

## Livingston Manor–Roscoe Library Board of Trustees Meeting Minutes

**Date:** February 11,2026

**Time:** Meeting called to order at 5:32pm

**Location:** Roscoe Library at 85 Highland Ave., Roscoe, NY 12776 (with Zoom participation)

### **Call to Order:**

Co-President Ellen Pope called the meeting to order at 5:33 PM.

Attendance: **In person:** Co-President: Michele Hemmer, Vice President: Terry Shultz  
Secretary: Gail Hascha, Nancy Buck, Bryn Tulip, Carol Park and Director Peggy McGuire. **Attending via Zoom:** Co-President: Ellen Pope, Vice President: Pat Zschack, Treasurer: Sally Cerny, Asst. Treasurer: Amy Hines, Meg McNeill, Elizabeth Fosnight, Kristen Scharold, Gabe Tully, Marge Feuerstein and Betty Tempel.

### **Secretary's Report:**

The January 14, 2026 Meeting Minutes were available. Sally Cerny moved to accept, and Carol Park seconded, and all approved the minutes as presented.

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

**Budget Status:** Asst.Treasurer Amy Hines presented the Budget Status and reported that since the last meeting, all of the tax levy money has been received and appears in the Budget to Actual report for year-to-date. The total of revenue received to date from all sources amounts to 85% of what is budgeted for the calendar year 2026, including some residual amounts from the auction and annual appeal.

The Library has spent about \$47,000 to date, which is about 10% of the year's budgeted amount. That is a bit ahead of the calendar because 100% of some annual fees have been paid already.

**Bank Balances:** (See attached document of Monthly Bank Balances) Amy also reported that the tax levy funds have been invested in Morgan Stanley in a combination of CDs and other investments with possible returns of over 4%.This investment is much safer than the strategy we used last year of investing a large share of tax levy funds in the Community Foundation, which may be subject to greater volatility in the stock market. We expect to draw down from these funds at a rate of about \$40,000 per month. The Library ended 2025 with an operating budget surplus of \$138,752. \$50,000 of that is invested in a Jeff Bank CD that comes due in July. \$9,030 is in our reserve account for capital repairs and improvements. \$9,532 remains in the Community Foundation, which we propose to retitle to General Reserve Fund. The balance of

operating funds are in the Jeff Bank Checking Account, which we will replenish monthly or so.

**Resolution:** Amy Hines proposed a motion for a Resolution to Establish a General Reserve Fund at the Community Foundation with the balance of \$9,532 that remains in the General Fund account, which the Board may draw from or replenish as needed. Sally Cerny moved to accept the resolution and Pat Zschack 2nd the motion. The board unanimously approved.

There were no further questions regarding the Treasurers Report.

Pat Zschack moved to accept the Treasurers report and Elizabeth Fosnight seconded. The motion was approved unanimously.

### **Director's Report:**

Director Peggy McGuire recapped the following in her report.

\*Due to the heavy snow, the roof on the Roscoe library has several leaks forming on the ceiling. Peggy feels a new roof may be needed.

#### **January/February News**

\* The Library won BEST Library in the River Reporter's Annual Reader's Choice Awards.

\*The Sullivan Co. Poet Laureate application period has opened for anyone interested in serving as the county's poetry advocate.

\*Kristen Scharold has developed a local event calendar called the Social Outpost which allows the library and other organizations to get events directly to online personal calendars.

\*New smoke alarms were installed in the LM Branch.

\*The original recorded Bargain and Sale Deed and Title Insurance Policy for the former East Star building were received from Blustein, Shapiro, Frank & Barone law office and delivered to the library's safe deposit box.

\*The property tax cap form for the NYS Comptroller's Office does not need to be filed for 2026, as there is a grace period of one year due to the merger.

\*The community letter/appeal donations total \$16,443 as of January 30, with 76 donors from Livingston Manor, 29 from Roscoe, and 16 from other or unknown areas.

\* Applied for town and county property tax exemptions for the former Eastern Star Building with the town assessor to take effect for this year's school tax and 2027 property tax. The 2026 property tax was paid at closing.

\* Re-registered for tax exemption with Home-Depot and Walmart. We currently hold tax-exempt status with Amazon, Staples, Kristt, and other office supply companies, as well .

