

July 2026 Board Meeting Agenda

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: Lpinda Carpenter

Excused (Six to meet quorum):

Oath of Office – Nathan Davis

Organizational Meeting Duties – Election of Offices, designate Banks of Record and Newspapers of Record

Determination of a quorum

Call to Order and Additional Agenda items

Guests and Public Comment: Bruce Tryon, CPI

Minutes of the previous meeting

Communications:

Treasurer's Report

Director's Report

Friends Report

Committee Reports: Standing Committees (* indicates chair)

- a. **Finance** – Linda, Ginny*, Cathie, Denise
Presentation of the Bills and Actions
Documents for disposal
- b. **Building & Grounds** – Nathan*, Cindy, Tanja, Denise
Roof Replacement Status NYS DLD Grant – close September 2, 2026
Landscaping Updates – Waterfall Center
Historic District Meeting – Wednesday, August 5
- c. **Personnel** – Colleen*, Julia, Pat
- d. **Policy** – Pat*, Nathan, Julia, Colleen
Next Meeting, August 20@4:30 (third Thursday)
- e. **Board Development** – Tanja*, Ginny, Cathie, Liz
Next Meeting, August 20@4:30 (third Thursday)
- f. **Long Range Plan of Service Committee** - Cindy*, Liz, Julia
Next Meeting, August 4 at 3:30

Unfinished Business: Ad Hoc Exploratory Chair for Library Addition

New Business: November and December Meeting Dates

Adjournment: Next Board Meeting 8/27/26 at 4pm

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

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

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

Finance related projects:

- Midtel reached out to discuss bills since we have two internet lines. They will be combined in 2027 upon the renewal period.
- Organizing trustee office and sorting files.
- Reached out to the CR business office to discuss parcels and assessments in the district. After the new assessment we will determine library tax levy impact.
- Applied for MVLS Love Your Library funds.
- Annual report submitted.
- Met to review policies.
- Employee Retention Credit –Paperwork passed to Lyn Lawyer. Provided power of attorney to discuss case with the IRS.

Building and Grounds related projects:

- Issues off and on with AH1 and AC.
- Worked with Cindy on roof estimates
- Worked with Tanja on gardening grant letter's of support.
- Followed up with Codes on the Boiler. Inspection passed.
- We had a request for step stools for kids in the bathroom. We purchased two for first and basement.
- Mayor and staff attended meeting. We discussed ways the Village could help us and the mayor asked for space in the renovation.
- Otis Elevator sent an estimate to change the oil.
- Met with committee to discuss roof, boiler, AC, elevator, gardens, doors.
- Working with Cindy to get some table legs made for the extra table top in the Study Room.

Renovation related projects:

- Bid request in the paper.
- Met with Brendon to discuss projects.
- Requested DLD grant amendment paperwork. Still need new information from Brendon.

Personnel related projects

- Working with Lyn and Civil Service to certify payroll.
- Moved Courtney to Lib I for Youth Services
- Met with Brooke D for a three-month review.
- My Trainings: impact that inspires, crisis communication, election data, taxprep
- My Meetings (doesn't include TCL board committee meetings): Directors Council Meeting in St. Johnsville, Staff meeting, Don, Brooke D. and Courtney,

Policy related projects

- Met with committee to discuss policies.
- Worked with Cathie Ryder on a FOIL policy

LRPOS related projects:

- Worked on the layout.

Development related projects:

- Trustee orientation.
- Updated trustee roster.

MVLS Updates:

- Staff went through KnowB4 training.
- Summer Reading system digital scavenger hunt is live

Program related projects:

- Received an invite to host NYC based Prinkipo band concert in July.

- Discussions with staff regarding the summer reading bags and signs, decorations, supplies, started decorating
- Discussed with Don the radio ad to run early May before the vote.

