

February 2025 Board Meeting Agenda

Members: Pat Adams 2029, Fred Barnes 2026, Cindy Barton 2029, Harriet Berard 2025, Sandy Brewster 2025, Nathan Davis 2026, Ginny Downs 2028, Rebecca Leggieri 2027, Janet Sand 2027, Julia Walter 2028

Treasurer: Linda Carpenter

Excused (six to meet quorum): Harriet Berard, Pat Adams

Determination of a quorum:

Call to Order and Additional Agenda items:

Guests and Public Comment: Brendon Becker

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*, Harriet, Nathan
NYLAF update
Lynette Lawyer Contract
2026 Draft Budget, tax levy/cap vote
- b. **Building & Grounds** – Nathan*, Fred, Janet, Cindy
Library Clean-Up Day
Meeting – February 6
- c. **Personnel** – Julia*, Nathan, Sandy
Integra HR Proposal
New Librarian Appointment
Director Evaluation and Librarian I exit Interview
July 5th Holiday?
- d. **Policy** – Janet*, Pat, Julia, Sandy
Naming Rights Policy
Postings Policy
- e. **Board Development** –Harriet *, Ginny, Janet, Pat
Bylaws Review
Trustee Education Reminder
Vacant Trustee Seat
- f. **Long Range Plan of Service Committee** - Fred*, Julia, Cindy
Planning “Kick-Off” with MVLS February 14, 12-2

Unfinished Business: Activities for Trustees, Ad Hoc Meeting Committee

New Business:

Adjournment: Next Board Meeting 3/13/25 at 1pm

Committee Meetings:

Building & Grounds Committee First Thursday of the month at 4 pm

Development Meetings the Third Tuesday of the month at 11 am

Finance & Budget Committee, Personnel Committee meetings called by chairs

Policy Meetings the Last Thursday of the month at 11am

Long Range Plan of Service First Tuesday of the Month at 2pm

**The Community Library
Board of Trustees Meeting
January 9, 2025**

Call to Order:

As a quorum was present, President Becky Leggieri called the meeting to order at 1:00 p.m.
Present: Pat Adams, Fred Barnes, Cindy Barton, Sandy Brewster, Nathan Davis, Virginia Downs, Becky Leggieri, Janet Sand, Julia Walter, Kim Zimmer. Excused: Linda Carpenter (Treasurer), Harriet Berard.

Guests:

Kim Walchko (representing Friends of the Library), Christopher Baron (representing the Cobleskill Historical Society and Schoharie County Historical Society) who expressed his interest in continued collaboration, and Denise Klug (who is considering becoming a trustee).

Minutes:

Mrs. Sand moved to accept the December minutes. Ms. Walter seconded the motion, and it was unanimously approved.

Director's Report:

Ms. Zimmer indicated that she is planning to include an article about the library in the Times-Journal's annual Progress Report.

Ms. Zimmer explained that she had held a Zoom meeting regarding the creation of an employee handbook. She was favorably impressed and will continue to pursue the need.

The deadline for the Librarian I position ended January 7. There was only one applicant who met the requirements and there is an issue with residency.

The Pool Bear Challenge will be January-February this year.

There will be no change in the JA fees for 2025. The fees for 2026 will be based on 2024 usage.

Ms. Zimmer expressed concern to the trustees regarding JA phishing emails to staff. Mr. Barnes made a motion, seconded by Ms. Walter, and was unanimously agreed authorizing President Leggieri to request in writing that JA cease this practice.

Ms. Zimmer is gathering information regarding yearly statistics.

Friends Report:

Mrs. Walchko mentioned the December 17 hand chimes program was well done and popular.

The Friends have donated \$2500 to fund the Battle of the Books program for 2025.

February is Love Your Library month.

Treasurer's Report:

Mrs. Downs presented the treasurer's report. Mrs. Downs made a motion to pay the bills. This was seconded by Ms. Adams and unanimously approved.

Committee Reports:

Finance:

Ms. Zimmer explained the changes in the 2025 reallocated budget. Mrs. Sand made a motion, seconded by Ms. Walter, and was unanimously approved to accept the revised budget.

