

## Livingston Manor – Roscoe Library Board Meeting

8/13/25

Livingston Manor Branch Library, 92 Main Street, Livingston Manor, NY

**Present:** President Amy Hines, Vice Presidents Pat Zschack and Paul Shultz, Secretary Gail Hascha, Director Peggy McGuire, Elizabeth Fosnight, Sally Cerny, Nancy Buck, Ellen Pope, Marge Feuerstein. Kristen Scharold, Michele Hemmer, Gabe Tully, Fran Muller. Bob McGuire (Special Presentation). **Absent:** Meg McNeill, Betty Tempel

**Call To Order:** President Amy Hines called the meeting to order at 5:04

**Minutes Approval:** A motion to approve the July 9, 2025 meeting minutes was made by Paul Shultz and 2nd by Pat Zschack. All accepted.

### **Treasurer's Report:**

President Amy Hines went over the 2025 budget status and indicated that based on current expenditures the library would have enough funds to comfortably carry through the remainder of the year. Fran Muller stated that she would like to see a monthly report with the sub categories instead of just a YTD recap at the meetings. Amy Hines said the budget reports were still being refined and she would see if a report with expense breakout for each branch could be included in the future.

**Bank balances:** Jeff Bank accounts: Manor checking \$6073.93 (we will keep a higher balance in the account to avoid a monthly bank fee of \$15.00); Livingston Manor-Roscoe \$76,504.12; Capital Reserves \$9,028.25; Manor Ink \$23281.48.

Community Foundation accounts are as follows:

Campaign Fund-\$112,658.51

Livingston Manor-Roscoe Library Fund-\$112,795.27

**Resolution:** A motion to approve the Treasurer's Report was made by Sally Cerny and 2nd by Ellen Pope. All accepted.

**Directors Report:** Peggy McGuire highlighted the good things happening at both branches, including a newly donated outdoor bench at the Roscoe branch and a donated large 4 panel room divider. The RCLS website filtering has begun at both libraries. The Roscoe School is donating furniture and tables to be used at both library locations. Peggy stated the RCLS Road Trip brought many visitors to both branches. The library summer children's program took a hit this year due to an unexpected change in a local day camp's operational schedule. This resulted in a large drop off in children attending the library's programs. Amy Hines commended Peggy for quickly coming up with alternative programs to meet the needs of the community in light of the situation. Sam Stone at the Roscoe branch is working on new children's programs and incentives to encourage the elementary students attending the Roscoe school building to visit the library.

### **Trustees Report:**

**Building and Grounds:** Gabe Tully reported that he is waiting for estimates for the sidewalk repair and tree work at the Roscoe branch and also the front sidewalk repair in Livingston Manor.

**Community Outreach:** The Auction did not take place in June and it was suggested to possibly take place in September. The Book Sale details still need to be finalized.

**Task Force on Future Planning:**

Bob McGuire led a slide presentation outlining the possible configuration of the proposed new Livingston Manor Branch Library. This included preliminary site plans and floor plan drawings of the building. The board thanked Bob for all of his work and insight in moving the project forward.

**Old Business:**

**Policies consolidation, including Employee Handbook:** Nancy Buck motioned to accept the Consolidation of Policies, including the Employee Handbook of the Livingston Manor Free Library and Roscoe Free Library to create one set of Policies for the merged Livingston Manor-Roscoe Library. Ellen Pope 2nd the motion .All accepted.

**New Business:**

There is a need to change the RCLS contract to allow the Library to own and maintain computers that are not included in the RCLS maintenance contract.

**Resolution:** A motion was made by Gail Hascha and 2nd by Ellen Pope to approve the Livingston Manor-Roscoe Library Board of Trustees transition to a Hybrid Library support model beginning 01/01/26, and to create a library network independent of the RCLS Supported network. All Agreed

**Adjournment:** A motion was made to adjourn the meeting at 6:36 by Paul Shultz and 2nd by Marge Feuerstein. All Approved.

Respectfully submitted by Gail Hascha, Secretary.