

March 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, 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: Cindy is Friends Liaison

Treasurer's Report:

Presentation of the Bills and Actions:

Committee Reports: Standing Committees (* indicates chair)

- a. Finance – Linda, Ginny*, Harriet, Nathan
NYLAF update
- b. Building & Grounds – Nathan*, Fred, Janet, Cindy
Meeting – March 6
- c. Personnel – Julia*, Nathan, Sandy
Integra HR Proposal Revisit
New Librarian – first month
Director Evaluation: Kim's Goals
July 5th Holiday?
- d. Policy – Janet*, Pat, Julia, Sandy
Policies Reviewed – Exhibits, Complaints and Confidentiality
- e. Board Development –Pat*, Ginny, Janet, Harriet
Bylaws Review
Committee Duties Review
Trustee Education Reminder
Vacant Trustee Seats
- f. Long Range Plan of Service Committee - Fred*, Julia, Cindy
Planning "Kick-Off" with MVLS February 14th Feedback

Unfinished Business: Activities for Trustees

New Business: Ad Hoc Meeting Committee

Adjournment: Next Board Meeting 4/10/25 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
February 13, 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, Virginia Downs, Becky Leggieri, Janet Sand, Julia Walter, Kim Zimmer. Excused: Linda Carpenter (treasurer), Harriet Berard, Nathan Davis.

Guests:

Ms. Sandy Poole, representing the Cobleskill Historical Society, and Ms. Denise Klug, a potential trustee, attended the meeting. Ms. Lex Lanza, the new Librarian I for Adult Services introduced herself to the trustees.

Minutes:

Ms. Walter moved to accept the revised January minutes. Ms. Adams seconded the motion, and it was unanimously approved.

Communications:

Ms. Leggieri indicated that she was sending a letter to MVLS regarding the staff receiving phishing emails.

Director's Report:

Ms. Zimmer reported that she was working on the annual report, and it would be ready for approval at the March meeting.

There have been problems with the fire alarm panel

Ms. Zimmer described Ms. Lex Lanza's qualifications and asked the trustees to approve her appointment. Ms. Walter made a motion, seconded by Ms. Brewster, and the board unanimously approved Ms. Lanza's appointment to the Librarian I Adult position.

Ms. Zimmer asked Brendan Becker to provide the trustees with an update on the Annex.

Mr. Becker outlined:

- a. Most of the windows and framing done, but due to the weather not completed.
- b. Change of plans regarding the duct work, so there will be an amendment to the DLD grant
- c. He suggested applying for another preservation grant.

Friends:

Mrs. Barton indicated that the Friends have 28 members in 2025. Members are volunteering to help with the spring 2025 elementary and middle school Battle of the Books. The members decided to take part in the village Soup Stroll. Mrs. Barton asked trustees to participate and to provide recipes and needed spices by March 1.

Treasurer's Report:

Mrs. Downs presented the treasurer's report. Mrs. Downs made a motion to pay the bills and the motion was unanimously approved.

Committee Reports:

Finance:

Ms. Zimmer presented Lynette Lawyer, the bookkeeper's, 2025 contract, after discussion, Mrs. Downs made a motion to accept the amended contract, and it was unanimously approved.

The trustees reviewed the proposed 2026 budget, and Ms. Zimmer was able to provide detailed information regarding increased costs including salaries and utilities. After discussion, it was determined that it would be necessary to override the tax cap.

Mrs. Downs presented the resolution:

“Whereas, the adoption of this 2026 budget for The Community Library in Cobleskill, NY, may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members: now therefore be it

Resolved, that the Board of Trustees of The Community Library voted and approved to exceed the tax levy limit for 2026, if necessary, by at least the sixty percent of the board of trustees as required by state law on February 13, 2025.

This resolution was unanimously approved.

Building & Grounds:

The trustees decided that the storage unit is still necessary. After discussion, Mr. Barnes made a motion, seconded by Ms. Walter, and was unanimously approved to pay AVerdi’s cost of \$85 per month.

