

**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](mailto:westlakej@stls.org)) as opposed to [community@montourfallslibrary.org](mailto: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 5<sup>th</sup> 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 20<sup>th</sup>, 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*