Building & Grounds:

A trustee workday is scheduled for January 25 at 1:00 p.m.

Ms. Zimmer mentioned that the library's insurance policy should be reviewed.

Personnel:

Ms. Walter indicated she will be meeting with Ms. Zimmer to discuss the annual director's evaluation.

Board Development:

Ms. Adams announced that the committee members are updating the bylaws .

Long Range Plan:

Mr. Barnes indicated that the committee is working on updating the plan.

New Business:

Ms. Leggieri asked trustees to consider activities such as publicity, programs, holiday events that would enhance the library for the community.

Adjournment:

Ms. Brewster made a motion, seconded by Ms. Adams, and was unanimously approved to adjourn at 2:45 p.m.

Submitted by Virginia Downs

Kimberly Zimmer's Director Report for the month of January, 2025

Finance:

- Annual report software is open and have provided bookkeeper with the information we need. Due March 1
- Drafted 2026 budget with options for tax levy increase.
- Resolved an outstanding bill with Lamont Engineers
- Reviewed grant application that Courtney was submitting.
- Employee Retention Credit – still waiting on one of the checks. Paperwork was resubmitted in June of 2023.

Building and Grounds

- Prepared for work day on Jan 25 at 1pm
- Issues with the fire alarm system, receiving calls and texts that there is an issue. Everon reviewed system and suggested it was the phone line, did replace CO detector.
- MidTel came and inspected the phonenumber for the fire panel and there is no issues.
- Heated ramp not always turning on, staff are shoveling and salting.

Annex Renovation

- Fire suppression is completed. Need to make final payments and complete final report.
- No work since the beginning of December.

Personnel

- Staff paperwork for payroll adjustments.
- Held a baby shower for Courtney.
- Met with personnel to discuss my evaluation
- Completed staff evaluations. A very productive and busy year for everyone.
- Librarian I interviews and request the appointment of Lex Lanza
- Trainings: fundamentals of HR, outreach to plain communities, foundation directory, Amazon Prime account, HR new laws
- Meetings: Directors Council, JA Council, MVLS Board Meeting, SCPL/MVLS meeting, staff meeting,

Policy

- Met to discuss policy review for the year and discussed two policies.

LRPOS

- Meeting with Wade from MVLS to discuss next 5 year plan development process.

Development

- Discussed bylaw changes.

MVLS Updates:

- Requested security keys for additional option for staff to multifactor authenticate with email.
- Requested more information on the catalog app and the cost.
- Educate Station is now available we just need to add to our website.

Program:

- Met with Jackie and Courtney to start discussing summer reading and Battle of the Books.
- Donna Jo requested a letter of support be sent to the school outlining the work she provides for Battle of the Books at Radez.
- Jan 30 Senior Planet Online Health Resources had 1 participant.

Collection

- Order Atlantic Monthly for a patron who made a donation to the library to purchase the magazine.
- Attendance:
 - January: 1243 adults, 56 teens, 193 kids, 163 reference, 44 digital literacy, 1 curbside.
- Ancestry searches:

Equipment:

- Discussing with JA upgrading the wireless equipment this year.
- WiFi: 804 (January)
- Public Computers: 151 (January)

History Room

- Received item donations for the room.

Friends

- Picked up holiday decorations after their January meeting and prepared for the February Love Your Library month.
- Next meeting is February 12 at 6pm.

Outreach:

- Scheduled SCHOOL programs
- Provided information to the TJ regarding an advertisement for the library in the Feb issue of the progress edition.
- SEEC webinar on their grant program
- CPI grant meeting at the Cobleskill Fire House
- Since putting out the puzzle table the community has finished 2 puzzles.

Adult Services Report for the month of January 2025

- curated two book displays with the assistance of Clerk Heather Heckman

Displays

Top 2024 Circulating Adult Fiction Display. Yielded 13 circs.

Plan a Fun Night, Adult Nonfiction Display. Yielded 0 circs.

