

April 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): Liz Hackney, Virginia Downs

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

Payroll Issues

Budget Vote

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

Boiler Repair

Building Punch List

Roof Repair

c. Personnel – Julia*, Nathan, Denise

d. Policy –Pat*, Nathan, Julia

NY State Policy related regulations

e. Board Development –Pat*, Ginny, Cathie

Trustees on the Ballot

Board Evaluation

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

LRPOS Feedback from MVLS

Unfinished Business:

New Business: MVLS Spring Symposium, May 6, 2-5 pm at Middleburgh Library

Adjournment: Next Board Meeting 5/26/26 at 4pm

Committee Meetings: Building & Grounds - First Thursday of the month at 4:30 pm, Development - Third Tuesday of the month at 11 am, Finance & Budget, Personnel - called by chairs, Policy - Last Thursday of the month at 4:30pm, Long Range Plan of Service First Tuesday of the Month at 3:30pm

The Community Library Board of Trustees Meeting

March 24, 2026

Call to Order: As President Becky Leggieri was excused and a quorum was present, Vice President Nathan Davis called the meeting to order at 4:04 p.m.

Present: Pat Adams, Nathan Davis, Virginia (Ginny) Downs, Liz Hackney, Denise Klug, Tanja (Tania) Konwinski, Catherine (Cathie) Ryder, Julia Walter, Linda Carpenter (Treasurer), Kim Zimmer (Library Director).

Excused: Becky Leggieri, Cindy Barton

Guests and Public Comment: Kim introduced Brooke DeAngelo, our new Library Assistant. She is originally from this area, holds a Masters Degree in Library Science, has had some library archive and general library experience, and is looking forward to her new position here. Guest: Colleen Mahar, trustee candidate.

Minutes: The Minutes of February 24, 2026 Board of Trustees meeting were reviewed, and a motion was made by Pat to accept the minutes, seconded by Julia and passed unanimously.

Communications: The library received a Freedom of Information Law (FOIL) request. Staff are working on compiling the requested materials to mail to the individual.

Director's Report: Kim gave an overview of her written report, highlighting the following: The Spring Symposium will be in Middleburgh on May 6. Kim will share the topic with board members and how many may attend from our library. MVLS staff will be meeting with individual library staff to ask big questions. The state annual report software is delayed and a new deadline for reporting has not been set. Our new catalog, Vaga Discovery, is live on the website. Faxes will now be free due to new equipment. Courtney has been working with SUNY Cobleskill daycare and Headstart on providing books for their programs. We have some teen volunteers coming in to help out. Courtney is tracking their hours. Library circulation numbers for February were down due to some closings and the short month. However, our numbers are still higher than last year.

Friends: Kim Walchko reported they gave \$1000 to support Battle of the Books. Trivia is set for April 16. The basket raffle will be Sept 19. She urged board members to participate by supplying baskets. The next Friends meeting will be April 11.

Treasurer's Report: Linda Carpenter reported that we are making progress on the financial statements, but that there are several errors that need to be corrected.

Ginny made a motion to pay the bills, motion carried unanimously.

Committee Reports:

Finance: All board members reviewed and approved the bills to be paid as presented.

Building and Grounds: Denise and Kim met with the contractor who discovered that the boiler failed because the water had been turned off due to a part failure. Parts are on order, and the repairs will be completed as soon as possible. The committee is working on a list of all things that need to be done and when they are accomplished. Roof estimates are being gathered. We may be eligible for DLD grants for some aspects of the roof project.

Personnel: Julia made the recommendation from the Personnel Committee that we appoint Brooke DeAngelo as Library Assistant; carried unanimously.

Policy: Pat reported that NYS Regents is working on new rules for library compliance. Policy has done a preliminary review so we will be more prepared when the time comes. The committee updated target dates for the long range plan of service. The next meeting is set for April 16 at 4:30 p.m.

