

Excused: Denise Klug

Guests and Public Comment: Colleen Mahar, Executive Director of Head Start and possibly interested candidate for the vacant Library Board of Trustees position and Chris Tretter, our new Accountant.

Minutes: The Minutes of January 24, 2026 Board of Trustees meeting was reviewed and a motion made by Julia to accept the minutes and this was seconded by Pat and unanimously passed. The Minutes of the special meeting regarding snow plowing contracts held on February 5, 2026 were reviewed and Pat made the motion to accept, seconded by Julia and they were unanimously passed.

Communications: None noted.

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, if they have not already done so, to help with Children's activities and community interaction. Kim reminded Tania, Nathan and Colleen that Petitions for the Board of Trustee positions will be available on the first business day of March from the clerk at the school business office. Kim will be on vacation for several days and asked the board to check in with staff and keep an eye on snowfall/walkway and parking lot conditions. There will be an MVLS Symposium in Fort Plain on May 6. Work continues with a new calendar system (Who-Fi) to track stats, schedule committee meetings etc. It will roll out in March. She also mentioned that there were some major issues with one of the boilers not receiving water and emergency repairs have been made and a major boiler part needs to be installed to "fix" the boiler. She suggested that some of the money that had been ear-marked for landscaping be used for boiler work instead. Kim and staff were thanked for the quick actions to protect life safety and building safety in this emergency situation.

Friends: Jody stated that there are currently 51 official members of the Friends of the Community Library. The Basket Raffle and Book Sale will be Sept 19th. They will provide money for food and prizes for Battle of the Books on April 2. Their next meeting is March 7 at 10:15.

Treasurers Report: Chris Tretter, Accountant, presented the financial reports for January. He did a very detailed run-through of each page of the report and questions and discussion were carried out. There will continue to be some modifications of how the reports look, such as larger print, elimination of duplicate or outdated line items and using the electronic system to pull reports to prevent manual input in the monthly reports. Discussion occurred in regard to how the Tax Levy should be handled in the accounting system and Finance Committee will continue to work with Tretter to be sure this is displayed in the best manner. After questions and discussion Ginny moved to accept the Financial Reports which passed unanimously.

Committee Reports:

Finance: All board members present signed the documents to pay the bills that were presented.

Ginny then presented the following statement:

"Whereas, the adoption of this 2027 budget for The Community Library in Cobleskill, NY, may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of The Community Library voted and approved to exceed the tax levy limit for 2027 if necessary, by at least sixty percent of the board of trustees as required by state law on February 24, 2026."

With a show of hands, the trustees approved this resolution:

Results: Yes- 9; No-0; Absent-1.

Discussion then took place in regard to the what budget amount is necessary to support the operational costs of the library. The initial budget of \$529,848 proposed by Ginny of the Finance Committee was defeated by a vote of 5 to 4. Discussion occurred further in regard to seeking to balance the operational costs of the library while also considering the financial demands on the taxpayers. A proposal was then made by Ginny/Finance committee with a proposal of \$546,480 was made. A vote was taken and this passed unanimously with 9 votes in favor.

It is important to note that the Tax Levy is not being exceeded to support the cost of work for the renovation of the back portion of the Library building. It is for the operational expenses of current library building, staff and programs, to include building maintenance for the boiler, roof, and structural repairs.

Building and Grounds: Nathan and Kim presented information in regard to the need to order parts and repair work for the boiler to cost approximately \$5,000. Nathan proposed that the board authorize the order for the parts and work, and the board unanimously approved the proposal. Kim will check with insurance to see if any portion of the parts or work is covered. Nathan stated that the new snow removal company has been responsive and doing quality work with no plowing in of the gate or trash bins. Our landscape company presented several options to enhance our grounds and greenery. Careful consideration will be made in regard to staging this work over several seasons/as funding comes available. Additionally, Nathan mentioned that there will need to be some chimney re-pointing, and roof repairs. A major priority is installation of a gutter system to help to route water away from the building to prevent damage to our foundation. He is in receipt of an estimate in the range of \$7,000 to \$8,000 to do this gutter work. The Buildings and Grounds committee will meet in early March and discuss any immediate priorities to present to the board at the next meeting. Going forward, the committee states that we will need to include significant budgeting and fundraising/grants to put toward major building and grounds projects.