Platform	January 2025 Followers	December 2024 Followers
Facebook	1345	1333
Instagram	262	257
Mailchimp Newsletter	753	724

January Events Calendar: 29 print copies and distributed; 0 copies downloaded from Newsletter

December Programs/Events Total Attendance: total (25A, 2T)

Adult Gaming Club, Jan 7.10A, 1T

Fan Favorites Book Club, Jan 3.....5A

Short Fiction Workshop, Jan. 14.....3A

Adult Gaming Club, Jan. 21.....7A, 1T

Courtney Little Library Assistant Report for the month of January 2025

Regular Children’s Programs

- Storytime:

- January 8: 8K, 5A
- January 15: 8K, 5A
- January 22: 10K, 7A
- January 29: 9K, 5A
- LEGO Club, January 14: 7K, 6A
- Wiggle Worms Play and Explore, January 25: 5K, 4A

Special Children's Programs:

- Stuffed Animal Hospital, January 11: 7K, 7A
- Engineering Challenge with SMIST, January 2: 1K, 1A

Regular Teen Programs:

- Anime Club, January 14: 7T
- Teen D&D
 - January 7: 5T, 1A
 - January 21: 6T, 1A

Special Teen Programs:

- Teen Paint & Sip Night, January 28: 6T, 1K

Other Programs:

- All Ages Craft Buffet, January 9: 3A, 1K
- Paws for Reading (3 therapy teams)
 - January 2: 2A
 - January 9: 1A, 3K
 - January 14: 7K, 2A
 - January 23: 1K, 1A
 - January 28: 3K, 2A
- Family Take and Make Science kits (final participation December/January): 13 kits handed out during school break

Displays:

- Juvenile Fiction: novels featuring cats
- Juvenile Picture Books: Snow Days
- Teen Fiction: novels for Squid Game fans

Other Professional Activities:

- Curated displays for picture books, juvenile fiction, and young adult fiction
- Created and scheduled social media and marketing materials for January and February programs with Kim Zimmer & Jackie Barbato
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens/adults
- Prepared February library newsletter with program and collections updates for all ages
- Completed Stewart's Holiday Match and WGY Christmas Wish grant applications
- Prepared Love Your Library Month/Take Your Child to the Library Day scavenger hunt for February with help from Jackie Barbato
- Edited bookmarks for February Polar Bear Reading Challenge, with help from Heather Heckman for adult challenges
- Attended summer reading planning workshop January 14 in Colonie through MVLS/UHLS
- Attended social media marketing webinar January 21 through MVLS
- Met with Kim Zimmer to plan program modifications/upkeep for upcoming maternity leave
- Began summer reading program planning/contacts with potential presenters

- Ordered participation prizes for Battle of the Books (both schools)
- Continued question writing recruitment process for Golding Battle of the Books

Library Clerk Reports January 2025: This section provides the library clerks with the opportunity to share projects they are working on in addition to circulation desk tasks.

Amy Mele:

- 14 new cards
- Continue to learn more about the Acquisitions module in Polaris
- Having issues with ecard signups and the Route 20 addresses. Called each town to find out how they recognize Route 20.
- Ongoing book repair/cleaning finished H through K this month.
- Shared book display stats with Kim
- The older DVDs in storage were sorted alphabetically and created a list for each box. We plan to add these items to the collection as soon as more space is available.
- Helped two patrons learn how to scan and print with just using a thumb drive or the printer.

Heather Heckman:

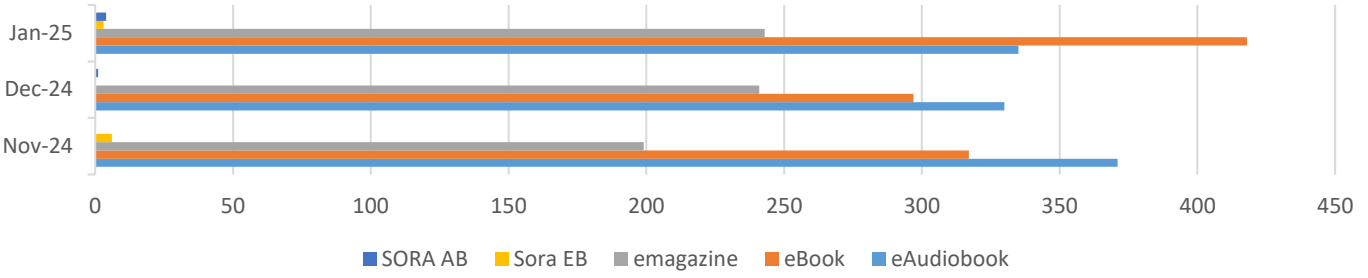
- Returned 3 ILL, renewed one and processed 2 incoming ILLs
- Helped Kim with adult fiction and nonfiction displays
- Returned 1 ILL, received 3 ILL Books, 5 ILL DVDs (SCPL), requested 8
- Set up a new Program Attendance spreadsheet for 2025.
- Created an Excel spreadsheet for daily statistics.
- Prepped February Polar Bear Reading Bookmarks
- SCCC calendar and VisitSchoharieCounty.com with our monthly and special events for Jan.
- A resident of Worcester wanted to sign up for a library card and was interested in checking out some of our Spanish Language Learning materials. While he couldn't check them out, he did browse them while he was here.

Jackie Barbato:

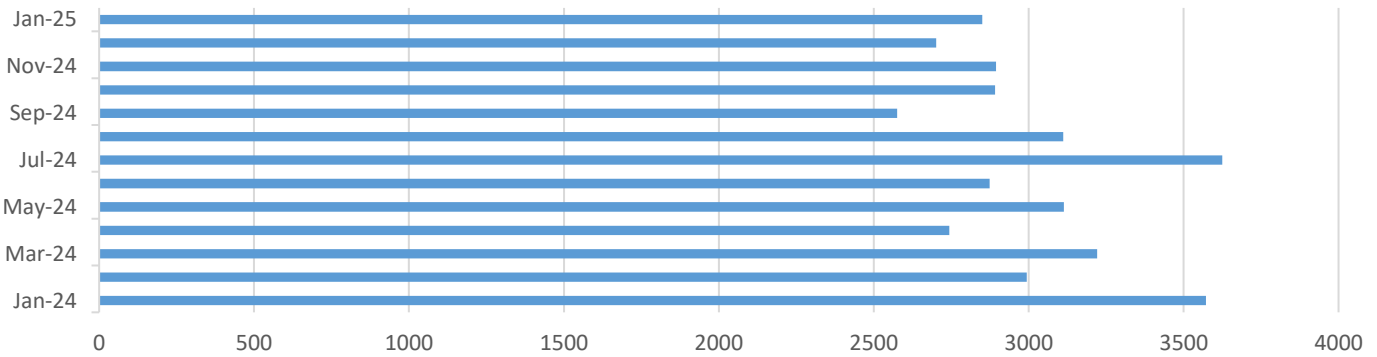
- Created the monthly program calendar
- Continued creating ongoing program publicity designs for display in the library, social media, and the monthly newsletter with Courtney Little
- Continued monthly input of email addresses for monthly newsletter sign ups
- Sent out monthly newsletter to SUNY Cobleskill Campus Child Care Center and Cobleskill Head Start to be distributed to enrolled families
- Helped to promote Take Your Child To The Library Day by helping create special pins along with Love your Library Month pins
- Designed and decorated the February is Love Your Library Month large bulletin board in the front lobby with help of library page Joseph Barbato
- Designed and set out an interactive Groundhog Day display- that included Groundhog Day books and a patron vote station

Statistics:

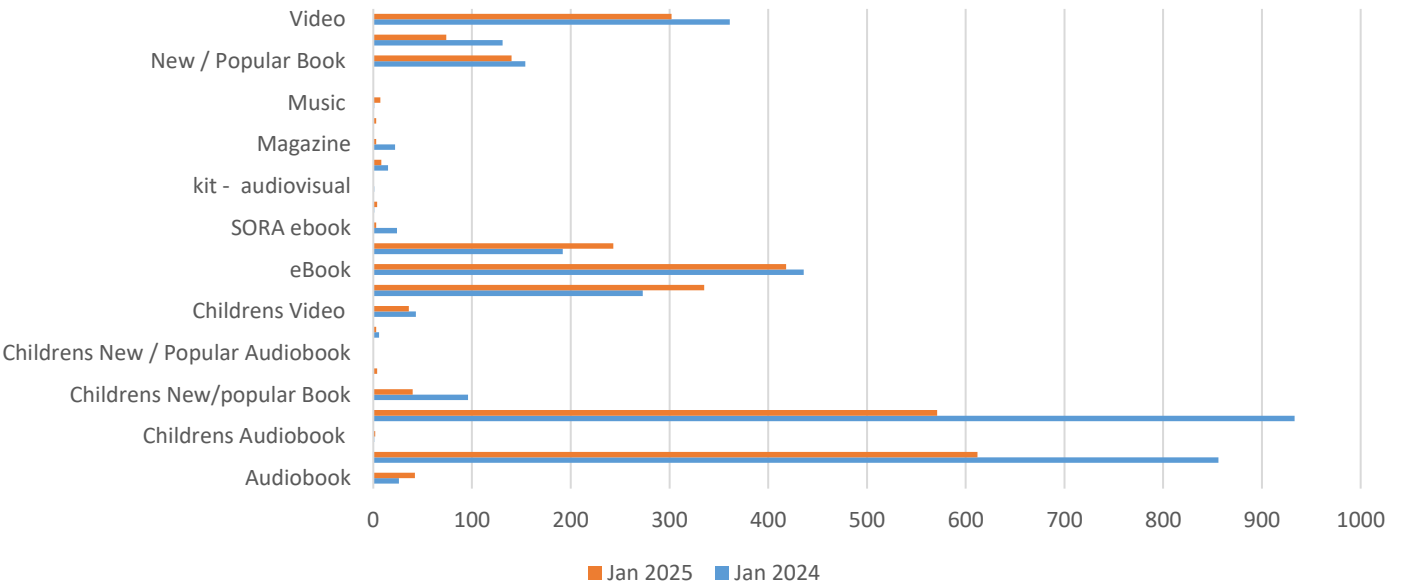
Libby Usage



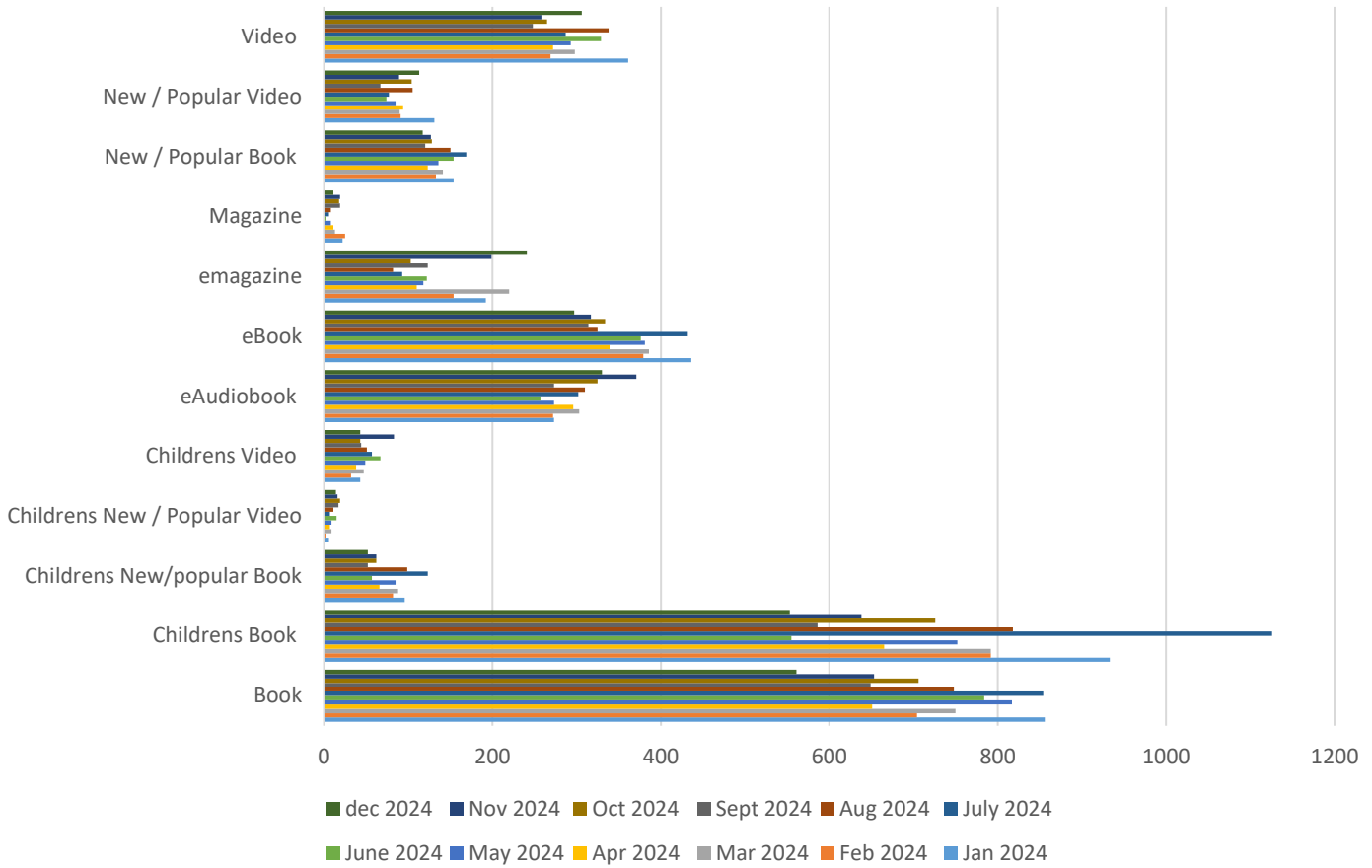
Total Circulation



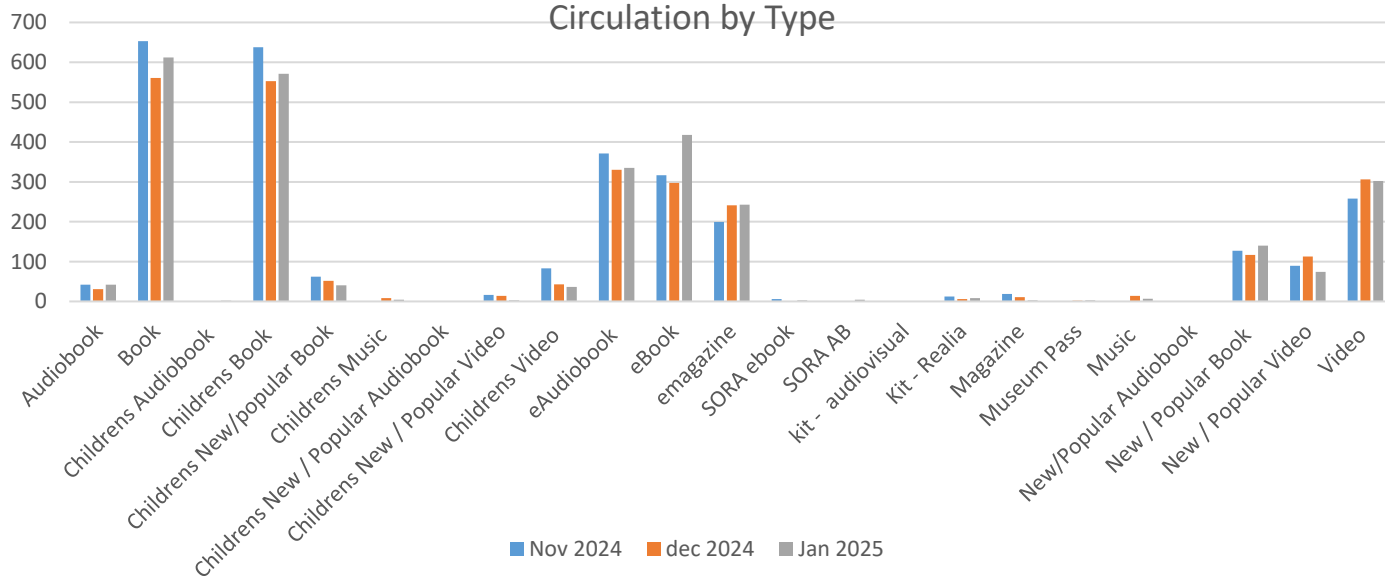
Jan 2024 vs. Jan 2025



2024 Usage



Circulation by Type



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

	Summary of Claims		2/13/2025	
--	-------------------	--	-----------	--

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7520001	Lynette Lawyer	monthly service	2875	\$ 775.00
8110000	Collaborative Summer Library Program	bags, apron, shirts, lights	310308	\$ 649.02
	walmart			\$134.57
	8110000	tshirts for battle books radez	105.3	
	8110000	cups, coco, paint teen prog	29.27	
8110001	MVLS	receipt tape rolls	5410	\$65.50
8110001	Kelley Farm and Garden	nails and sand	292189	\$48.93
8130001	Midtel	78693-0	10462700	\$330.26
8130001	Midtel	00128367-2	10466254	\$80.95
8180001	Ingram	20V8277 - book purchases	60439446, 60440692, 60442928, 60448106	\$863.41
8110000	Ingram	20v8277 - book prizes for battle of the books	60448980	\$331.96
8180002	Daily Gazette	Subscription	94490	\$624.00
8180002	Mountain Eagle	Subscription		\$50.00
8181001	MVLS	Overdrive Eresources	5413	\$4,905.64
8182001	Midwest Tapes	DVDs	506577632, 506592442	\$106.46