Mrs. Barton shared a sketch of a possible remodeled exterior sign.

Personnel:

Ms. Zimmer explained that the staff had requested July 5 as a paid holiday. After discussion, the topic was tabled.

The board discussed the Integra Human Resource proposal. The trustees decided that additional information was needed before making a decision.

Policy:

Mrs. Sand explained that the Posting Policy had been reviewed and there were no changes. The Naming Rights Policy had been edited to reflect suggestions. Mrs. Sand moved to accept both policies and they were both unanimously approved.

Board Development:

Ms. Adams presented the revised By-Laws and asked trustees to review the document.

Long Range Plan:

Mr. Barnes indicated that the committee is beginning their five-year update with a “kick-off” scheduled for February 14, 12:00-2:00

Adjournment:

Mr. Barnes made a motion to adjourn, seconded by Ms. Adams, and was unanimously approved at 3:40.

Submitted by Virginia Downs

Kimberly Zimmer’s Director Report for the month of February, 2025

Finance:

- Linda submitted tax levy amount to the school
- Working on Annual report, delays getting bookkeeper information.
- TBS contacted regarding missing payments, we never received invoices.
- Purchasing gift cards for battle of the books and polar bear reading.
- Employee Retention Credit – still waiting on one of the checks. Paperwork was resubmitted in June of 2023.

Building and Grounds

- Submitted grant applications with SEEC and CPI for the sign project. Cindy and Scott Barton provided significant help with a new sign design. Had preliminary discussion with codes regarding design.
- Difficulties finding salt for parking lot.

Annex Renovation

- Issues with the fire alarm system continued. Electrician, Everon and Midtel trying to resolve.
- Requested DLD grant amendment paperwork. Need new information from Brendon.
- Gave Brendon national grid and NYSEG bills.
- Worked out AVerdi payments
- Fire suppression is completed. Need to make final payments and complete final report.
- No work since the beginning of December.

Personnel

- Working with Lydia to prepare the trustee petitions for March
- Connecting Lex with logins and contacts.
- Trainings: MVLS trustee training,
- Meetings: Senior Planet quarterly meeting,

Policy

- Discussed three policies.

LRPOS

- Provided tour for kickoff meetings.

Development

- Discussed what to focus on next, new trustee orientation and self-evaluation.

MVLS Updates:

- Working with Mary Carrier on the Schoharie Co broadband coalition grant component.
- Eric provided trustee training.
- Met with Schoharie Co library directors and the county youth bureau to discuss summer programs.
- Attended SCPL and MVLS meeting on issues that still need attention.

Program:

- Covering a number of Courtney's programs.
- Feb 27 Senior Planet Streaming and smart TVs had 22 participants.

Collection

- Attendance:
 - February: 1128 adults, 67 teens, 196 kids, 167 references, 47 digital literacy
 - January: 1243 adults, 56 teens, 193 kids, 163 reference, 44 digital literacy, 1 curbside.
- Ancestry searches:

Equipment:

- Swapped Clerk computer monitors for larger ones.
- Adjusted use time on public computers to two hours.
- Scheduled equipment setup with JA
- WiFi: 802 (February), 804 (January)
- Public Computers: 108 (February,)151 (January)

History Room

- Pam has been going through donations.

Friends

- Coordinating artists to pain slates
- Next meeting is April 9 at 6pm.