Personnel: Kim and Julia report that there have been 2 in-person interviews and 1 Zoom interview for the part-time Librarian Assistant and references are being checked. Julia then proposed that paid library staff be allowed to participate in a voluntary Health Savings Account with payroll deduction for this, with no employer contributions at this time. The board approved this unanimously.

Policy: Pat presented 3 policies for board review and approval with the first being the 2026 revised Fee Schedule. It was approved unanimously. Next, Pat presented the revised Library Card Registration Policy which was also unanimously approved. Finally, the New Pet Policy was reviewed and also unanimously approved. Pat utilized the projector so that the board could see the old to compare to the new/revised which was very helpful and also saved paper.

Board Development: The committee has presented their input into the developing Long Range Plan documents for 2026-2030. They will be presenting the 2026 Board Committee Slates in the very near future being sure that no single committee will represent a quorum of voting board members.

Long Range Planning: The committee thanked 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. The committee will provide updated plans for all to consider at future meetings until a document is available to put forth for full board vote.

Unfinished Business: Cindy, the secretary will not be at the next board meeting in March. Cathie Ryder agreed to take the minutes with Tanja agreeing to take the minutes if Cathie is not able to attend.

Adjournment: Julia made the motion to adjourn, seconded by Pat and the meeting was adjourned at 6:40 PM

Next Meeting: Tuesday March 24, 2026 4PM to 6PM.

Submitted by: Cynthia Barton (Cindy), Secretary

Kimberly Zimmer's Director Report for the month of February, 2026

Finance related projects:

- Applied to CPI grant program for landscaping. Application was not funded.
- Employee Retention Credit –IRS extended another 60 days.
- Went with Becky to Albany for Library Advocacy Day to discuss library funding.

Building and Grounds related projects:

- Shared facilities workday and cleanup list with committee.
- Dealt with boiler issue, evacuating the building, fire department, Stark and codes officer regarding the fire with the boiler circulator pump. Follow-up issue of low pressure in the boiler.
- Worked with Bob to clean up the Library parking lot and move snow to obtain more parking spots. Plowing since has been much better.
- We have a patron who donated cushions for the hard wood chairs.
- Spaulding shared landscaping designs and \$450 bill.
- 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:

- No new updates.
- 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.

Personnel related projects

- Reviewed Library Assistant applications, sent candidates to civil service for review and scheduled interviews. Made an offer to Brooke DeAngelo.
- Continue working with Courtney on the emergency plan. Updating the staff contact list.
- Updated pay rate sheets for affected staff.
- Vacation February 26 through March 5. Medical leave March 18 and 19.
- My Trainings: Accessibility, Succussion Planning, WhoFi, Storytelling
- My Meetings (doesn't include TCL board committee meetings): Village Board Meeting, Unhoused meeting, MVLS training, Directors Council, Staff meeting, Don and Courtney, Courtney, Tretter

Policy related projects

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

LRPOS related projects:

- Working on the staff section of new plan schedule meeting with Courtney and Don.
- Attended the Committee meeting to discuss drafts.

Development related projects:

- Updated calendar of important dates.
- Couldn't attend Feb meeting, I had to help Courtney with a program.

MVLS Updates:

- Spring Symposium May 6 in Middleburgh at 2pm.
- MVLS staff planning individual library meetings to ask big questions.
- State Annual Report software is delayed.
- new JA Project Manager selected, he has worked for JA in the past
- Vega Discovery is live

Program related projects:

- Covered programs for staff
- CCE energy house can be found in the lobby
- NYS Tax Department is providing tax help to our patrons over three days.

Collection

- Worked with ComicsPlus to obtain access to their collection for our patrons.
- Attendance:
 - February 2026: 1307 adults, 89 teens, 168 kids, 91 reference, 48 digital literacy, 0 curbside
 - 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

Equipment:

- Fax is setup and we are no longer charging a fee for faxes.
- WiFi: 800 (Feb), 772 (Jan), 714 (Dec),
- Public Computers: 95 (Feb), 117 (Jan), 61 (Dec),

History Room

- We have had requests to review Constitution Pipeline paperwork.

