

**Montour Falls Memorial Library  
Minutes of Trustees Meeting**

Meeting held September 27<sup>th</sup>, 2023

Report for August 2023

**Trustees present:** Sam Shama, Elaine Dalrymple, Cindy Emerson, Phil Cherry, Jen Fisher, Katie Serrine

**Others Present:** (Staff or public attendees) Jess Westlake

**Trustees absent:** Michelle Tilden

The meeting was called to order by Sam Shama at 5:01pm

**Minutes** from July 2023 submitted by Jess Westlake were reviewed and approved.

Motion: Cindy            Second: Elaine

All approved.

**Treasurer's Report** presented by Jess Westlake was reviewed and approved.

Motion: Elaine            Second: Jen

All approved.

- Request to add monthly expenditures with a remaining dollar amount and/or percentage of the budget column
- Need Statement of Activity to include the remaining dollar amount
- When do we receive the tax money and what account does it go to?
- Add/Update Visions Federal Credit Union contacts to include Jessica Westlake, Michelle Tilden, and Jen Fisher. Cindy Emerson and Marian Saks will be removed from the Visions account. Minutes will be taken to Visions to start this process. The people named will be contacted by Visions to provide and sign the required documents.
- Inquire to Jeff Greuber; bookkeeper about line item 6000
- Schedule a finance committee meeting and include Jeff

**Early Literacy Report** – Not submitted

**Library Director's Report** presented by Jess Westlake

**Committee Reports:**

Finance Committee – did not meet

Personnel/Policies/Nominating Committee – did not meet

Building & Grounds Committee – did not meet

- Deposit and paperwork submitted to Halco; waiting on start date

Fundraising/Community Relations Committee – via email

- Book Sale October 5<sup>th</sup> • 10am – 5pm; October 6<sup>th</sup> • 10am – 3pm; October 7<sup>th</sup> • 12pm – 5pm
- Jen will reach out to schedule trustee volunteers
- Jess will reach out to Library volunteers and coordinate with Jen

Historical Records & Artifacts Committee – did not meet

### **President's Report**

- Kelly Dietz resigned effective 9/20/2023
- Secretary position is 3 years and entails taking minutes, distributing minutes, and posting them as required
- Cindy Emerson's term is over at the end of this year.
- We are currently over the minimum number required members
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**Public Expression** – none

**Adjournment** – Motion: Phil          Second: Cindy          Time: 5:46pm

All approved.

**Next Meeting** – Wednesday, October 25<sup>th</sup>, 2023

*Minutes respectfully submitted by Jess Westlake*