

The Community Library Board of Trustees Meeting

May 26, 2026

Call to Order: President Becky Leggieri was excused. Nathan Davis called the meeting to order at 4:05 PM. It was noted that a quorum was present and called the meeting to order at 4:05 p.m.

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

Excused: Rebecca Leggieri

Guests and Public Comment: Colleen Mahar, newly elected Trustee, and Karin Grimm, community member. Karin Grimm expressed her concern that The Community Library's Tax Levy over the last several years has exceeded the 2% Tax Cap. She provided 5 copies of information she had gathered from her FOIL along with the Fort Plain Library's budget for comparison as well as a letter to express her concerns. Ms. Grimm noted that some of the budget line items are excessive and with the cost of everything rising, the library should seek to reduce some of the more optional line items for things like books and DVD's, for example. The board thanked Ms. Grimm for her information and will review the materials thoroughly.

Minutes: The Minutes of March 24, 2026 Board of Trustees meeting were reviewed as well as the April 28, 2026 Board Meeting and were approved unanimously. (There was not a quorum of attendees of the March meeting to vote at the April meeting.)

Communications: Received thank you notes from two patrons of the library expressing their gratitude for compassionate staff and excellent library services. A thank you note will be sent by the secretary to the Cobleskill Fire Department for their quick and professional action and assistance with our boiler malfunction in February.

Director's Report: Kim gave an overview of her written report, highlighting the following: Courtney has been recently certified as a Librarian. Congratulations to Courtney! Kim and Courtney have continued important work on our Emergency plan and have been working closely with the county and also sharing updates with the Building and Grounds committee. Upon completion it will be shared with the entire board for review. Don has noted that there has been a noticeable increase in the number of people signing up for the monthly newsletter. Courtney has been working on Home-school Hub programs and the feedback from parents is that the programs are "on target" for approved programming for their children's education requirements. She also attended a youth services conference and is interested in expanding her work with teen volunteers in the library setting. Heather has been working with Kim on the Annual Report and data entry, but we are still waiting on some financial information before we can submit the report. Brook D., our newest hire, is working well with Kim and the staff and is gradually taking over Senior Planet and starting work on the summer reading program and so far there is at least one event or program scheduled for every day of the summer that the library is open.

Friends: Kim Walchko re-capped that the Friends had given \$1000 for the Battle of the Books and \$3000 for the Summer Reading Program. Some of the money left over from the Battle of the books was used to buy some tables, puzzles and prizes for the recent great puzzle challenge. Their basket raffle will be in September with ticket sales starting Sept 1. There will be a sign up sheet for Friends and Board members to help with ticket sales and price of tickets will remain the same as last year. Friends will meet again on June 13 at 10:15. They will be electing their officers in June. Current membership is up to 30.

Presentation of the Bills and Actions: Ginny presented the bills, Pat seconded and the board unanimously approved to pay the bills as presented.

Treasurer's Report: Linda Carpenter reported that our accountant has made great progress on the financial statements, but that there are still some line items that need to be corrected. Kim, Ginny, Cathie and Linda met with the accountant,

Chris Tretter for 3 hours and did make strides in the reports. Adding a memo line to help the accountant put things into the right accounts would be helpful. They also need to make a donation sheet that is specifically for the renovation project. The banking account balances appear correct and the bills are being paid.

Committee Reports:

Finance: The recent School Tax Levy budget passed. The results of the vote will be certified by the school in June. Kim mentioned that there is a new State data base for Library budget votes that will need to be filled out each year. The payroll will need to be certified by the county, generally done in June. Some payroll glitches are still occurring but they are quickly remedied and the library and payroll accountant are considering a more accurate and user friendly system, but likely not make any system change until after the payroll certification in June. We will be reviewing all of our insurance coverage in regard to Director and Officers, volunteers, whole building insurance and cyber security. We have recently joined NYCON and will be using their services and information to help us get the best coverage for the most economical cost. Kim notes that there have been some errors in the bills for the boiler service and repairs and she has been working with them to get that straightened out. There also have been some AC issues that will likely need more work and thus add to HVAC costs. There is still some inquiry in regard to the fourth Employer retention credit that the IRS said they not receive despite all information having been provided. This payment would be in excess of \$13,000 plus interest and so is worth pursuit.