8182002	Lake Luzerne Library	damaged book		\$9.00
8210001	Stinson Lock Services	replace locks on cabinets in basement all locked alike	7395, 7415	\$370.00
8210013	TBS	heating offline for holiday, system was reset	31876	\$375.00
8210013	TBS	Annual agreement	31668	\$9,680.00
8210011	Cleaning by Maria	Cleaning	January Bill	\$400.00
8210012	New Looks Landscaping	Mowing/Snow	January Bill	\$550.00
8210014	Otis Elevator	maintenance	100401825736	\$580.53
8210016	Professional Fire Protection	1st half sprinkler inspection	32939	\$360.00
8210018	Home Town Haul & Recycle	trash and recycling	January Bill	\$90.00
8530002	Cobleskill Partnership Inc	membership		\$25.00
8530005	ALA Membership	includes PLA & associations		\$342.00
9830003	MVLS	Cassie software	5407	\$198.50
9910001	MVLS	JA Fee December	5396	\$696.29
	Directors Account	reimbursement		\$ 529.01
			Total:	\$23,171.03

I added the \$35 for an advertisement in the school play bill.

Financial Claims Paid In Advance

Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
-------------	----------	------------	-----------------------	--------

8220001	NYSEG	1002-8403-052	January Bill	\$1,011.68