Collection

- Working with Amy to send letters to patrons with billed items still on their card. Amy sent out 81 letters.
- Working with Amy to add backdrops to our Library of Things collection.
- Attendance:
 - June 2026: 1490 adults, 117 teens, 209 kids, 102 reference, 51 digital literacy, 12 curbside, 356 early voting
 - May 2026: 1257 adults, 93 teens, 165 kids, 84 reference, 52 digital literacy, 7 curbside
 - April 2026: 1443 adults, 83 teens, 163 kids, 91 reference, 56 digital literacy, 0 curbside
 - 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

Equipment:

- WiFi usage: 1,134 June, 956 (May), 893 (Apr), 917 (Mar), 800 (Feb), 772 (Jan), 714 (Dec)
- Public Computer usage: 126 (June), 93 (May), 117 (Apr), 122 (Mar), 95 (Feb), 117 (Jan), 61 (Dec),

History Room

- Request to view pipeline maps.
- Visitor wanted to review yearbooks of son who recently passed.
- Responded to obituary request.
- Board committee meetings have moved to this space.

Friends

- Provided Friends with an explanation on how donations were spent over the last year.
- Next meeting June 13 at 10:15 annual meeting basket raffle meeting to follow

Outreach:

- Reached out to Mayor and CPI regarding the Block Party and Early Voting access to the parking lot.
- Mayor stopped in and requested a tour of the renovation.
- Purchased CPI 250th banner and placed in the parking lot window.
- Schohary 250th kits completed and dropped off to the three libraries and added to the collection.

Don LaPlant, Adult Services Librarian Report for month of June 2026

Professional Activities

- Programming: Adult D&D (x2), Fan Favorites, Just Write, Fuzzy Belly Fiber Friends, Day Writers, Tabling Tuesday: Bassett Cancer Services, Silver Screenings Film Series, Trivia Night, Short Fiction Workshop
- Summer Reading Program planning: developed reading trackers, bookmarks, and promotional materials; collaborated with library staff and volunteers on decorating the library, purchasing prizes, and coordinating admin procedures for reading challenges
- Developed yard sign design to support SRP and coordinated purchase of signs
- 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 editing and reformatting July 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
- Introduced new newsletter for library's adult writing programs (Short Fiction Workshop, Day Writers, Just Write)
- Attended library staff meeting and multiple SRP planning meetings
- Completed cybersecurity training "Social Engineering: How Do Tech Support Scams Work?"
- With Heather Heckman, represented the library at outreach event: SchoCo Pride

June 2026 Programs/Events Attendance: 218 total

<i>Adult De&D</i> , June 2	13A
<i>Fan Favorites</i> , June 5	4A
<i>Just Write</i> , June 9	6A
<i>Fuzzy Belly Fiber Friends</i> , June 11	3A
<i>Day Writers</i> , June 12	2A
<i>Adult De&D</i> , June 13	13A
<i>Silver Screenings</i> , June 17	19A
<i>Trivia Night</i> , June 18	14A
<i>Short Fiction Workshop</i> , June 20	140 A,K,T
<i>Storytime for Grown-Ups</i> , June 23	5A

June Display title circulation

Summer Romances: fiction display: 6 circs
 Remembering D-Day: nonfiction display: 3 circs
 Great Outdoors Month: nonfiction display: 2 circs

June Events Calendar: 39 print copies distributed; 10 copies downloaded from Newsletter

New Library Card Sign-Ups in June: 26

Marketing/Promotion Followers

Social Platform	June 26	May 26
Facebook	1,560	1,541
Instagram	341	319
Mailchimp Newsletter	983	951

Courtney Little Library Assistant Report for the month of June 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 July
- Planned social media calendar with Don LaPlant and Brooke DeAngelo
- Selected books for youth collections
- Requested workshop courses to offer through Cosmic Writers grant
- Received all requested funds from Dean M. Graham Foundation
- Graduated from UAlbany and received Public Librarian Certificate
- Summer Reading Preparations
 - Met with Kim, Don, and Brooke D. to continue planning for event logistics and decorations
 - Continued planning and coordinating youth program activities and supplies
 - Promoted SRP to all Ryder and Radez students and Golding 6th graders
 - Continued edits to SRP marketing materials and reading logs for kids and teens
 - Ordered supplies for reading challenge and button making