Outreach:

Attended Co Homeless Committee

Article printed in TJ Progressland
 Advertisement in the School playbill.
 Discussion with Maple Fest board members about library participation in April
 Plastic collection bin for the school

Lex Lanza Adult Services Report for the month of February 2025

Professional Activities:

- attended Long Range Service Plan meeting with Wade from MVLS
- onboarding training and discussions with Kim, Courtney, and clerks
- introduced myself and began getting to know the patrons and community
- discussed and brainstormed for taking over programs, covering Courtney’s responsibilities as needed, and preparing for new ideas in the near future
- began mapping out a schedule for social media posting to implement consistency
- edited/created graphics, scheduled posts, and made updates to website
- prepared bulletin board, Engaged Patrons, and lobby slideshow for March programs
- planned and executed Adult Fiction & Non-Fiction displays for March with Heather
- planned and executed a Teen display for March with Courtney
- visited SUNY Cobleskill library with Heather to pick up ILL materials
- edited and sent out March newsletter

Other Statistics:

New library card sign-ups: 18
 Mailchimp Newsletter: # February Events Calendar: (35 copies distributed), (6 clicks from enewsletter)
 Polar Bear Reading: 29 tickets returned

Displays:

Adult Non-Fiction: Love Your Library Month – 3 circs
 Adult Fiction: Notable Black Women Authors for Black History Month – 1 circ

<u>Platform</u>	<u>February 2025 Followers</u>	<u>January 2025 Followers</u>
Facebook	1355	1345
Instagram	264	262
Mailchimp Newsletter	764	753

February Programs/Events (total attendance: 47 Adults 3 Teens, 1 Kid)

Adult D&D: February 4th (12A) and February 18th (11A, 1T)
 Fan Favorites: February 7th (5A)
 Short Fiction Workshop: February 11th (4A) and February 25th (3A)
 All Ages Craft Buffet: February 13th (2A, 1K)
 Fuzzy Belly Felting: February 20th (10A, 2T)

Courtney Little Library Assistant Report for the month of February 2025

Regular Children’s Programs

- Storytime:
 - o February 5: 5K, 3A
 - o February 12: 9K, 5A
- Family Stay and Play:
 - o February 19: 7 kids, 4 adults
 - o February 26: 3 kids, 2 adults
- LEGO Club, February 11: 7K, 9A
- Wiggle Worms Play and Explore, February 22: 2 kids, 4 adults

Special Children's Programs:

- Take Your Child to the Library Day Scavenger Hunt, February 1: 7 completed
- Pop Up Cards, February 8: 3T
- Engineering Challenge with SMIST, February 20: cancelled for lack of sign ups

Regular Teen Programs:

- Anime Club, February 11: 8T
- Teen D&D
 - o February 4: 7T, 1A
 - o February 18: 6T, 1A

Special Teen Programs:

- Teen Board Game Night, February 25: 2T

Other Programs:

- All Ages Craft Buffet, February 13: 2A, 1K
- Paws for Reading (3 therapy teams)
 - o February 4: 5K, 3A
 - o February 8: (I think this was a busy day for Athena but no numbers on the calendar for this or any of the Saturdays)
 - o February 15: cancelled?
 - o February 20: 1A
 - o February 27: 2A, 1K

Polar Bear Reading:

- January:
 - o 12 kids bookmarks, 35 tickets returned
 - o 4 teen bookmarks, 5 tickets returned
- February:
 - o 11 kids bookmarks, 39 tickets returned
 - o 0 teen bookmarks, 0 tickets returned

Displays:

- Juvenile Fiction: Super Series
- Juvenile Picture Books: Biographies of Black Americans
- Teen Fiction: Romance novels

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, and Lex Lanza
- Planned and facilitated programs for preschoolers, elementary schoolers, and teens/adults
- Prepared February library newsletter with program and collections updates for all ages
- Completed Dean Graham Foundation grant application, received full funding request
- Met with Lex Lanza to set up social media sharing and answer programming questions
- Confirmed/scheduled summer reading presenters for most family/children's events
- Prepared program outlines and other materials for colleagues substituting for me during maternity leave
- Continued question writing recruitment/completion process for Golding Battle of the Books
- Purchased/planned prizes for Battle of the Books individuals and teams
- Transitioned to working from home as of Feb. 18
- Attended webinar on emergency management planning, Feb. 26

- Continued research on drafting emergency management plan for library, including risk assessment and available government resources

Library Clerk Reports February 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:

- cataloged 6 new laptops
- Continuing to research the Route 20 and a few other street addresses for the problems with ecard.
- Ongoing book repair/cleaning will start L in March.
- Working with JA to get the label manager setup in Leap.
- Worked with Heather and Lex to sort through donations.
- Met with Lex to discuss ongoing projects in the adult collection.
- Showed patrons how to print from phone on the new printer.

