The Community Library Board of Trustees Meeting

June 23, 2026

Call to Order: President Becky Leggieri called the meeting to order at 4:05 PM. It was noted that a quorum was present.

Present: Denise Klug, Tanja (Tania) Konwinski, Catherine (Cathie) Ryder, Julia Walter, Cindy Barton, Pat Adams, Ginny Downs, Colleen Mahar, Linda Carpenter (Treasurer), Kim Zimmer (Library Director), Kim Walchko (Friends)

Excused: Nathan Davis, Liz Hackney

Guests and Public Comment: Eric Trahan, MVLS. Eric presented information regarding the logistics of fundraising and advocacy. The presentation contained information about the fiduciary responsibility of the board as well as the need to adequately budget for ongoing programming and facility status. He provided information about how to possibly set up a capital campaign committee and plan to keep any public funding from the tax levy separate from money raised to support the renovation project. The board thanked Eric for his excellent information.

The Oath of Office was administered to two new trustees, Tania Konwinski and Colleen Mahar who start their terms on July 1, 2026.

Minutes: The Minutes of May 26, 2026 Board of Trustees meeting were reviewed and approved unanimously after a motion by Pat and second by Julia.

Communications: None reported

Director's Report: Kim gave an overview of her written report, highlighting the following: The summer reading program will begin on July 7. Kim showed us the new magnets, book bags and also some lawn signs to be strategically placed around our communities to help inform the public of the program. Thank you to Brooke B. for the cute bear designs. Kim and staff are working on the "kits" for boys/girls and also for other county libraries to help celebrate the 250th year of Independence in the US. She mentioned that the staff is starting to see some young children without adult supervision and some discussion took place regarding looking at our code of conduct as well as to determine the age of an older child or teen who can actually "supervise" a child under 10 years of age. Kim highlighted Courtney Little's recent receipt of a Cosmic Writer's Grant. A news article will be placed about this grant. Brooke D. is doing well at being able to take over the AARP programming (Senior Planet) and has been helpful with social media, the Five Finger challenge and helping with graphics and the calendar. Heather recently assisted a person in a "protection plan" to obtain a library card and provided information she learned in doing so to other local libraries. Amy has done an inventory of all the collections, made repairs, and noted that there are some books "missing" from the shelves, particularly from the teen section.

Friends: Kim Walchko reported that the Friends has 2 additional new members. There is a poster in the lobby about the Friends and how to join. Work for the annual basket raffle continues. Donations of basket/basket items are due in August with wrapping to be done before the baskets are displayed on August 29. Ticket sales starts on September 1. Anyone who wants to help wrap up the baskets should contact Cathy Weidman as there are several days that they will be working on this. There will also be a sign up for ticket sales. Next meeting is July 11 at 10:15 AM.

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

Treasurer's Report: Linda Carpenter reported that our accountant made great progress on the financial statements, with just a couple of things that still need to be adjusted. She received the report a full week ahead of this meeting. The board notes that the report is looking good and easier to read with meaningful information.

Committee Reports

Finance: The committee reported that they reviewed the policies related to finance: Petty Cash, Financial Gifts, Internal Claims Audits, Budget Development and Purchasing Policy. They sent their review to Policy Committee for all except the Purchasing Policy that still needs some work.

Building and Grounds: Nathan was excused. Tanja reported that we are in the midst of seeking and receiving estimates for roof replacement. She and Nathan met with Spaulding landscaper and he has provided some quotes for landscaping installations. There is a glitch with the Waterfall Center's status with the state registry and it is a possibility that we may miss the grant deadline, but the Center assures us that there are other opportunities if the original grant we are seeking is not possible this year. Tanja is continuing to work on the grant with the hopes that it will meet the deadline. The village mayor visited our last meeting and expressed an interest in possibility renting space in the back of our library in the future. The committee discussed that the mission of the library and the mission of a village/town office are not always congruent and we will take this information under consideration, but continue with our renovation plans at this time without plans to rent space to anyone. We opted not to spend $10,000 to have our elevator hydraulic oils replaced as the system is a closed system and the elevator is functioning normally.

Personnel: Julia reports that the committee met and made a motion to promote Courtney Little to be our Youth Services Librarian as of July 1. The board unanimously approved this motion.

Policy: Pat reviewed the four finance related policies. Minor changes made to Internal Claims Audit to include that the initials and date are on each document and added a cc: Board President with the committee specific budget recommendations when they are sent to Kim to consider in the budget process. Pat moved that the policies be approved and they were approved by the board with minor changes noted.

Board Development: Pat thanked everyone for returning their board surveys/board evaluations. Committee and Board Officer recommendations were made for 2026-2027. As we meet late in the month, Cathie moved that we have an interim approval of the recommendations until our July meeting so we do not have a month without designated officers. The board voted to approve this motion. Everyone received a copy of the trustee roster with officer and committee assignments.

Long Range Planning: Cindy presented the Final Draft of the Long Range Plan of Service 2026-2030. The board unanimously agreed to adopt the plan and Cindy thanked everyone for all of the thought and work to get this plan in place. The first review will be due in December and committees will be asked for their input in November in regard to progress on the plan goals. The committee will not meet in July. The August meeting will focus on "What is the Renovation?" Document and also a guiding document to keep us on track with the timeline of the renovation project and what we need to keep working toward to keep it moving.

Unfinished Business: Thank you to the nominating committee for its recommendations for committee and officer assignments. Some topics for discussion might be term limits for committee chairs and officers. Becky is drafting a letter to the CPI about our experience and ideas regarding the block party and how we need to be included in planning especially related to use of our grounds, parking and how it potentially affected early voting. Julia reminded board that our basket for the raffle is "cave" themed and to get items to her to add to the basket.

New Business: The Annual Report was presented and accepted unanimously by the board for submission. Becky appointed Tanja, who volunteered to be chair, to put together a proposal for an ad hoc committee for the Library Addition project. This committee will have board members and also community people who want to assist the library with logistics and raising funds for the renovations to the back of the library. Julia announced that she will be making a $25,000 donation to the renovation fund and that she wants to have it publicized in the newspapers and perhaps offered up as a challenge to the community for other individuals to begin to think about making donations to help the library in its efforts to finish the renovation/addition project. The board thanked Julia for her generosity.

Adjournment: There being no further business, the motion to adjourn was made by Julia second by Denise with all in favor at 6:10 PM.

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

Respectfully submitted, Cynthia Barton, Secretary, Board of Trustees