Livingston Manor–Roscoe Library Board of Trustees
Meeting Minutes

Date September 16, 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, Bryn Tulip, Marge Feuerstein, Betty Tempel, Gabe Tully, Meg McNeill, Kristen Scharold, Nancy Buck, Elizabeth Fosnight, and Director Peggy McGuire.
Absent: Asst Treasurer Amy Hines, Treasurer Sally Cerny, Carol Park.

Minutes Approval:
The August 2026 meeting minutes were distributed and reviewed.
Nancy Buck made a motion to accept the minutes with the addition of Meg McNeill and Betty Tempel being noted as present and Nigel Cronk as not present. Bryn Tulip 2nd the motion. minutes were approved.

Treasurer's Report:
Ellen Pope read the financial status and banking balances as of August 31,2026 in Sally Cerny's absence.
Bank Balances: Total operating funds have a balance of $479,883.00. The Operations and Building Improvement Funds currently held at Jeff Bank and Morgan Stanley total $282,302.00. Designated funds for the library expansion project total $87,011.00 Manor Ink checking account has a balance of $28,018.00.
Year to Date revenues total $443,426 which is 94% of the $470,744.00 budgeted for the year. Year to date expenditures total $293,407.00 which is 62% of the YTD. Sally stated that overall, the library is right on budget for the year. On August 6 the CD held at Jeff Bank expired and the money was transferred into the Jeff Bank checking account.
Motion: Terry Shultz made a motion to accept the Treasurer's Report with Marge Feuerstein 2nd the motion. All Approved.

Motion to Approve Check Signers for the Capital Reserve Account at Jeff Bank
Terry Shultz made a motion to approve the following trustees for check approval and signing with Bryn Tulip 2nd:
Michelle Hemmer, Ellen Pope, Terry Shultz, Marge Feuerstein, Sally Cerny, and Amy Hines. All approved.
After some discussion concerning the procedure trustees follow to review and sign checks, it was agreed that the Library Director would provide a monthly report listing the checks cut to the board of trustees for review.

Library Director's Report:

Peggy McGuire provided an overview of the programs and improvements to the buildings in the month of August and September. There were several donations to the Library from the Farrell family as well as the completion of the walkway in front of the Roscoe branch, which was funded by ~~a donation from former trustee John Bockelmann~~ NYS Construction Aid. The annual library fund appeal flyers were sent out this week. The process for mailing out the flyers needs to be reviewed for next year as the cost of mailing is becoming expensive. Peggy listed the participation numbers from the August programs in both branches. It was noted that many of the participants in the Livingston Manor branch programs were from the Roscoe area. Ellen Pope asked if there could be a committee set up to find ways to encourage more program participation from parents and children at the Roscoe branch going forward. Peggy agreed to solicit trustees via email for the committee.

Committee Reports:

Governance: Meg McNeill reported that there were three board members up for renewal and that all three had agreed to stay on for another term. She also stated that additional meetings need to take place to scout out future candidates for the board going forward.

Buildings & Grounds:
Gabe Tully reported that the roof on the Roscoe branch had been replaced. The food pantry cabinet outside the Livingston Manor branch has been painted and updated and the divot outside the Livingston Manor entrance has been filled in. The library staff is maintaining the pantry but not filling it. Donations according to the posted guidelines are welcome.

Outreach & Events: Kristen Scharold gave an update on the book sale happening on Saturday, September 19th and 26th. Tables and signs were in the LM Annex and there were volunteers lined up to work the sale.

Task Force on Future Planning:
Terry Shultz and Amy Hines sent out an update on the progress of the new Livingston Manor branch prior to the meeting. There were no questions concerning the report. Elizabeth Fosnight suggested creating a list of current and prospective Library Ambassadors for the Trustees.

Manor Ink: Amy Hines was absent so the report was tabled until next month.

Old Business
Executive Session: Terry Shultz made a motion to move to Executive Session for a Personnel Issue. Nancy Buck 2nd the motion. A motion was made by Terry Shultz and 2nd by Nancy Buck to come out of Executive Session.

Library Director
Meg McNeill made a motion to accept Nigel Cronk as Director of the Livingston Manor Roscoe Library effective January 1,2027. Terry Shultz 2nd the motion. All approved.

New Business:
Library Card Policy:
A motion was made by Meg McNeill to approve the Library Card Policy as written and Betty Tempel 2nd the motion. All approved.

RCLS Budget: Peggy McGuire read the introduction to the proposed annual budget from RCLS. Terry Shultz made a motion to accept the budget as presented and Pat Zschack 2nd. All approved.

Next Meeting: The next meeting will be on October 21st at 5:30 at the Roscoe Branch.

Adjournment: A motion to adjourn the meeting at 6:55 was made by Terry Shultz and 2nd by Meg McNeill. All approved**.**

Respectfully submitted,
Gail Hascha
Secretary, Board of Trustees