

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

Meeting held November 29, 2023

Report for October 2023

Trustees present: Samuel Shama, Cindy Emerson, Elaine Dalrymple, Jen Fisher, Katie Serrine

Others Present: Jess Westlake, Hannah Rosier, Noah Bump

Trustees absent: Phil Cherry

The meeting was called to order by Samuel Shama at 3:02 PM.

Minutes from October 2023 submitted by Hannah Rosier were reviewed and approved.

Motion: Elaine Second: Cindy All approved.

Budget

- Finance Committee will meet again on December 12.
- There are 4 options for Tax Levy – No increase (option 1), 2% increase (option 2), 3% increase (option 3), and a 4% increase (option 4, max allowable).
- Our figure will go to Karin Thomas at the Dutton S. Peterson Library in Odessa after we vote.
- Jess talked to Brian Hildreth regarding the budget and carry-overs; Brian recommended Option 4.
- Board has decided on Option 3, the 3% increase.

Motion: Elaine Second: Jen All approved.

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

- Jess will be in contact with Jeff Gruber regarding Budget vs. Actuals, January-December 2023.

Motion: Jen Second: Cindy All approved.

Early Literacy Report was not submitted. Jess will touch base with Alexandra Appel to reinforce submission.

Library Director's Report presented by Jess Westlake

- We saw an influx of tourists in the October
- The Toddler Safety Course provided great information and was well attended. We are seeing a growing interest in parental education workshops. Jess would like to expand resources for tweens and teens.
- Jen would like to investigate transit training – teaching older youth how to use the bus system.
- Spoon Ring program had an excellent turn out and great reception.
- Phase 1 of construction is complete! Phase 2 is next (heat pumps & thermostats).
- Reminder to use Jess' STLS email (westlakej@stls.org) as opposed to community@montourfallslibrary.org. Community email should be deactivated by Spring.
- Jess will meet with Jim Ryan to discuss Village items.
- Jess would like to schedule bi-monthly committee meetings. Can be conference/video calls.
- We're purchasing a 5th mobile hotspot, funded partially by Rotary. Jess is interested in purchasing more as the four we have are always checked out.

- NYLA was great! Jess and Hannah attended several educational sessions listed in the Director's Report.
- Bookbinding Workshop is upcoming.
- Jess and Hannah have several upcoming programs for 2024.
- We will be weeding, shifting staff workspaces, improving patron computer privacy, reorganizing the space for improved accessibility. We are looking to shift staff spaces next week (12/4).
- Jess attended the DAC meeting today. There were book challenges in the system. She will send out some resources about public disturbance and violating codes of conduct.

Committee Reports

Finance Committee – Met 11/28/2023. Outcome has been discussed in Budget.

Personnel/Policies/Nominating Committee – did not meet

Building & Grounds Committee – Did not meet. Katie feels as though the committee should be more involved. She'd like to learn more about the building's operating systems.

Fundraising/Community Relations Committee – did not meet

Historical Records & Artifacts Committee – did not meet

President's Report

- Hannah will be the recording secretary and there will be another secretary appointed.

Public Expression – None present.

Adjournment – Motion: Elaine Second: Cindy Time: 4:32 pm All approved.

Next Meeting – December 20th, 2023, at 3:00 PM.

- New trustees as of 11/29/2023 – Noah Bump and Bruce Boughton. They have both expressed interest in the role of Treasurer.
- We will be meeting on Wednesdays at 3:00 PM from this point forward; the goal is to have at least 10 meetings a year.
- Cindy would like us to investigate new flooring for the back, bathroom, and JUV room.

Minutes respectfully submitted by Hannah Rosier