8220002	National Grid	07664-27114	Januaary Bill	\$1,060.13
8220002	National Grid	07664-27123	January light	\$42.19
Total				\$ 2,114.00

Director's Account

	bank statement date	Summary of Claims		2/13/2025	
Budget Line		Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
		Director's Account			
8180002	2/5/2025	The Atlantic Monthly		received donation last month to purchase	\$ 89.99
8110001	2/5/2025	Staples		paper, labels, holders command strips	\$ 45.24
8110000	1/31/2025	amazon	fidget toy and pens	battle of the books	\$ 51.87
8110000	1/21/2025	amazon		turtle mat and 3x3 canvas	\$102.94
8110001	1/23/2025	amazon	clocks		\$ 28.51
8180001	1/23/2025	amazon	The Dahlia Farm book		\$ 15.99
8180001	1/30/2025	The Troy Bookmakers/amazon		In the moment in the forest book	\$ 31.95
8110000	2/7/2025	Mineral Springs Soap	gift card polar bear prize	check 350	\$ 10.00
8110000	1/9/2025	LaMarketa	gift card polar bear prize	credit card	\$ 10.00
8110000	1/9/2025	Games a Plunder	gift card polar bear prize	check 348	\$ 10.00
8110000	1/9/2025	Studio for art and craft	gift card polar bear prize	check 349	\$ 10.00
8130003		Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimbursement to Director's Account					\$ 529.01