Board Development: Pat reported that Colleen Mahar, Nathan Davis, and Tonia Konwinski are preparing to run for open trustee positions. The committee will be evaluating the board to help us determine our board strengths and weaknesses with an eye toward finding candidates to fill gaps in the

future. Kim stated that board orientation seems to be lacking in our region, and if we find a group that has a good orientation program, we should ask for a presentation to our board. The next meeting will be Tuesday, April 14 at 11 a.m, and due to the school and library election, the May meeting will be Friday, May 22 at 11 a.m.

Long Range Planning: Julia reported that Cindy has sent a draft of our Long Range Plan of Service to Wade asking for his input and editing.

Unfinished Business: There was no unfinished business.

Adjournment: Liz made a motion to adjourn the meeting, seconded by Julia; meeting adjourned at 5:12 p.m.

Next Meeting: The next regular meeting is set for Tuesday, April 28, 2026 at 4 p.m.

Respectfully submitted,

Cathie Ryder, Trustee

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

Finance related projects:

- Responding to FOIL request.
- Working on budget materials.
- Completed SAM yearly update paperwork.
- Employee Retention Credit –IRS extended another 60 days.

Building and Grounds related projects:

- Called Village and Town highway to discuss possibility of having the library parking lot storm drains cleaned out.
- Working with Cindy to get some table legs made for the extra table top in the Study Room.

Renovation related projects:

- Attended Historic Dist Meeting to discuss the permit approval for the stairs and ramp.
- 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

- Payroll issues with Intuit.
- Preparing for new employee: paperwork, equipment, account access, orientation.
- Wrapped up the major sections of the emergency plan with Courtney. She sent plan for review.
- My Trainings: DLD construction, ICE at your library, speaking off the cuff, evaluation, vega discovery
- My Meetings (doesn't include TCL board committee meetings): town board, Unhoused, MVLS training, Staff meeting, Don and Courtney, Courtney, Schoharie Co Directors, MVLS AI meeting

Policy related projects

- Met with committee to discuss policies.

LRPOS related projects:

- Shared the staff section for the new plan.
- The Committee sent the plan to Wade for review and format.

Development related projects:

MVLS Updates:

- Spring Symposium May 6 in Middleburgh at 2pm.

- MVLS staff individual library meeting scheduled for April 15 to ask big questions.
- State Annual Report software is open and deadline is April 16.

Program related projects:

- Met virtually with UHLS library staff interested in participating in the Senior Planet program.
- NYS Tax Department is providing tax help to our patrons. They were very busy on the last day.

Collection

- Central Library is considering adding Comics Plus which will eliminate our fee for this service.
- Attendance:
 - March 2026: 1494 adults, 106 teens, 202 kids, 89 reference, 42 digital literacy, 3 curbside
 - 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 usage: 917 (Mar), 800 (Feb), 772 (Jan), 714 (Dec),
- Public Computer usage: 122 (Mar), 95 (Feb), 117 (Jan), 61 (Dec),

History Room

Friends

- Next meeting April 11 at 10:15.
- Next meeting May 2 at 10:15 and basket raffle meeting to follow

Outreach:

- Mohawk Economic Development dropped off cleanup supplies for Earth Day events.
- Met with CPI to discuss participation in the Arts Festival.
- 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*. 27 participants
- 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 March 2026

Programming: Tiny Art Show, Day Writers, Adult D&D (x2), Fan Favorites, Short Fiction Workshop, Fuzzy Belly Fiber Friends, Silver Screenings Film Series, Game Explorers, Trivia Night, Storytime for Grown-Ups, Storytime rehearsals

- Coordinated updates and tech support requests for WhoFi platform
- Curated three book displays with the assistance of clerk Heather Heckman and Brooke DeAngelo
- Developed marketing materials for adult programs
- Coordinated adult collection management and acquisitions
- Assisted clerk Brooke Battista with April calendar
- Coordinated and produced social media postings with Courtney Little and Brooke DeAngelo
- Maintained and updated library website, adding and reorganizing digital content
- Designed and produced monthly library newsletter
- Attended library staff meeting
- Coordinated Tiny Art Show submission materials with Courtney Little

- Attended “Should it stay or should it go” webinar on evaluating recurring programs, hosted by CLRC
- Assisted with training of new Library Assistant