Friends

- Tea and hot coco in the lobby is very popular.
- Met with Donna Jo to go over decorating.
- Continuing to make updates to their web page.
- Next meeting April 11 at 10:15.

Outreach:

- Schoharie County Arts Author Hour will be held in the Library on April 11 at 2pm. Author M.K. Graff will discuss her mystery set in Schoharie County *Death in the Orchard*.
- We provided space for two therapy dogs in training observation.
- Schoharie 250th efforts underway. Working with Brooke B. display posters and promotional materials. Working with Courtney on book selections. The loanable kits will be available at 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 February 2026**Professional Activities**

- Programming: Day Writers, Adult D&D (x2), Tabling Tuesday (x2), Fan Favorites, Short Fiction Workshop, Fuzzy Belly Fiber Friends, Silver Screenings Film Series, Game Explorers, Trivia Night, Book Bedazzling, Make Paper Roses
- Made a guest presentation about libraries to Delta Kappa Gamma group
- Coordinated transition to new bookings calendar and reporting system WhoFi
- 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 March 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 library staff meeting regarding emergency procedures and WhoFi
- Coordinated Polar Bear Reading Challenge materials with Courtney Little

- Attended “E-Accessibility, WCAG 2.1, Title II, and Your Library” webinar, hosted by Empire State Library Network
- Attended Research for Writers webinar hosted by Sisters in Crime, Inc.

February 2026 Programs/Events Attendance: 97 total (91 A, 4 T, 2 K)

<i>Tabling Tuesday : Hiscock Legal Aid</i> , Feb 3	2A
<i>Adult D&D</i> , Feb. 3—weather cancellation	0
<i>Delta Kappa Gamma presentation</i> , Feb. 5	8A
<i>Book Bedazzling</i> , Feb. 5	9A, 3T
<i>Fan Favorites</i> , Feb. 6	7A
<i>Tabling Tuesday: Catholic Charities</i> , Feb. 10	0
<i>Short Fiction Workshop</i> , Feb. 10	6A
<i>Making Paper Roses</i> , Feb. 11	3A, 1T
<i>Fuzzy Belly Fiber Friends</i> , Feb. 12	5A
<i>Adult D&D</i> , Feb. 17	9A
<i>Silver Screenings</i> , Feb. 18	13A
<i>Game Explorers</i> , Feb. 18—weather cancellation	
<i>Trivia Night</i> , Feb. 19	18A, 2K
<i>Day Writers</i> , Feb. 20	5A
<i>Short Fiction Workshop</i> , Feb. 24	6A

February Display title circulation

- Short Stories for the Shortest Month: fiction display: 8 circs
- The Year of the Horse: nonfiction display: 2 circs
- Sweet Treats for Valentine’s Day: nonfiction display: 0 circs

February Events Calendar: 42 print copies distributed; 6 copies downloaded from Newsletter

New Library Card Sign-Ups in February: 27

Marketing/Promotion Followers

<u>Social Platform</u>	<u>February 26</u>	<u>January 26</u>
Facebook	1,491	1,479
Instagram	308	307
Mailchimp Newsletter	919	900

Courtney Little Library Assistant Report for the month of February 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 February and March
- Planned social media calendar with Don LaPlant
- Ordered books for youth collections
- Updated Polar Bear Reading bookmarks for February with Don
- Attended first planning meeting for Read It Forward, a summer book program for teens through MVLS, SALS, and UHLS
- Met with Kim and Jordyn Goldhaber, SUNY Cobleskill student to provide picture books for HeadStart backpack program
- Ordered donation books for HeadStart backpack program and Campus Childcare Center classrooms
- Researched other daycares in service area to reach out for book support
- Created hours tracking system for teen volunteers
- Explored new ComicsPlus digital collections for kids, teens, and adults

