Livingston Manor-Roscoe Library Board Meeting Minutes
Livingston Manor-Roscoe Library
Roscoe Branch
85 Highland Ave, Roscoe NY 12776

January 14,2026
Meeting was called to order at 5:30 pm
Present: Amy Hines (President),Terry Shultz (Vice President),Pat Zschack (Vice President), Kristen Sharrold (Treasurer),Gail Hascha (Secretary, via Zoom),Peggy McGuire (Library Director),Sally Cerny, Ellen Pope, Meg McNeil(via Zoom),Michelle Hemmer, Betty Tempel(via Zoom),Marge Feuerstein (via Zoom),Carol Park (new trustee), Bryn Tulip (new trustee) Absent: Elizabeth Fosnight.
Special Note: Elizabeth Fosnight's father passed away the previous Friday; Elizabeth is in Colorado and was unable to attend. The Board expressed condolences.

Approval of Minutes: Motion: Approve minutes of December 17, 2025 Board Meeting Moved by Pat Zschack and Seconded by Michelle Hemmer
The board approved unanimously. Special thanks to Sally Cerny for recording and writing the minutes in the absence of the recording secretary, Gail Hascha.

Annual Transition of Officers:
Outgoing President's Remarks — Amy Hines
Amy reflected on the successful completion of the Livingston Manor–Roscoe Library merger and the Board's first full year as a unified institution, siting the strong collaboration, trust, and commitment that made the merger seamless. She gave special appreciation for officers, trustees, and Director Peggy McGuire. Amy formally passed leadership to the new slate of officers and a commemorative photo was taken of outgoing and incoming officers.

Appoint Trustees & Elect Officers **New Officer Slate 2026:**
Co-Presidents: Ellen Pope & Michelle Hemmer
Treasurer: Sally Cerny
Secretary: Gail Hascha (continuing)
Assistant Treasurer: Amy Hines

Ellen Pope and Michelle Hemmer thanked Amy for her leadership and affirmed their commitment to building on the strong foundation of the merged library.

Governance Committee **Chair Meg McNeill**

Election of New Trustees: Elect Carol Park and Bryn Tulip to serve as Trustees for two-year terms ending 2027, following which, they will be eligible for renewal for three-year terms ending 2030.

Carol Park: Motion to elect was made by Meg McNeill and 2nd by Betty Tempel: Approved unanimously. Term: **2 years** (filling an unexpired term through 2027)

Bryn Tulip: Motion to elect was made by Meg McNeill and 2nd by Nancy: Approved unanimously. Term: **2 years** (to rebalance board term cycles) Both trustees now hold full votingrights.

Treasurer's Report — Year-End Financials **Presented by:** Sally Cerny (incoming Treasurer)

Year-End Financial Position (12/31/2025)

Fund	Balance
Operating Cash	$107,052
Manor Ink	$22,409
New Library Campaign	$115,104
Total Cash	**$277,355**

*Additional highlights: Library absorbed merger and Eastern Star closing costs of **$23,459.** Revenue exceeded expenses by approximately **$9,000.** Total Revenue: **$419,005**. Total Expenses: **$410,819.** Annual Appeal: **$15,200+** (plus $5,000 stock donation)*

A motion to approve the Treasurers Report was made by Pat Zschack and 2nd by Terry Shultz. All Approved

Banking & Investments

Ellen Pope introduced us to Jeff Castle who is retired from Morgan Stanley. He has helped us develop a plan for managing our cash flow this year so that we will be earning money on the money we are not using, until we use it. Mr. Castle opened a Morgan Stanley account for $397,000 (tax levy funds) allocated amount five different funds. These funds are now earning between 3.5% and 4.3% interest. CDs were purchased with staggered maturities for liquidity and yield. This strategy provides secure income while potentially adding up to $7000 in earned income for the 2026 year.

Financial Review (in lieu of audit)

Amy Hines explained that a **financial review** (not full audit) will be conducted by Coopers & Aries and is required for grant applications and major grant fundraising. Two periods must be reviewed: 1.Pre-merger year and 2.Post-merger year. An internal controls policy is being implemented by Director Peggy McGuire.

Banking & Investment Resolutions

Formal resolutions were adopted:

Resolution 1 — Jeff Bank Signatories

Authorize specific trustees as signatories for check-signing: Resolved, the Board authorizes the following to serve as signatories on Jeff Bank checking accounts: Sarah Cerny, Michele Hemmer, Ellen Pope, Amy Hines, Marge Feuerstein, Terry Shultz.

Motion made by Nancy Buck; seconded by Pat Zschack. Approved Unanimously.

Resolution 2 – Jeff Bank Account Access

Authorize specific trustees to have full access for transactions on all Jeff Bank Accounts, including the CD invested there. Resolved, the Board authorizes the following trustees to serve as signatories on all Library accounts held at Jeff Bank: Sarah Cerny, Michele Hemmer, Ellen Pope, Amy Hines.