\*Have completed the transfer of all insurance policies to the Livingston Manor-Roscoe Library with the Misner Agency, with the exception of flood insurance which is still with NBT Insurance Agency of Norwich, NY.

\* In the process of selecting a new bookkeeper for the library while retaining our current bookkeeper for Manor Ink.

\* Researched history of flooding at Roscoe Branch and subsequent costs and prior funding sources.

\* Participated in Library Advocacy Day at the NYS Legislature Building in Albany with Michele Hemmer.

### **Committee Reports:**

**Governance:** Meg McNeill reported that she was still looking for applicants to fill some of the remaining open positions on the Board.

**Buildings & Grounds:** Gabe Tully did not have anything new to report. He will look into having someone come and remove the snow from the Roscoe roof and access the damage and cost to possibly replace the existing roof.

**Outreach & Events:** Kristen Sharold has agreed to chair this committee. She had nothing to report at this time.

**Future Planning Task Force:** Amy Hines reported that there was a productive meeting between town council members, lawyers, architects and the library regarding the location of the library and street variances.

**Manor Ink:** Amy Hines brought in a sample of the new lanyards/w press pass holders for the students that will allow them access to interview government officials.

### **Old Business:**

**Annex water bill:** Terry Shultz was asked at the January meeting to approach the town board and request relief from the unexpectedly high water and sewer bills received in December for the annex water and sewer usage. Terry recounted his conversation with Supervisor, Rob Eggleton following the January meeting to the effect that generally the Town board does not forgive over-expected use of water for any reason, and will forgive over-expected use of sewer only if proof can be provided that the water did not go into the sewer, which we cannot do at this time. Terry told the Board that, with the approval of the Co-Presidents, Terry had refrained from presenting this matter to the Town Board, for good and appropriate reasons, and that if the library Board wishes to pursue the matter further, we should wait until late spring when water will be turned on in the Annex building and a plumber can determine whether the extra water went through the sewer, and if we can show that the water did not go through to the sewer, then we could ask for relief on the over-expected sewer bill. The water bill overage, Terry said, he thinks is a lost cause and recommends not pursuing the water bill. He also reported that each bill, both water and sewer, were in fact paid timely, so as to avoid any late fee. But in his opinion this does not foreclose relief on the sewer bill retroactively at a later time.

**Flood Plan for Roscoe building:** The board is still searching for appropriate insurance coverage. Peggy has been researching the past history of the flooding in Roscoe and specifically the library. Gabe Tully and Nancy Buck will assist Peggy McGuire in developing a flood plan for the Roscoe building.

**Official Name for the Livingston Manor adjoining building:**

Co-President Michele Hemmer made a motion to change the name of the Eastern Star Building to **The Livingston Manor Library Annex**. Amy Hines made a motion to approve with Sally Cerny 2nd. All agreed to accept the motion.

### **New Business:**

**Review and acceptance of policies:** A motion to approve the listed policies was made by Terry Shultz and 2nd by Nancy Buck. All approved.

- Conflict of Interest
- Privacy on Confidentiality
- Public Computer and Wireless Network Use Policy
- Whistle Blower Policy
- Open Meeting Policy

**Safety Deposit Box Access:** Sally Cerny made a motion to approve Co-President Michele Hemmer and Director Peggy McGuire to hold keys to access the Safety deposit box at Jeff Bank. Meg McNeill 2nd. All approved.

**Resolution: To approve the hire of a bookkeeper for the Livingston Manor- Roscoe Library.** The board moved to approve the hiring of Matthew Baldiga of Spring BookKeeping at a rate of \$540.00 per month. All accepted.

**Date of Community Vote:** Tuesday, June 23

### **Tax Cap Override:**

**Resolution:** Whereas, the adoption of the 2027 budget for the Livingston Manor - Roscoe Library may exceed 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 there be it Resolved, that the Board of the Trustees of the Livingston Manor - Roscoe Library voted and unanimously approved to exceed the tax levy limit for 2027 at its meeting on February 11, 2026.

A motion to approve the Tax Cap Override was made by Terry Shultz and 2nd by Amy Hines. All approved.

### **Adjournment:**

A motion to adjourn the meeting at 7:02 was made by Nancy Buck and 2nd by Terry Shultz. All approved.

Respectfully submitted,  
Gail Hascha

Secretary, Board of Trustees