- Ordered prize books for kids and teens
- Purchased raffle prizes with Don

Program Attendance

Recurring Children's Programs

- Storytime:
 - June 3: 4K, 4A
 - June 10: 10K, 9A
 - June 17: 10K, 8A
 - June 24: cancelled due to illness
- Paws for Reading
 - June 4: 4K, 2A
 - June 18:
- Wiggle Worms: Play and Explore, June 27: 4K, 7A

Recurring Teen Programs:

- Teen D&D
 - June 2: 10T, 1A
 - June 16: 8T, 1A
- Anime Club, June 9: 7T

Special Programs for Kids

- Stomp & Stamp, June 20: 2K, 2A

Special Programs for Teens:

- Teen Video Game Night, June 23: 2T
- Teen SRP Volunteers, June 30: 9T, 2A

Displays:

- Juvenile Fiction: Here Be Dragons
- Juvenile Picture Books: Summer Is Coming
- Teen Fiction: Books with Music Lyrics in the Title

Volunteers:

- 9 teens and 2 adults spent 1-2 hours each helping with SRP prep and decoration tasks

Brooke DeAngelo, Library Assistant Report for June 2026

- Updated program flyers for July dates and added Summer Reading 2026 bear logos to indicate intended age group. Updated museum pass flyer to include Museum of the Earth, Empire Pass, and the Old Stone Fort
- Created and scheduled the release of social media content covering program announcements, library closure notice (Juneteenth), community events (Pride at Iroquois Museum and Art in Action), #fivefingerbookchallenge (Don and first patron participant: Millie Wiegand), #bookfacefriday, new Summer Reading yard signs, and Father's Day readers' advisory.
- Updated July newsletter with new program flyers, museum pass and Summer Reading 2026 announcements, and upcoming book and movie releases.
- Led Don's Just Write!, Fuzzy Belly Fiber friends, and Day Writers programs during his time off the week of June 9-13. Led Courtney's Teen Video Game Night on June 23.
- Met with Kim on June 11 for a three-month review.
- Outreach on June 23 at William H. Golding Middle School for Summer Reading 2026 informational presentation and trivia game
- Selected supplies to order for Fairy Flower Jar Craft and Papyrus & Pendants programs in July. Tried materials for Fairy Flower Jar.
- Met with Courtney, Don, and Kim to discuss Summer Reading progress and decorations. Designated priorities and tasks.

- Began working on Summer Reading cave decorations; painted Summer Reading banner from Stomp & Stamp event. Constructed bats with toilet paper rolls and staples, cut out cardboard arrows for a signpost, drew and cut out a cardboard cow, and traced foam dinosaur bones to make paper cutout fossils. Painted bats, paper towel roll dynamite, cow, fossils, and arrows at the Teen volunteer event on June 30.
- Submitted SCHOOL applications for two Fall 2026 programs: Using Libby to Download FREE EBooks, Audiobooks, and Magazines and AARP Senior Planet's Exploring RX Drug Resources Online.
- Coordinated with Mary Carrier to submit July Digital Genealogy Tools program information to AARP Senior Planet's Salesforce.
- Submitted request to computer support to have Ancestry downloaded to work laptop for a walkthrough/demonstration during the Digital Genealogy Tools program.
- Updated website slider weekly to reflect upcoming events

Library Clerk Reports for June 2026:

Amy Mele:

- Worked with Heather to send two boxes of donations to Better World Books.
- Completed inventory.
- Opened and closed for early voting.
- DVD Repairs
 - Replaced broken cases
 - Taped up plastic covers to make them last longer
- Working on repairing and cleaning kids books
 - New barcodes on books with worn out codes
 - New spine labels for faded ones
- Worked with Kim to send out 81 letters to patrons with books on their accounts that have not been returned. So far 7 books have come back. Removing these items from their account clears their account and gets them back to borrowing.