Building and Grounds: Nathan reminded everyone that the meeting will be at 4:30 on the first Thursday for the committee and not 4 PM. The committee continues to work with Kim to review the Emergency Plan. The boiler appears to be repaired with the appropriate motor now. The electronic push button door opener company increased their maintenance contract by three times their prior price. This was such a significant increase that the committee recommended that we not have a contract, but only call them for service when needed to see if there can be any savings realized. The committee so moved and the board approved unanimously that we not continue the service contract. Tania presented information on New York State DEC Community Impact Grant availability in regard to improvements to our grounds with landscaping and plantings that would provide 4 outdoor spaces for programming and education. We would be assisted with the grant by the Waterfall Center and would also be in partnership with Pollinate HV, Master Gardeners and SUNY Cobleskill. Grant application deadline is July 1. Nathan moved that we pursue this opportunity with the Waterfall Center and it was unanimously approved. Tania did not vote on this motion as she does work with the Waterfall Center. She does not see a conflict in her role as board trustee as this type of program is what the Waterfall Center does in their daily functions. She sees herself as a liaison and facilitator of the sharing of information and assistance with meeting the grant application requirements.

Personnel: Julia reports that the committee will be meeting soon.

Policy: NYS regulations require policy review every 5 years, but the Community Library reviews our policies at least every 3 years. Today Pat presented the Copyright Policy with no changes and it was approved unanimously. Also presented was the Trustee Continuing Education Policy and it was approved unanimously with changes in regard to board members taking free classes and added Niche Academy and MVLS as certified providers of education.

Board Development: Pat reminded board members to return the trustee experience and interest survey as soon as possible. It is being used to identify where best to use individual strengths and also to identify any gaps we may have as a board in experience and expertise that will help us to recruit new members. Orientation for new board members will be June 9 at 4:30. Any sitting board member may attend if they so desire. Additionally Pat reminded everyone to provide either a certificate of attendance or a thoroughly filled out self-reporting of education attendance. Some discussion occurred in regard to adding a bit of description of what was learned for those attending classes to share with the board, especially really enlightening and pertinent content so that others might also attend.

Long Range Planning: The committee presented "The Core Values" and "The Top Three Key Strategic Initiatives". Kim and staff were crucial to really pinpointing these values as the focus of our daily operations. The Core Values were brought up for vote for acceptance by Cindy and the vote passed unanimously. Each trustee was then asked to rank the three initiatives in their order of priority for ranking as 1, 2, 3 and by majority vote they will remain in the same order that they were presented. All present voted unanimously to approve the order of the majority ranking. These two items will be noted as approved by the board on May 26, 2026. The Long Range Plan of Service itself has been

provided to the board for one more review, update of their date goals and any minor changes/additions and will be put up for board vote in June. Cindy reminded everyone that a lot of work and time by the board, the committee, the community and Wade Abbot of MVLS has gone into producing this plan and thanked everyone for their patience and input. The committee will meet again not on June 2, but on June 16 at 3:30. Any changes of dates, edits etc for the Long Range plan must be sent to Cindy by June 15 so we can get it all finalized for vote on June 23.

Unfinished Business: Annual Report (pending additional financial information). Julia recommended that the board make a basket for the basket raffle and it was suggested that there be a theme chosen. "Caves" was recommended. An e-mail related specifically to the theme will circulate and a theme will be chosen at the next meeting.

New Business: Kim reminded board members to sign up if possible to help be present in the building when the early voting is happening and no staff is present (the library itself is closed). (This will be important especially on the Sunday that CPI is having a street fair in the vicinity). The need for an ad hoc committee to recommend officers for nominations was established with Pat, Tania, Cathie and Liz volunteering to meet and make recommendations to the President for officers to be elected in July.

Adjournment: There being no further business, the motion to adjourn was made by Julia second by Liz with all in favor at 6:05 PM.

Next Meeting: The next regular meeting is set for June 23, 2026 at 4 p.m.

Respectfully submitted, Cynthia Barton, Secretary, Board of Trustees