2026 Programs/Events Attendance: 267 total (244A, 2T, 21K)

Adult D&D, Mar. 3—weather cancelation	0
Fan Favorites, Feb. 6.....	7A
Game Explorers, Mar. 11.....	4A
Fuzzy Belly Fiber Friends, Mar. 12	6A
Storytime for Grown-Ups Rehearsals, Mar. 17, 19, 21, 24	4A
Adult D&D, Mar. 17	9A
Silver Screenings, Mar. 18	20A
Silver Screenings, Mar. 18	20A
Trivia Night, Mar. 19	24A
Day Writers, Mar. 20	4A
Short Fiction Workshop, Mar. 24	6A
Storytime for Grown-Ups, Mar. 26	22A
Soup Stroll Spice Take-and-Make, March	83
Tiny Art Show Submissions, March	35A, 21K, 2T

March Display title circulation

- Sunshiny Covers: fiction display: 7 circs
- Women’s History Month: nonfiction display: 4 circs
- Get Ready to Garden: nonfiction display: 1 circs

March Events Calendar: 41 print copies distributed; 6 copies downloaded from Newsletter

New Library Card Sign-Ups in March: 28

Marketing/Promotion Followers

<u>Social Platform</u>	<u>March</u>	<u>February</u>
Facebook	1,511	1,491
Instagram	312	308
Mailchimp Newsletter	929	919

Courtney Little Library Assistant Report for the month of March 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 March and April
- Planned social media calendar with Don LaPlant and Brooke DeAngelo
- Ordered books for youth collections
- Purchased prizes and snacks for Golding Battle of the Books
- Attended second planning meeting for Read It Forward, a summer book program for teens through MVLS, SALS, and UHLS
- Scheduled outside presenters for summer reading activities
- Met with Kim to continue Emergency Management Plan edits
- Visited two C-RHS English classes to promote teen programs and library services
- Received notification of \$1000 grant from Stewart’s Holiday Match

Program Attendance

Recurring Children’s Programs

- Storytime:

- o March 4: canceled due to weather delay
- o March 11: 6K, 6A
- o March 18: 17K, 12A
- o March 25: 7K, 7A
- LEGO Club, March 10: 3K, 2A
- Paws for Reading
 - o March 10 (dog): 5K, 2A
 - o March 12 (dog): no participants
 - o March 26 (dog): 3K, 2A
 - o March 31 (dog): no participants
- Homeschool Hub, March 20: 1K
- Engineering Challenge with SMIST, March 26: 3K, 2A
- Wiggle Worms: Play and Explore, March 28: 6K, 8A

Recurring Teen Programs:

- Teen D&D
 - o March 3: canceled due to weather
 - o March 17: 14T, 1A
- Anime Club, March 10: canceled due to illness

Special Programs for Kids:

- Elmo’s Super Duper Birthday (WMHT kit), March 14: 13K, 18A

Special Programs for Teens:

- DIY Fidget Jewelry, March 31: 2T

Tiny Art Show Returned Canvases - · 21 Kids2, · 7 Teens, · 35 Adults

Displays:

- Juvenile Fiction: Dear Diary—books written in the style of a young person’s diary
- Juvenile Picture Books: Rainbow Picture Books—books with color words in the title
- Teen Fiction: Topics in the News: Refugees and Immigrations

Volunteers:

- 5 kids, 9 teens, and 4 adults helped sort our LEGO collection on March 19 to pull out specialty pieces and remove broken pieces and miscellaneous other toys.
- 3 teens came to our Summer Reading Ideas Session on March 24. They shared suggestions on programs and the reading challenge and were enthusiastic about a group volunteer opportunity for teens over the summer.

Patron Comments:

- Lots of positive comments about Elmo’s Super-Duper Birthday, the WMHT-provided program. This program led to some new families attending our regular Storytime program.
- Parents of volunteers were very enthusiastic about the drop-in LEGO sorting activity and hoped to see more similar volunteer opportunities.