Heather Heckman:

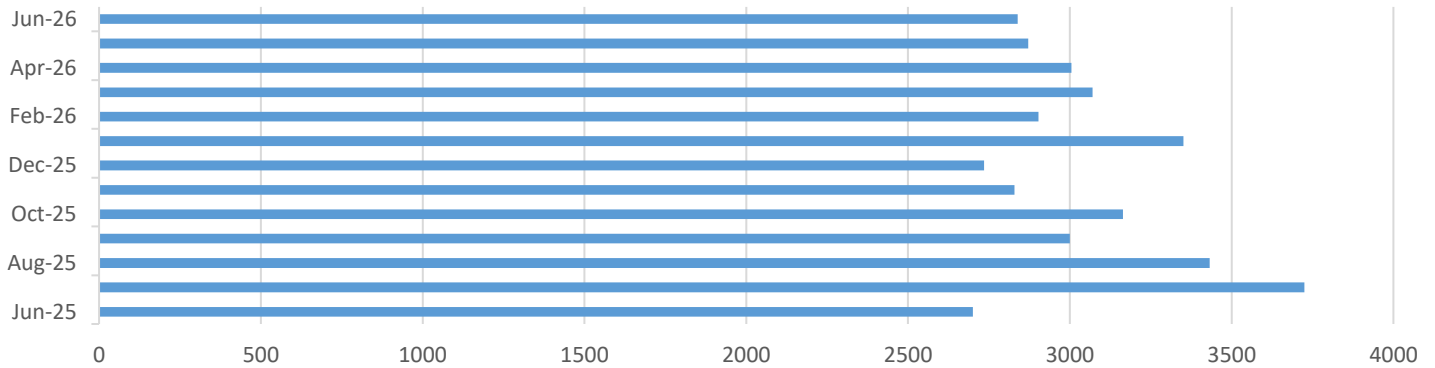
- Wrote instructions for Wi-Fi Direct Printing
- Trainings: WhoFi Spaces and Makerspaces
- ILL: 6 requested, 1 not coming, 3 arrived, 1 returned
- Came up with possibilities for adult displays.
- Shelf Read 83% DVDs since Amy found them very out of order during inventory and finished up the rest in early July.
- Updated 9/10 of the Chromebooks. 1 is currently Out.
- On 6/23/26, Primary Election Day, we had 16 people come to the library wanting to vote, who we had to redirect to their regular polling location.