Program AttendanceRecurring Children's Programs

- Storytime:
 - February 4: 1K, 1A
 - February 11: 12K, 11A
 - February 18: 11K, 9A
 - February 25: 7K, 7A
- LEGO Club, February 10: 4K, 3A
- Paws for Reading
 - February 17 (dog): 2A, 2K
 - February 19 (dog): 1A, 1T
 - February 24 (dog): no participants
- Homeschool Hub, February 20: 4K, 2A
- Engineering Challenge with SMIST, February 26: no participants (2 no-shows)
- Wiggle Worms: Play and Explore, February 28: 4K, 7A

Recurring Teen Programs:

- Anime Club, February 10: 1T
- Teen D&D
 - February 3: 16T, 1A
 - February 17: 13T, 1A

Special Programs for Kids:

- Saturday Storytime, February 7: 10K, 1T, 12A
- Children's Music with James K, February 14: 6K, 10A
- Playdough Party, February 17: 5K, 5A
- Let's Build, February 19: 4K, 2A

Special Programs for Teens:

- Book Bedazzling (teen/adult craft with Don LaPlant), February 5: 9A, 3T
- Make a Dice Tray, February 24: 4T

Displays:

- Juvenile Fiction: Sports Stories to celebrate the Winter Olympics
- Juvenile Picture Books: Celebrate Black Authors and Illustrators during Black History Month
- Teen Fiction: Get Yourself Some Flowers for Valentines Day (books with floral covers)

Teen Volunteers:

- 3 teen volunteers worked 5 hours supporting youth programs

Patron Comments:

- Parents from two new Storytime families complimented our Storytime for its variety of activities and age-appropriateness for young toddlers as well as older preschoolers
- Several compliments from kids and their grownups on Playdough Party

Library Clerk Reports February 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. Sent one box of books to Better World Books.
- Helped Courtney with Lego Club.

- Learning to use the new calendar program

Heather Heckman:

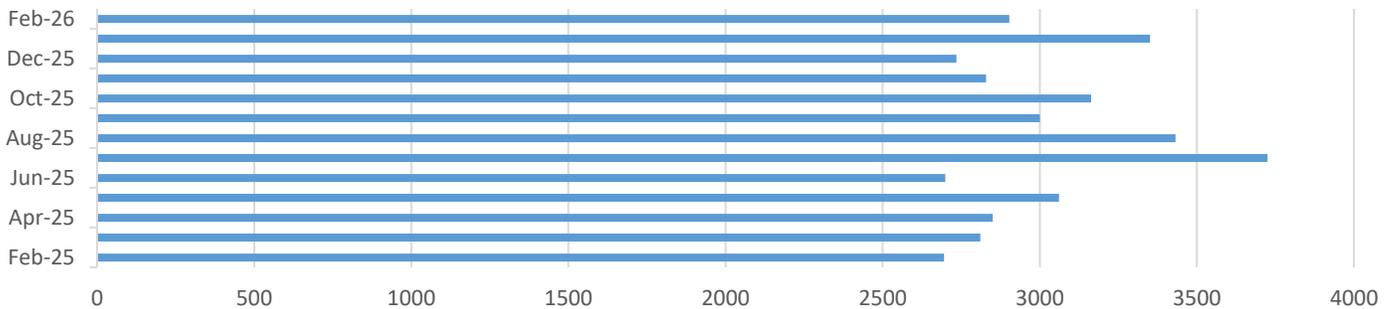
- I practiced with WhoFi, discussed how we should use different aspects of the software with Don and Kim, and started writing a draft for “WhoFi Standard Procedure.”
- Finished the “Who’s Who of the Library” slide show.
- Got an average headcount of people coming into the library for each day of the week for Don for 2025 and 2026.
- ILLs: requested 1, returned 4
- Took a Zoom training with CDLC for interlibrary loans.
- Worked with Don on adult displays for March.