Heather Heckman:

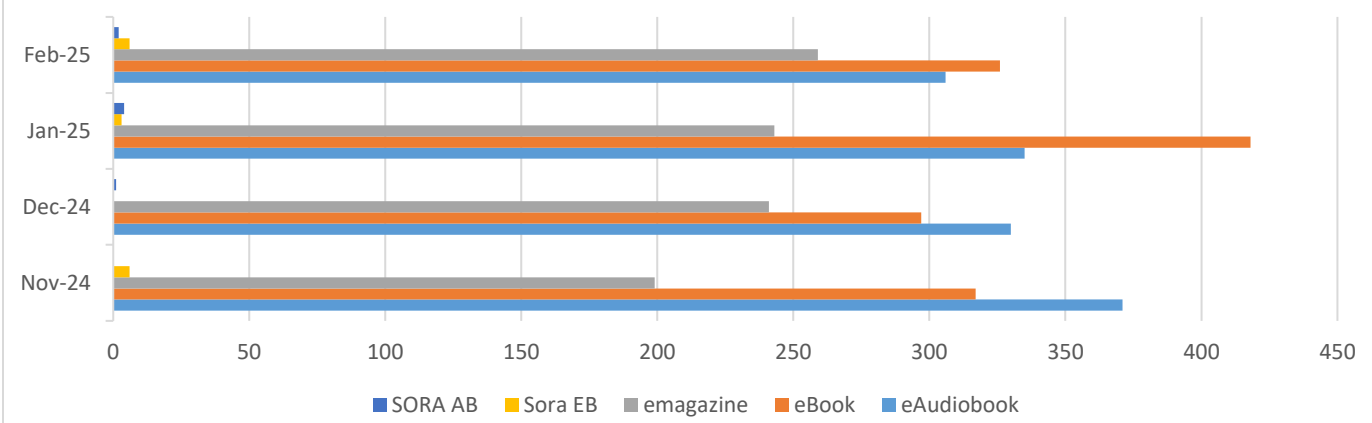
- Calendars 35 Paper calendars distributed
- ILL Requested 2 from SUNY Cobleskill, 1 from SCPL, 3 from LiNX, Returned 8 ILLs
- Worked with Lex on Adult Fiction (Ramadan) and Nonfiction Displays (Transgender) for March.
- Trainings: KnowB4: QR code safety, Dealing with Difficult Situations
- Made room for the 6 new laptops and updated the Chromebooks as of
- 2/19/25 Toddler pressed the “Call Help” Button in the elevator.
- EverOn called the main desk to report fire loop errors on 2/18 and 2/19.
- Got a call asking if we had applications for Passports
- 14 participants for the February Scavenger Hunt

Jackie Barbato:

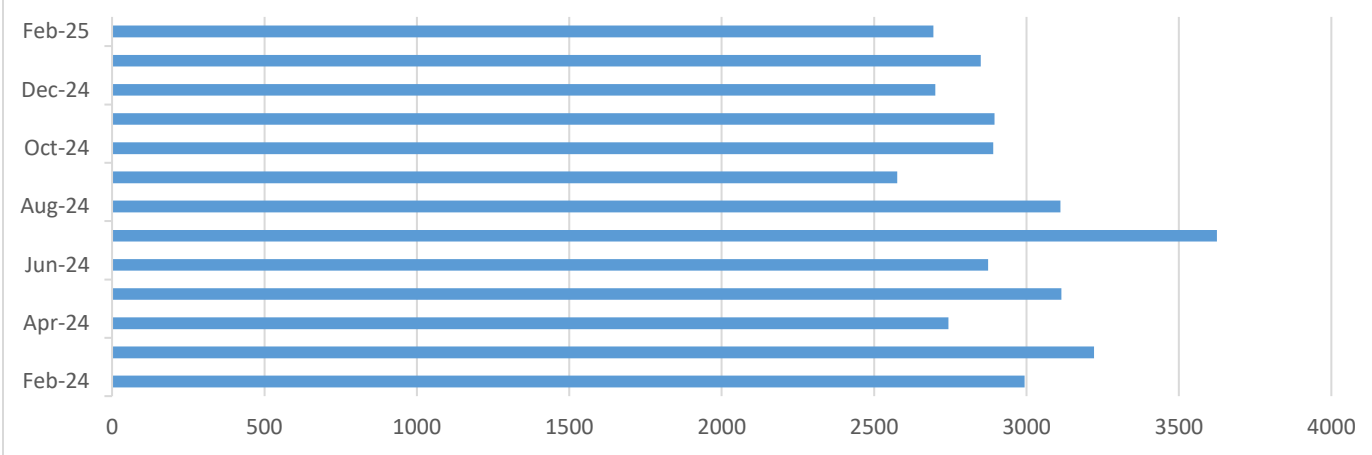
- Created the monthly program calendar
- Continued creating ongoing program publicity designs for display in the library, social media, and the monthly newsletter with Courtney Little and Lex Lanza
- Continued monthly input of email addresses for monthly newsletter sign ups
- Sent out monthly newsletter to SUNY Cobleskill Campus Child Care Center and Cobleskill Head Start to be distributed to enrolled families
- Promoted the build and play program through the Cobleskill Campus Child Care Center
- Helped Kim with requesting books for the new stay and play program that is replacing storytime while Courtney is out.
- Designed and decorated the March Find your treasure Month large bulletin board in the front lobby

Statistics:

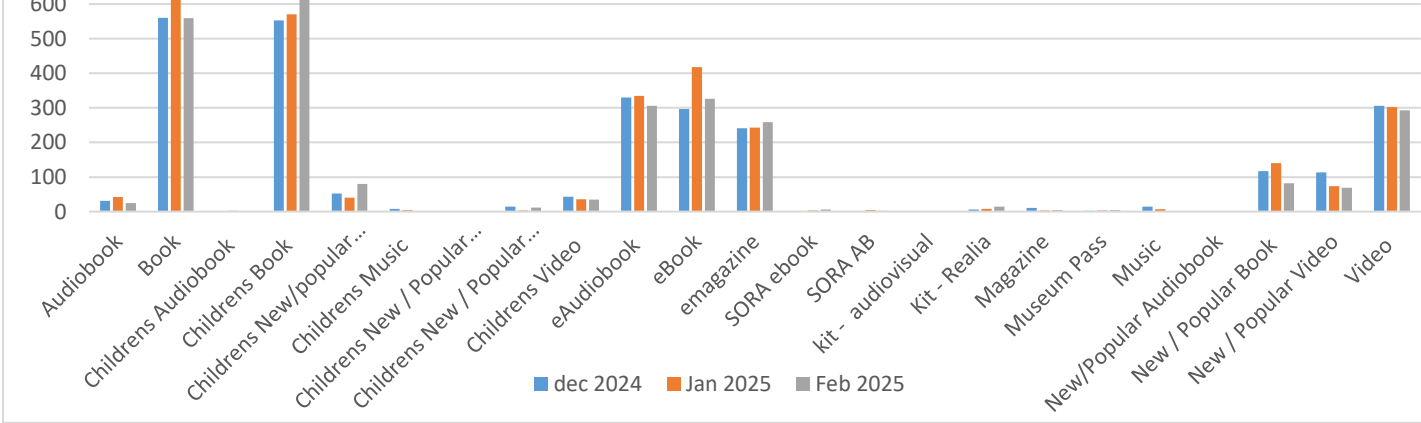
Libby Usage



Total Circulation



Circulation by Type



Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

Budget Line	Summary of Claims	Note/Acct#	Invoice#/Subtotal/Due	Amount
			3/13/2025	