Brooke Battista

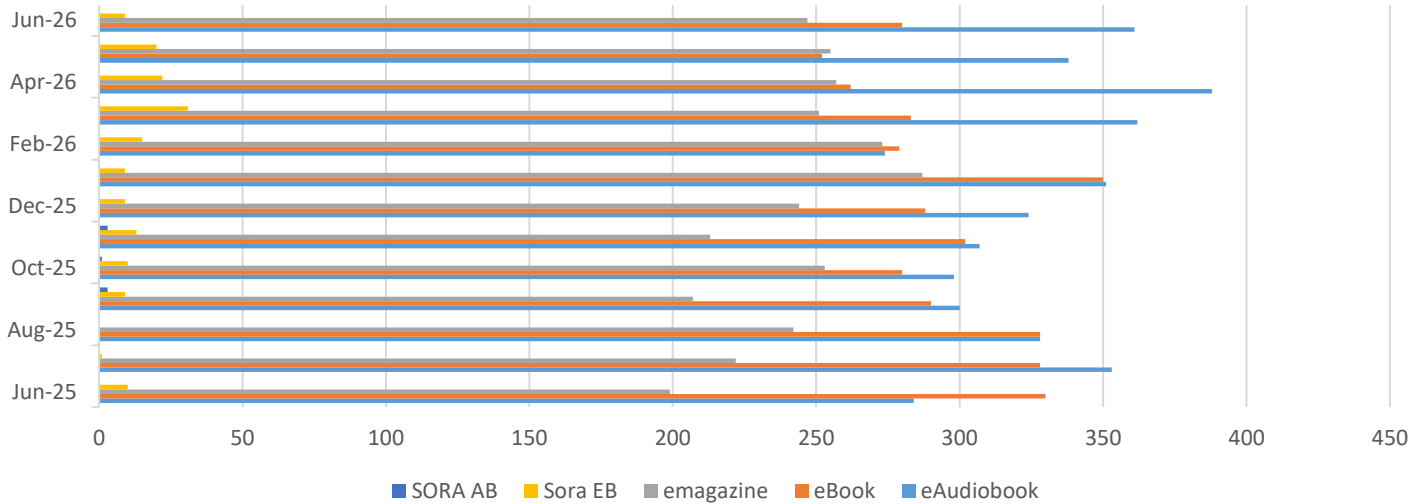
- Updated the FASNY Museum of Firefighting Flyer
- Created signs for Early Voting
- Populated the July print calendar with program information
- Split the July print calendar into two parts to fit information at Don the librarian's request
- Worked on August print calendar

Statistics:

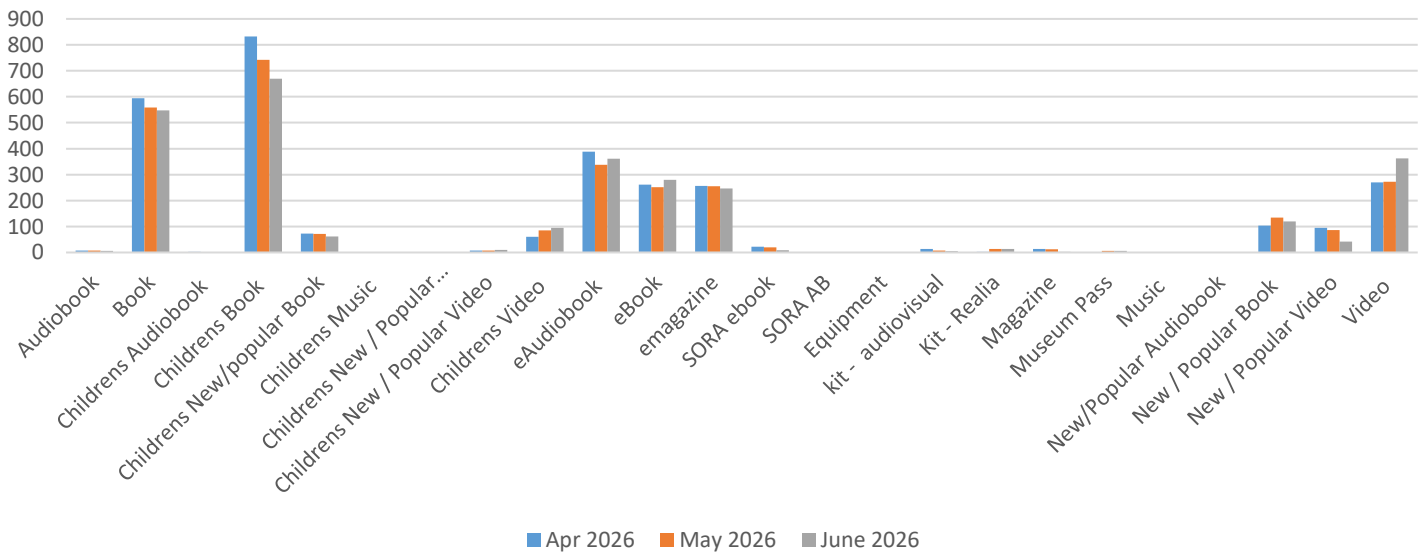
Total Circulation



Libby Usage



Item Circulation



Finances: Shared at the meeting**Financial Claims Paid In Advance**

	Summary of Claims		7/1/2026	
Budget Line	Claimant	Note	Invoice#/Subtotal/Due	Amount
7150007	CDPHP		august Bill	\$ 820.92
7520001	Lynette Lawyer	payroll		
7520001	Chris Tretter	Bookkeeping	ACH	\$ 1,000.00
8130001	Midtel		10573054	\$331.00
8130001	Midtel		10572041	\$80.95
8180001	Ingram	book purchases 1106.02 & program supplies33.57	97007968, 97038749, 97066576, 97066577, 97097237, 97345506, 97478846, 97565033	\$1,139.59
8182001	Midwest Tapes		508978536, 509059071	\$104.96
8210001	Stark Tech	Boiler, pressure valve & AC	10053766, 10054073, 10058734, 10058732, 10060784	\$8,349.10
8210011	Cleaning by Maria	Cleaning	July Bill	\$400.00
8210012	Spaulding Water Gardens	Mow	June	
8210018	Home Town Haul & Recycle	trash and recycling	July Bill	\$90.00
8220001	NYSEG		July Bill	\$265.67
8220002	National Grid		July Bill	\$1,315.95
8220002	National Grid		July Bill	\$40.50
			Total:	\$ 13,938.64

Current Financial Claims for Approval

	Summary of Claims		7/28/2026	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal	Amount
7540000	Anita Sanchez	Aug 6 program		\$ 175.00
7540000	George Steele	July 16 program		\$ 261.00
8110000	Race Printing	trackers, bookmarks		\$ 573.50
8110001	MVLS	receipt tape	5994	\$ 64.50
8110001	WaDaYaNeed, LLC	name badge	193540	\$ 28.00
8210012	Spaulding Water Gardens	Mow	June	\$225.00
8210014	Otis Elevator	service	100402405698	\$600.54
8220001	NYSEG		bill correction	\$221.51
8220003	Village of Cobleskill	Sewer and Water	Q3	\$100.80
8530008	Association For Rural & Small Libraries	membership renewal	80113	\$175.00
8570001	Wsde Radio	Library Info on local radio	26050036	\$245.00
9910001	MVLS	JA Fee July	6012	\$698.60
9830001	MVLS	Macbook Neo	6027	\$608.00

9830001	MVLS	public router replacement	6028	\$183.17
9830003	MVLS	MS Office from techsoup	6026	\$125.00
Total				\$ 4,284.62

Director's Account

	Summary of Claims	Director's Account		7/1/2026	
Date	Check #	Vendor	Description	Account	Amount
6/17/2026		amazom	ink, paarchment paper,wood, prefilled fountain pen, DVDs	8110000	96.78
6/17/2026		amazon	beexwax sheets, pressed flowers, fairy lights, mason jars	8110000	136.72
6/18/2026		walmart	candy and baby wipes	8110000	11.13
6/29/2026		amazon	SRP tracker dots	8100000	10.18
6/30/2026		walmart	SRP prize portable speaker	8110000	14.88
6/30/2026		walmart	SRP prizes, snacks and program supplies	8110000	355.29
7/1/2026	384	Games a Plunder	SRP prizes - games	8110000	29.97
7/1/2026		amazon	cricuit trimmer blades and ezup weight bags	8110001	46.17
7/9/2026		walmart	batteries for cameras	8110001	21.12
7/9/2026		amazon	paper towels	8110001	62.14
7/11/2026		staples	toner	8110001	362.19
7/14/2026		michaels	ink for writing program	8110000	27.95
7/15/2026		walmart	movie for program	8110000	5
7/8/2026		Mailchimp	monthly newsletter fee		22.52
Total Reimbursement					\$1,202.04