Livingston Manor–Roscoe Library Board of Trustees
Meeting Minutes

Date June 9, 2026
Location: Livingston Manor Library
92 Main Street, Livingston Manor, NY

Call to Order:
Co-President Ellen Pope called the meeting to order at 5:32 PM.
Attendance: Co-President; Ellen Pope, Co-President; Michele Hemmer, Vice President; Pat Zschack, Vice President; Terry Shultz, Secretary; Gail Hascha, Asst Treasurer; Amy Hines, Treasurer; Sally Cerny, Bryn Tulip, Marge Feuerstein, Betty Tempel, Nancy Buck, Carol Park, Elizabeth Fosnight, and Director; Peggy McGuire. Absent: Gabe Tully, Meg McNeill.

Minutes Approval:
The May 2026 meeting minutes were distributed and reviewed.
Nancy Buck made a motion to accept the minutes and Betty Tempel seconded the motion. The minutes were approved.

Treasurer's Report:
Amy Hines presented the financial status and banking balances as of May 30,2026. Bank Balances: Total operating funds have a balance of $356,944.00 across Jeff Bank checking, capital reserve, CD, and Morgan Stanley accounts. Designated funds for the library expansion project total $102,974.00. Manor Ink checking account has a balance of $30,911.00. Total funds have a balance of $490,829.00. Reserve Fund established at Community Foundation $10,448.00. Amy stated the library anticipates spending $35,000 on capital projects this year and expects to borrow from itself using the $51,000 Jeff Bank CD maturing in July to cover the costs. Capital project costs will be tracked separately and funded temporarily through the library's own CD proceeds while awaiting a library construction grant.
Motion:Pat Zschack made a motion to accept the Treasurers Report with Amy Hines 2nd the motion. All Approved.

Library Director's Report:
Peggy McGuire reported that extended summer hours have been implemented for the first time at both branches. Livingston Manor-Roscoe: As of June 1st, Manor branch is open until 6:00 PM on Monday, Tuesday, and Wednesday; Thursday until 7:00 PM; Friday until 5:00 PM; Saturday 10:00 AM–2:00 PM. The Roscoe branch hours extended to 5:00 PM Monday through Thursday; Friday until 6:00 PM; Saturday hours shifted to later in the afternoon (no longer opening early). Extended summer hours are now in

effect at both branches, funded through the approved budget. Peggy also thanked board members and volunteers for significant renovations that have been completed at the Manor Annex. Steam cleaning of the floor is planned and curtains and blackout shades are in progress. Patron activity in both branches continues to increase over last year. Amy Hines asked the board to review the legal language in the newspaper ad regarding the public budget vote to reflect that the library tax provides services to residents as well as supporting the libraries. Amy suggested adding a note to the minutes reminding future directors to update the legal notice language for the referendum (to be submitted in early May each year).

Committee Reports:
Governence:
Meg O'Neill was absent so the report was tabled until the next meeting.
Buildings & Grounds:
Gabe Tully was absent so Ellen Pope read his report. She stated that multiple construction and renovation projects are in progress or scheduled at both branches including window installation at Roscoe, walkway upgrade, custom circulation desk, and roofing completion. The Livingston Manor Annex building has been painted and new curtains will go up. The propane tank was removed with Maribito crediting the Order of the Eastern Star.

Flood Mitigation Study – Roscoe Branch

The building committee discussed whether to commission an engineering analysis for flood mitigation at the Roscoe building. EDM Engineering provided an estimate of $10,000 for a flood mitigation analysis of the Roscoe building. The building committee decided via email to hold off until the town completes its DEC study on flooding, which will recommend mitigation projects. No engineering analysis will be commissioned at this time and the library will wait for the town's DEC flood study results before making decisions.

Outreach & Events: Kristen Scharold reported that the auction planning is moving forward with an upgrade to the bidding website and the acquisitioning of many great items from the community. The auction launches this Friday with approximately 25–30 items. Thank-you notes with tax acknowledgment language will be prepared for donors and window clings with the library logo will be distributed to participating businesses.

Task Force on Future Planning: Amy Hines and Terry Shultz reported on the progress of the Future Planning Task Force regarding the new library building project. An FAQ document has been created for board members to share with community members asking about the library's plans. A final public-facing version will be available soon. The Historic Preservation review is complete on the LM Annex building and it does not qualify for preservation status clearing the way for future planning. Architects are

engaged for summer programming and design work. Public input sessions are being scheduled for July and August. Meetings with the Ambulance Corps and fire commissioners are upcoming. Fundraising is the top priority and all board members are asked to identify potential donors and advocates.

Manor Ink: Amy Hines reported that Manor Ink would be marching in the Trout Parade again this year. She stated that the June issue was 28 pages, larger than the normal editions which cost more to produce. Diana Fredberg will take over Teresa Tulipano's role on a volunteer basis. Post office mailing savings will help offset higher printing costs in the future.

Old Business

New Director Search: Ellen Pope and Michele Hemmer reported the position was posted through RCLS on New York, New Jersey, and Pennsylvania library job search sites. Several strong applicants have been received. The search committee will meet on July 8th to discuss next steps and prepare interview questions.

Database: An update was provided on a pending software purchase. The library has been unable to purchase the database software yet because the library's budget crossed the $100,000 threshold after the merger, requiring an upgrade to the TechSoup account. A new account must be established with a new EIN and the most recent 990 from the accountant, which has not yet been produced.

Review Policy of Financial Controls: After the board discussed the policy it was agreed to table the motion until the next meeting to allow further clarification in some of the policy language.

Schedule Of Volunteers for the Tax Levy Referendum:

Peggy McGuire asked board members to volunteer to assist in covering time slots on election day. It was suggested to ask former board members to assist as well.

New Business:

Volunteers for Food Distribution on July 9th and July 17th.

Director Peggy McGuire asked for volunteers. Several board members agreed to help on both days.

Bulletin Board Policy: A motion to approve the Bulletin Board Policy as written was made by Amy Hines and 2nd by Terry Shultz. All approved.

Petty Cash Policy: Petty cash policy was deferred to the next meeting along with the Financial Controls Policy. Nancy Buck will review both documents and provide language suggestions. Both policies will be sent out with revisions after the meeting.

Next Meeting: The next meeting will be on July 8th at 5:30 at the Livingston Manor Branch.

Adjournment: A motion to adjourn the meeting at 7:12 was made by Terry Shultz and 2nd by Amy Hines. All approved**.**

Respectfully submitted,
Gail Hascha
Secretary, Board of Trustees