7520001	Lynette Lawyer	monthly service		\$ 775.00
7540000	Drew's Magic and Balloon Animals	April 12 program	93	\$ 250.00
	walmart			\$146.01
	8110000	soda and snacks	116.49	
	8110001	batteries	29.52	
8110001	WaDaYaNeed	name badge for new employee	189573	\$28.00
8130001	Midtel	78693-0	10469129	\$330.26
8130001	Midtel	00128367-2	10470275	\$80.95
8180001	Ingram	20V8277 - book purchases	60455276, 60456115, 60456116, 60457480, 60459070, 60459342, 60462338	\$309.04
8110000	Ingram	20v8277 - book prizes for battle of the books	60465571, 67791289	\$41.33
8182001	Midwest Tapes	DVDs	506755876, 506795941, 506817429	\$329.86
8190000	Destroyer Escort Historical Museum	USS Slater Museum Pass		\$85.00
8210013	TBS	pumps offline and damper stuck open	30822, 32217	\$1,725.30
8210011	Cleaning by Maria	Cleaning	February Bill	\$400.00
8210012	New Looks Landscaping	Mowing/Snow	Febraruy Bill	\$550.00
8210018	Home Town Haul & Recycle	trash and recycling	February Bill	\$90.00
8320001	UHLS	SRP workshop for Courtney	25-151	\$28.00
8530001	Schoharie Co Chamber of Commerce	membership	580	\$75.00
8570001	Times Journal	advertisement in Progressland	209887	\$117.00
9830002	MVLS	Security Keys for staff, Meraki WIFI equipment	54755474	
9830003	MVLS	Deep Freeze software, microsoft office	5447, 5476	\$470.30
9910001	MVLS	JA Fee February and March	5430, 5456	\$1,392.58
	Directors Account	reimbursement		\$ 877.56
			Total:	\$ 8,101.19

Financial Claims Paid In Advance

	Summary of Claims		3/13/2025	
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Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
8220001	NYSEG	1002-8403-052	February Bill	\$640.94
8220002	National Grid	07664-27114	February Bill	\$1,069.26
8220002	National Grid	07664-27123	February light	\$49.62
Total				\$ 1,759.82

Director's Account

Budget Line	bank statement date	Summary of Claims	Note/Acct#	Invoice#/Subtotal/Due	Amount
				3/13/2025	
		Director's Account			
8110001	2/23/2025	Staples	binder and paper		\$ 36.54
8110001	3/1/2025	Staples	toner		\$ 469.27
8110000	2/20/2025	amazon	beads and fake flowers		\$ 27.48
8110000	2/20/2025	amazon	chenille stems		\$ 2.47
811000	2/26/2025	amazon	badge holders		\$11.58
8180001	2/14/2025	amazon	Ravenhill Mystrey Dirty Tricks	Battle of the books	\$ 5.93
8110000	2/25/2025	Cooperstown Escape Room using Peek	4 gift card battle of the books	4 transactions at 30.00	\$ 120.00
8110000	2/10/2025	Little Deb's	gift card polar bear prize	check 351	\$ 10.00
8110000	2/15/2025	Brick House Bakery	gift card polar bear prize	Check 352	\$ 10.00
	2/18/2025	USPS	civil service paperwork	check 353	\$ 1.77
				check 354	VOID
8110000	2/26/2025	Little Deb's	4 gift card battle of the books	check 355	\$120.00
8110000	3/5/2025	Little Italy	4 gift card battle of the books	check 356	\$ 40.00
8130003		Mail Chimp	email newsletter account	monthly fee	\$22.52
Total Reimbursement to Director's Account					\$877.56