Motion made by Nancy Buck; seconded by Pat Zschack. Approved Unanimously.

Resolution 3 — Community Foundation Accounts

Resolution: to authorize Peggy McGuire, Amy Hines and Sally Cerny as authorized representatives on Community Foundation of Orange & Sullivan accounts. Motion to approve was made by Gail Hascha and 2nd by Terry Shultz. All Approved

Resolution 3 — Morgan Stanley Account

Resolution: to open an account at Morgan Stanley and to assign as signatories Ellen Pope, Michele Hemmer and Sally Cerny. A motion was made by Terry Shultz and 2nd by Amy Hines. All approved.

Directors Report: Peggy McGuire:

Fundraising: The Annual Appeal exceeded goal: $15,269 + $5,000 stock gift, which drew donors from both Livingston Manor and Roscoe. Peggy stated the new movie streaming service **Kanopy** which is a mix of movies, documentaries, and series, was up and running. She encouraged the board members to check it out and give feedback

Staffing: Nigel Cronk and Samantha Stone are now full-time (30 hrs/week + benefits).Both opted for health insurance buy-out. Maya Jones (RCS senior) hired as winter intern via the Kaplan Fund.

Trustee Education: NYS requires that all board members have annually 2 hours trustee education and Anti-harassment training. CLS training, webinars, and Niche Academy are available to fulfill those requirements. Peggy also encouraged members to participate in Library Advocacy Day on February 3, 2026 in Albany. Meetings with Sen. Oberacker & Assemblyman Mayer. Info sessions: Jan 26 (10am) & Jan 29 (7pm)

Upcoming Programs:

Emergency Preparedness Workshop (free emergency kits)

"Shorts & Sweets" Valentine's performance (Feb13)

Sullivan County Youth Book Festival — May 30, Monticello. Peggy asked for volunteers for this event.

Committee Reports:

Buildings & Grounds Report: Chair: Gabe Tully Co-Chair TBA

Gabe reported that the Roscoe branch had tree trimming scheduled and a new toilet was installed. There was also new patio lighting installed in the front.

The Livingston Manor Extension (Eastern Star Building- LM Extension) had an electrical issue repaired relating to the Furnace. (paid by Eastern Star)

Water & Sewer Bill (LM Extension) The Q4 bill was substantially higher at $800 (normally ~$200) and was likely caused by an internal leak (post-meter). Consensus reached to explore various options.

Outreach & Events: **Chair: - TBD**

Silent Auction — Meg McNeil

Meg reported that the Online Auction totaled approximately **$3,524–$3,797** (pending reconciliation) She noted strong participation from visitors & non-residents and questioned the future timing (spring vs fall) & Trout Parade tie-in as well as exploring other platforms similar to Bidding Owl, which is working well so far Michele reminded the board about the **Volunteer Appreciation Night Scheduled for January 21st.**

Task Force on Future Planning **Chair: Terry Shultz** reported:

Terry Shultz reported on ongoing work with architects and pursuing a meeting with Town Attorney Ken Klein regarding boundaries.

Manor Ink **Manager Amy Hines**

Amy reported that the meeting space relocated from school art room to the Remote Learning Lab. She said there were enrollment challenges due to sports conflicts but new students were recruited including an exceptional 3rd grader. The current Editor-in-Chief, Zoe McGee, is stepping down. Two new adult mentors joined the paper, Evan Bowers and Adam Frith.

New Business:

a. Adoption of 125-Cafeteria Plan to allow full-time employees participating in the health insurance benefits plan to have their contribution toward the health insurance premium be deducted from their paycheck prior to taxes, as follows:

RESOLVED, The Board of Trustees of the Livingston Manor – Roscoe Library hereby approves the establishment of a Section 125 Cafeteria Plan (Premium-Only Plan), effective January 1, 2026, and authorizes designated officers to execute all documents necessary to implement and administer the Plan. Terry Shultz moved to accept the resolution and Sally Cerny 2nd. All approved. The Board hereby adopts the Plan on January 14, 2026, retroactive to January 1, 2026.

b. **2026 Board Meeting Dates:** The board will continue to meet on the 2nd Wednesday of every month.
c. **Emergency Response Policy**: A Motion to approve the Emergency Response Policy was made by Amy Hines and 2nd by Terry Shultz. All approved
d. **Committee preferences sheet for indicating preferences for 2026**.

e. A motion was made by Amy Hines and 2nd by Terry Shultz to add an "Investment Committee" which includes Jeff Castle as an advisor. All Approved.

Adjournment: A motion to adjourn was made at 7:08 by Terry Shults and 2nd by Sally Cerny. All approved

The Next Meeting will be on February 11, 2025 at 5:30 at the Roscoe Branch

Respectfully submitted by Gail Hascha, Secretary