Brooke Battista

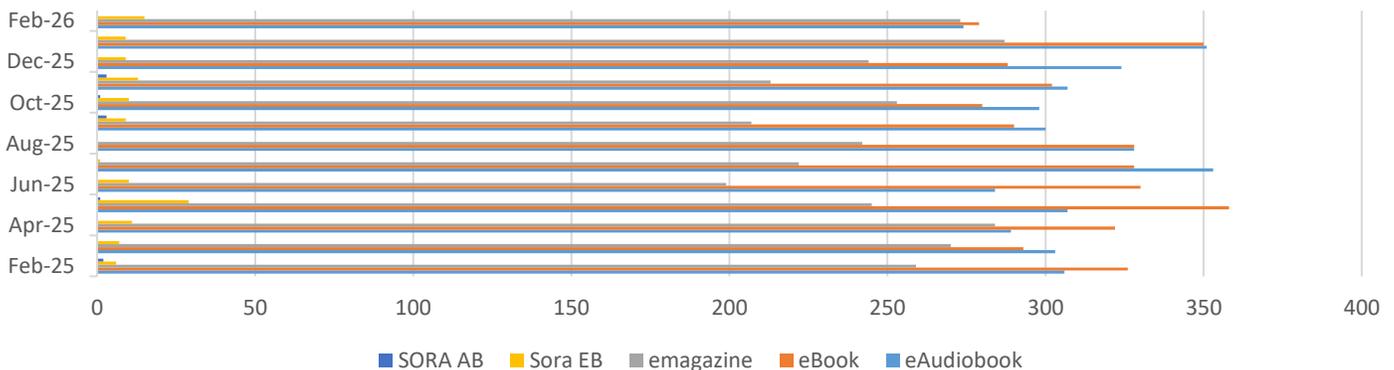
- Listened to some tutorials on WhoFi to prepare for the transfer of booking websites
- Helped ensure that EngagedPatrons, WhoFi, and the print calendar all had matching content where they needed to
- Helped fill in bookings and events from the old calendar to WhoFi for the month of March
- Created a spreadsheet of program descriptions and their shorter versions for the convenience of staff
- Created new Mission Statement signage with the updated logo with feedback given from several other staff members (attempted to find the font used in the logo itself to no avail, but found several alternatives that are close)

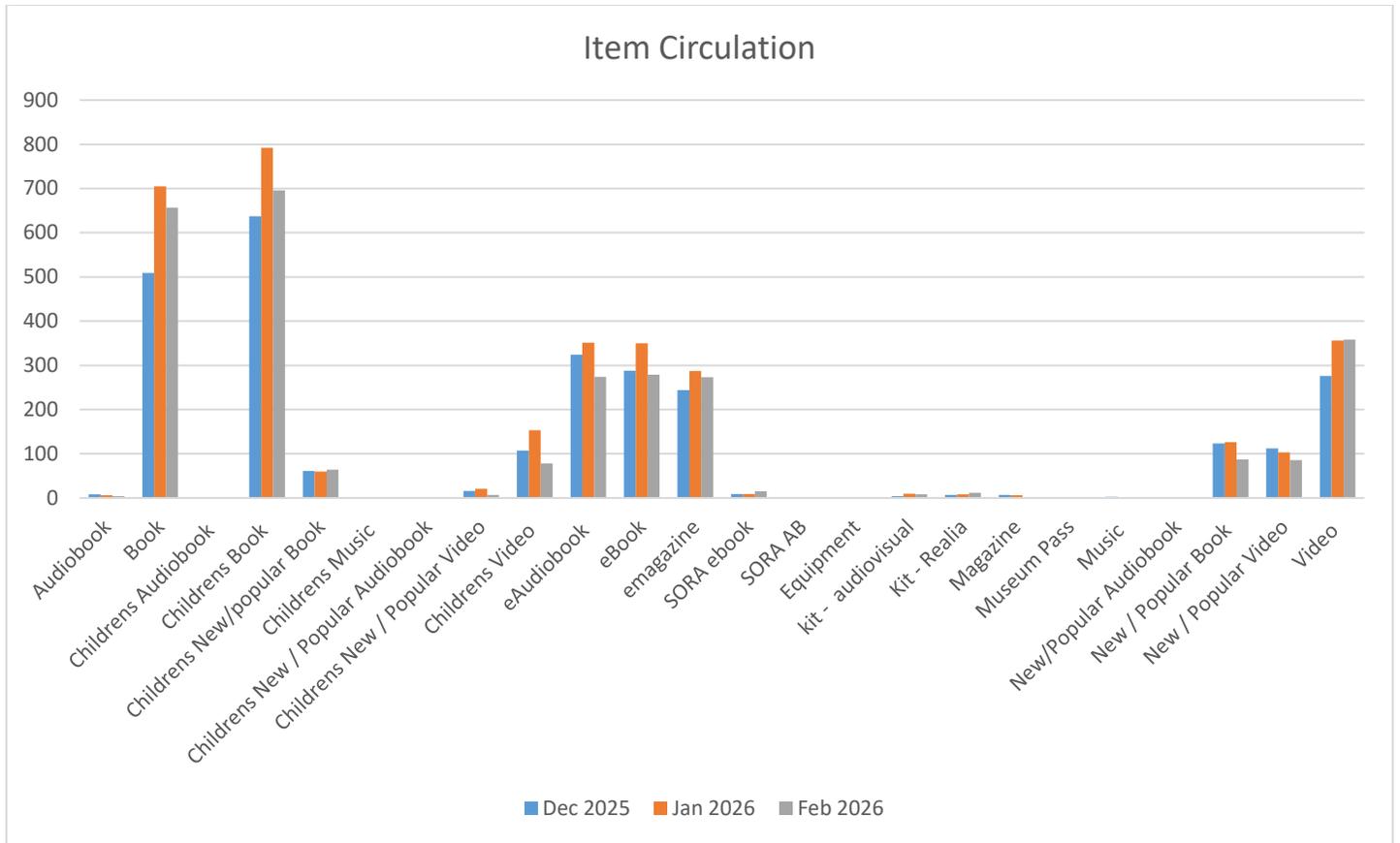
Statistics:

Total Circulation



Libby Usage





Finances: Shared at the meeting

Current Financial Claims for approval

Budget Line	Summary of Claims	Note/Acct#	Invoice#/Subtotal/Due	Amount
8110000	Ingram	Books for daycare and headstart	94632060, 94661641, 94665624, 94691113, 94691114	\$ 222.76
8320001	New York Library Association	NYLA YSS Conference Registration	7931	\$150.00
8530001	Schoharie Co Chamber of Commerce	membership	703	\$75.00
8110002	MVLS	item barcode labels	5878	\$25.91
9910001	MVLS	JA Fee March	5862	\$698.60
Total				\$1,172.27

Financial Claims Paid In Advance

Budget Line	Summary of Claims	Note	Invoice#/Subtotal/Due	Amount
7520001	Chris Tretter	Bookkeeping	ACH	\$ 1,000.00
8130001	Midtel		10546797	\$330.60
8130001	Midtel		10548904	\$80.95

8180001	Ingram	book purchases	94263622, 943823228, 94496150, 94512816, 94512817, 94729318	\$719.25
8182001	Midwest Tapes		508423893, 508453968, 508490974	\$244.40
8210011	Cleaning by Maria	Cleaning	February Bill	\$400.00
8210012	CRM Digging and Hauling LLC	snow removal for March		\$750.00
8210018	Home Town Haul & Recycle	trash and recycling	February Bill	\$90.00
8220001	NYSEG		February Bill	\$1,043.35
8220002	National Grid		February Bill	\$1,227.54
8220002	National Grid		December to February	\$112.92
			Total:	\$ 5,999.01

Director's Account

	Summary of Claims	Director's Account	3/1/2026	
Date	Check #	Vendor	Account	Amount
2/11/2026		walmart	program supplies	\$40.49
2/17/2026		amazon	program supplies	\$36.96
2/18/2026		walmart	program supplies	\$33.79
2/21/2026		walmart	office supplies	\$37.89
2/24/2026	376	SEEC	VOID	\$30.00
3/6/2026	373	Brickhouse Bakery	program supplies	\$20.00
3/6/2026	374	Grapevine Farms	program supplies	\$20.00
3/6/2026		amazon	program supplies	\$72.88
3/10/2026		walmart	program supplies	\$17.83
3/8/2026		mailchimp	8130003	\$22.52
2/6/2026		The Atlantic	8180002	\$89.99
3/11/2026		Staples	8110001	\$890.97
Total				\$1,313.32