

**Montour Falls Memorial Library**  
**Minutes of Trustees Meeting**  
Meeting held October 25, 2023  
Report for September 2023

**Trustees present:** Samuel Shama, Elaine Dalrymple, Michelle Tilden, Cindy Emerson, Phil Cherry, Jen Fisher

**Others Present:** Jess Westlake, Hannah Rosier

**Trustees absent:** Katie Sirrione

The meeting was called to order by Samuel Shama at 5:02 PM.

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

Motion: Cindy Second: Phil

All approved.

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

Motion: Phil Second: Elaine

All approved.

- Remove total over-budget column as well as percent of budget column in the Budget vs. Actuals report.
- Jess has two people in mind for Trustees to fill the Treasure position.
- We are seemingly missing school district taxes as of September.
- Reach out to the Blowers Expenditure funds.
- New collections were ordered last week, so collections budget is nearly spent.

**Early Literacy Report** presented by Jess Westlake was reviewed and approved.

- Storytimes are still offered as scheduled.
- Resumed story times at HeadStart.
- First grade classes from BC Cate came over for a tour of the library and 27 library cards were processed.
- Tanglewood event was attended by over 90 people.
- Alexandra Appel will be doing a Halloween story time on 10/31.
- Infant CPR and story time will be presented by Southern Tier Pregnancy resource center on 11/7.

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

- Director's Report was reformatted.
- Last month (September), CIRC stats and patron stats were down due to children going back to school.
- Visitor stats have increased.
- We have 3 adult volunteers with regular weekly hours.
- 7 story times, 12 children, 20 adults.
- Cirque Us program met on Friday, September 1<sup>st</sup> with decent numbers.
- Write Your Story with Dr. Carol Mikoda meets on Thursdays to positive feedback. Jess is looking into finding a grant to keep the program going.
- Phase 1 of Construction begins Monday, November 13. Jess will meet with the foreman.

- Mayor James Ryan and code enforcement have been invited to meet with the foreman for construction project.
- Closed days are 10/27 for Gather & Grow training, 11/1 & 11/2 for NYLA, as well as 11/13-11/18 for construction. Reduced hours are 10:00 AM – 2:00 PM on Tuesday, 10/31 and Friday, 11/3.
- Winter hours will be updated to:  
Monday 10:00 AM – 7:00 PM  
Tuesday 10:00 AM – 5:00 PM  
Wednesday 10:00 AM – 5:00 PM  
Thursday 10:00 AM – 5:00 PM  
Friday 10:00 AM – 3:00 PM  
Saturday 11:00 AM – 2:00 PM  
Sunday CLOSED
- We made \$900 for book sale.
- Training Hannah on WordPress for Website maintenance.
- Solar eclipse glasses are available.
- Reminder to use STLS emails.
- Jess submitted everything Visions asked for, Jess is waiting to hear back from them.
- Jess will begin attending Village Board meetings in December.
- MedProject is an upcoming service to provide free mailing resources for medication.
- Greeting card station will be set up at the library.
- Hannah will introduce a cursive writing program.
- Upcoming macrame & polymer clay workshops, as well as new book clubs.
- HeadStart home base program is looking at making visits ongoing.
- Hannah will start a musical story time at B.C. Cate in the new year.
- Website has been fixed.
- ARC looking for volunteer sites, we are prospective after new year.
- Construction aid has stayed the same.
- Book to Film Club, Yoga, and Write Your Story are recurring programs still ongoing.
- 11/8 at 6:30 there will be a poetry reading for veterans at the MFL.
- Movie equipment will be re-evaluated for Movie Night, resulting in a possible extension of Friday hours.
- Jess would like to do a volunteer thank-you party on 12/2 at 12:00 PM. Possible dish-to-pass. Thank you cards for volunteers and possibly gifts.
- Front door lock system needs attention.
- Unclaimed funds workshop has been rescheduled to a date TBD.

**Zonta** – wants to give us a grant for collections.

**Friends of the Library** – Katie would like to create a Montour Friends of the Library.

**Committee Reports:**

Finance Committee – did not meet

Personnel/Policies/Nominating Committee – did not meet

Building & Grounds Committee – did not meet

Fundraising/Community Relations Committee – did not meet

Historical Records & Artifacts Committee – did not meet

### **President's Report**

- Sam will meet with Jess to present salary requirements & expenditures. They should present in the final meeting of the year to vote on it as a board.
- Sam would like to move the next meeting to November 29 at 3:00 PM.
- Jess will prospectively meet with finance the week of 11/13.

**Public Expression** – None present.

**Adjournment** – Motion: Phil Second: Cindy Time: 6:23pm  
All approved.

**Next Meeting** – Wednesday, November 29 at 3:00 PM.

- Michelle has resigned her position as Treasurer/Trustee as of 10/25.
- Michelle has cited concerns and calls for further consideration and action amongst the board regarding this issue in the future.
- There is a call to reevaluate personnel policies and procedures ,and what the steps toward conflict resolution will look like.
- Phil and Elaine will be in contact to assist staff in clearing out the basement for upcoming construction the week of 11/6.
- Price not given for Phase 2 of construction. Phil would like to budget this out soon. Estimate for grand total is approximately \$80,000. Phil will reach out to HALCO representative.

*Minutes respectfully submitted by Hannah Rosier*