Brooke DeAngelo, Library Assistant Report for March 2026

- Began working at The Community Library on 3/20/26.
- Met Board of Trustees at their meeting on 03/24/26
- Helped set up for and attended Storytime for Grownups, Wiggle Worms, and Fidget Jewelry programs
- Shadowed Brooke B, Amy, and Heather at circulation. Learned about Polaris/Leap, WhoFi, the catalog, printing, issuing library cards, etc.
- Helped update flyers for April programming in Canva and began working on passive readers’ advisory in the form of “book menus”

Library Clerk Reports for March 2026:

Amy Mele:

- Sent two boxes of donations to Better World Books.
- Continuing to clean up the adult non-fiction books.
- Learning and using WhoFi.
- Worked with Brooke D at the circ desk on training.

Heather Heckman:

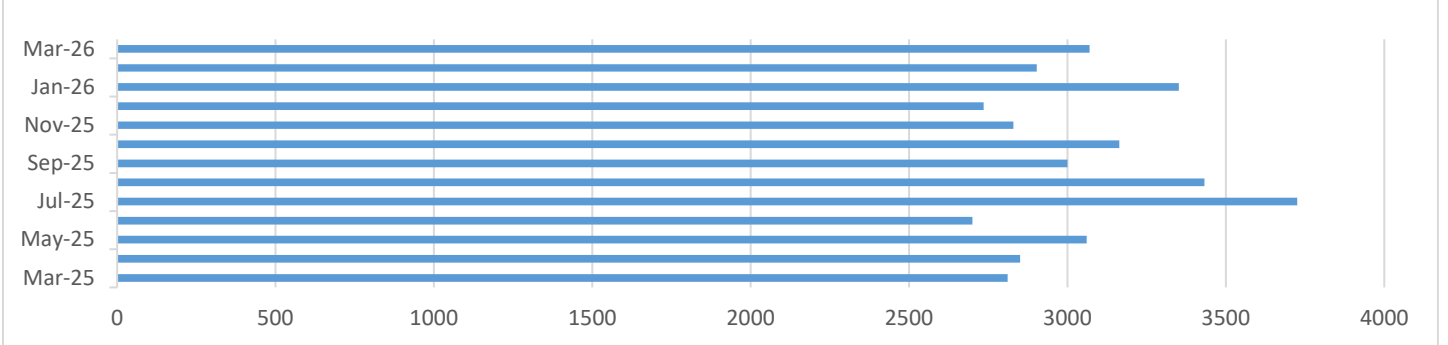
- Made January and February on WhoFi accurate for all bookings which was necessary for the annual report.
- Continued to write the “WhoFi Standard Procedure” document.
- ILLs: Returned 2, Requested 2, and searched for 2 more that did not get filled.
- Worked on April Displays with Don.
- Posted our events to ShoPegTV, Schoharie County Chamber of Commerce, VisitSchoharieCounty.com and the Create Council.
- New Vega Discover catalog training

