

**Montour Falls Memorial Library**  
Minutes of Trustees Meeting  
April 27, 2022

**Trustees present:** Heidi Berghoff, Elaine Dalrymple, Kelly Dietz (via Zoom), Cindy Emerson, Karen Martin, Marian Saks, Sam Shama, Anne Sibley, Rhonda Stephani

**Others present:** Emily Smith and Jess Westlake

**Trustees absent:** Phil Cherry

**Meeting called to order** by Sam Shama at 5 PM.

**Minutes** from March 2022 submitted by Kelly Dietz were reviewed and approved.

Motion: \*\*\*\*\*                      Second: \*\*\*\*\*  
All approved.

**Treasurer's Report** for April 2022 submitted by Marian Saks.

Motion: Heidi                      Second: Rhonda  
All approved.

- Explained new organizational categories of bookkeeping (see minutes of March 2022 for details)
- Early lit program still under budget for the month because of period without a director.
- Payroll under budget because of period without a director, less staff
- Should discuss how to use the excess funds accrued. Possibly to pay for projects discussed recently (e.g. building needs).

**Committee Reports:**

Finance Committee – *did not meet*

Personnel/Nomination/Procedures Committee

- Met with Emily April 27. Went over job descriptions, which will be disseminated to board and will be voted on at the next meeting.
- Everything is going smoothly!

Building and Grounds Committee –

- Met April 6 with Taitem Engineering to discuss energy strategy for building; results should come in May. Anticipate suggestions to better seal basement and attic.

- Will meet with village to see how library energy efforts align with Village sustainability goals.
- Committee suggests that energy efficiency needs of building may be an appropriate use of excess funds accrued due to staffing shortages.

Fundraising/Community Relations Committee – *did not meet*. Committee plans to meet before open house in June.

Historical Records & Artifacts Committee – *did not meet*

### **Library Director's Report**

- Staffing update: New director Emily Smith began tenure 4/18.
- Would like to increase hours of our children's librarian (Alexandra) from 12 to 14 through September to cover planned programming.
- Streamlining computer-based library work
  - shifting all work from individual hard drives onto Office365 cloud for shared access and collaborative projects.
  - Extended Office 365 license accounts to five, including an account for the board.
- Evaluating paid-for library website functions. Ending subscription to those provided through Office365 environment.
- Extending library hours after Memorial Day; will be open 10-6, 4 days/week.
- Saturdays will be open for programming, outreach, summer learning programs.
- June open house is in the planning stages
  - Tentatively June 9
  - Promote as opportunity to meet the new director / rediscover the library
  - Combine with auction (fund raising committee agrees to meet soon to plan)
  - Will contact press, involve the Chamber
- Staff development
  - Casey learned GRID bulk upload way to order
- Challenges remain around continued reduced hours

### **President's Report**

- Met with Emily and Casey
- Personnel committee met with Emily (see report above)
- Board roles to be filled:
  - Treasurer, beginning in September. Can be one-year commitment. Marian's tenure on the board is ending.
  - Finance committee member, beginning in January. Anne's 3-year term on the board is ending.
  - Board member. President asks board members to think of library users and/or community members who would be interested in making the library a vibrant part of the community

## **Public Expression**

- Asked of Board member directly: Could Dolly Parton book program happen at MFL? Response: Requires matching funds and fundraising. Needs its own staff and nonprofit status. The United Way of the Southern Tier in Chemung County does it and it's time consuming and expensive.

## **Miscellaneous**

- Should one Saturday each month be geared toward tourists? An open house for limited hours?
- Bring back art events? In the past, craft and cooking projects were well attended and became opportunities to promote the library and connect with community members in other ways.
  - Craft projects drew from Havana arts series grant.
  - Facility options:
    - Firehouse is ADA compliant and has kitchen, activity space. They charge \$90, but we could see if they would take less as a donation.
    - Masonic Temple basement has kitchen. Not ADA compliant, though has a wheelchair lift. Apparently concerned with gas and water usage, so may not be worth the trouble.

**Adjournment** – Motion: Anne Second: Elaine Time: 5:49  
All approved.

**Next Meeting** – May, June 25rd, in person.

*Minutes respectfully submitted by Kelly Dietz.*