Brooke Battista

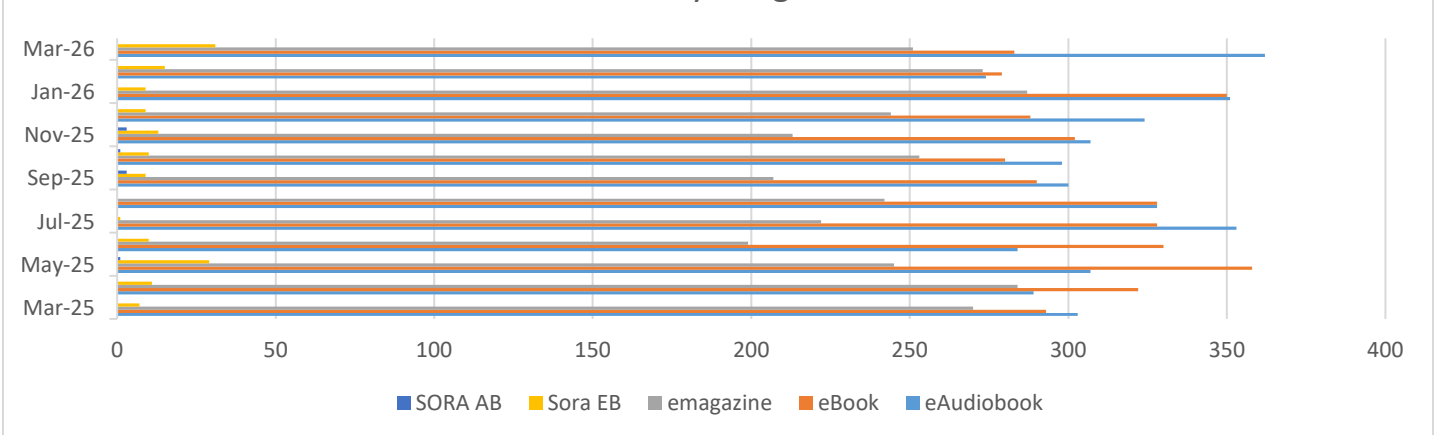
- Helped to fill in previous February events and bookings into the WhoFi calendar to help with statistics
- Created a sign to indicate when Therapy Animals are in the building
- Created a flyer for the Schoharie 250th event
- Created a template for the May print calendar
- Populated the April print calendar with events as they were put into WhoFi

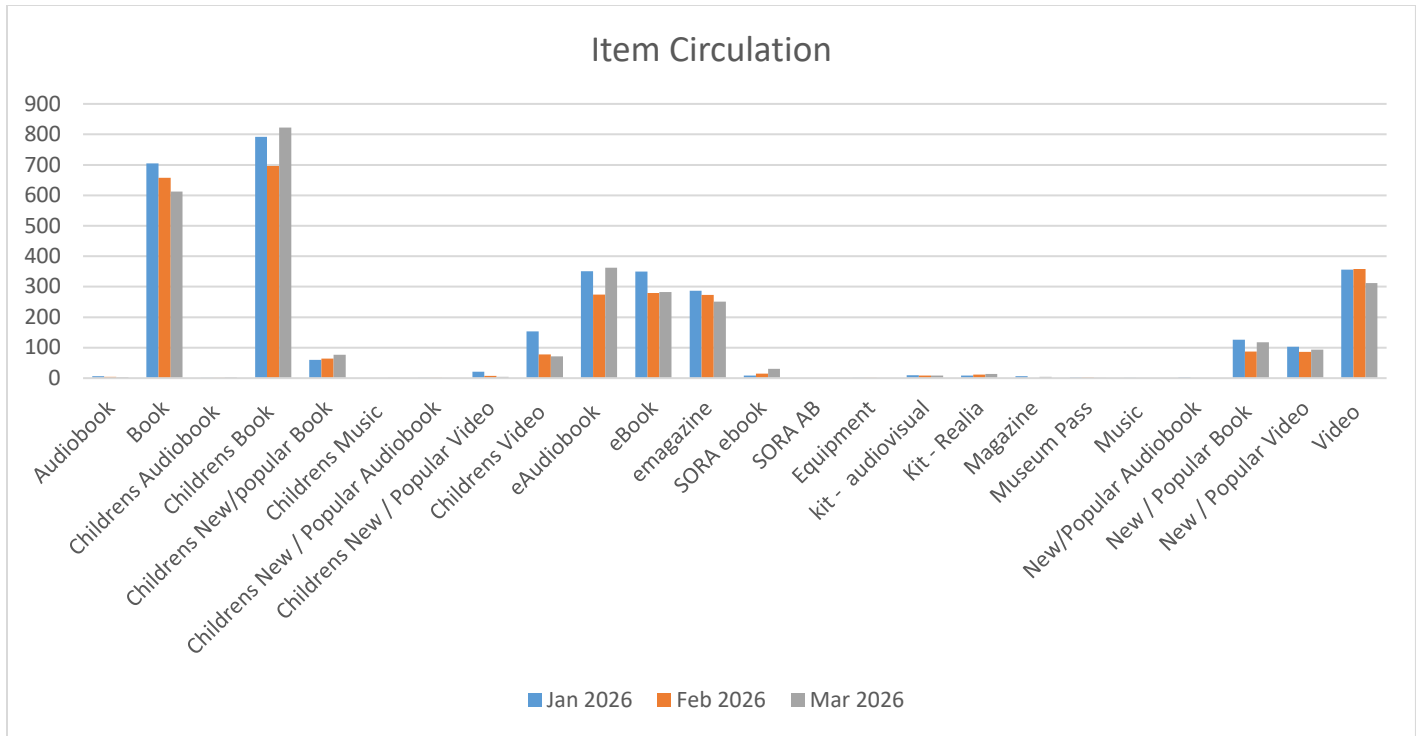
Statistics:

Total Circulation



Libby Usage





Finances: Shared at the meeting

Current Financial Claims for approval

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal	Amount
8110000	collaborative summer library program	bookmarks and tshirts		\$ 54.74
8110001	WaDaYaNeed, LLC	name badge	192623	\$ 28.00
8110002	Demco	processing supplies		\$ 164.46
8180001	Grey House Publishing	NYS Directory 26/27	994297	\$139.50
8180002	Rivistas Subscription Service	4 magazine renewals	22531	\$87.18
8190000	Adirondack Experience	Library Pass		\$75.00
8190000	Mass MoCa	Library Pass		\$275.00
8190000	Springfield Museums	Library Pass		\$175.00
8190000	Paleontological Research Institution	Library Pass	16547	\$150.00
8110000	Brooke Battista	SRP logo		\$100.00
	NFP Coalition Cyber Ins			\$ 2,424.00
9910001	MVLS	JA Fee April	5862	\$698.60
Total				\$ 4,371.48

Financial Claims Paid In Advance

Budget Line	Summary of Claims	Note	4/1/2026 Invoice#/Subtotal/Due	Amount
7150007	CDPHP		May Bill	\$ 820.92
7250005	The Hartford	workers comp audit	have not received bill yet	\$ 67.00
7520001	Lynette Lawyer	payroll		
7520001	Chris Tretter	Bookkeeping	ACH	\$ 1,000.00

8130001	Midtel		10552692	\$330.46
8130001	Midtel		10555363	\$80.95
8180001	Ingram	book purchases	94865075, 94973155, 954043602, 95082419, 95304985, 95502922, 95517691	\$1,378.34
8182001	Midwest Tapes		508588093, 508550448	\$119.20
8210011	Cleaning by Maria	Cleaning	March Bill	\$400.00
8210012	Spaulding Water Gardens	Spring Cleanup and tree trim		\$150.00
8210012	CRM Digging and Hauling LLC	snow removal for April		\$750.00
8210018	Home Town Haul & Recycle	trash and recycling	April Bill	\$90.00
8220001	NYSEG		April Bill	\$1,041.08
8220002	National Grid		April Bill	\$936.32
	National Grid		April light	\$46.15
8220003	Village of Cobleskill	water bill		\$100.80
			Total:	\$ 7,311.22

Director's Account

	Summary of Claims	Director's Account	4/1/2026	
Date	Check #	Vendor	Account	Amount
3/18/2026		walmart	program supplies	159.67
3/25/2026		staples	office supplies	123.95
3/26/2026		walmart	program supplies	29.87
3/26/2026	375	USPS		7.47
3/26/2026	377	Games a Plunder	program supplies	80
3/26/2026	378	Cowboys Taqueria	program supplies	60
3/27/2026	379	Brickhouse Bakery	program supplies	40
3/31/2026	380	Pizza Shack	program supplies	98.75
3/27/2026		Really Good Stuff	program supplies	38.38
4/1/2026	381	Catnap Books	program supplies	9
4/7/2026		Amazon	program supplies	503.51
4/8/2026		mailchimp	8130003	22.52
3/20/2026		Amazon Blink	8130003	100
4/13/2026		zoom	8130003	84.95
4/16/2026		amazon	program supplies	13.08
Total Reimbursement				\$ 1,371.15