

MONTOUR FALLS MEMORIAL LIBRARY
Minutes of Trustees Meeting
January 31, 2017

Trustees Present: Maija DeRoche, Cindy Emerson, Gary Emerson, Jeremy Crawford, Heidi Berghoff and Library Director Roxanne Leyes

Trustees Absent: Vince Chicone, Phil Archer, Fred Sibley and Marian Saks

Guest; Elaine Darlymple who is considering becoming a Board of Trustees member.

President DeRoche opened the meeting at 6:08 PM. Determining that there was a quorum, the agenda was reviewed and approval of toner purchase, bulk mail expense and invitation to attend the NYS Library Association Meeting in Ithaca were added to the agenda.

Minutes of December 20, 2016 submitted by Cindy Emerson were reviewed and a typo under Board Info regarding the spelling of Harbor Hotel was noted. The minutes, with the correction, were received and filed.

Treasurer's Report of December 2016, previously submitted by Marian Saks, was handed out. The Checking/Savings items were reviewed with the total in this account of \$178,043.29. Marian also listed some items of note which were examined as well. The report was received and filed.

Committee Reports;

Finance Committee: did not meet.

Personnel/Nominating/Policies Committee: This committee did not meet, but a meeting is scheduled for February 7th at 6 PM. Maija, Heidi, Jeremy and Gary to attend.

Building and Grounds: did not meet.

Fund Raising/Grant/Community Relations: it was noted that the raffle baskets are out front on display and that tickets are selling very well!

Board Actions:

Approval of Karen Crout's per Diem pay;
Jeremy made a motion to approve the rate of \$11.00/hr be raised to \$12/hour. All were in favor and the motion was approved.

Approval of a purchase of a camera for the library's use in events;

Heidi make a motion to approve, seconded by Jeremy, up to \$400.00 for the purchase of a camera. All were in favor and the purchase was approved.

Approval of a purchase of tables for the program space at the Parish House;
Gary moved that a purchase of 4, 8 foot tables and 2, 6 foot tables be purchase not to exceed \$500.00. Heidi seconded and all were in favor. The motion was approved.

Approval of payment for the Website change;
Cindy made the motion to approve the retroactive sum of \$200.00 to attach our website to the STLS site now. This was necessary sue to the library's site being hacked. Gary seconded, all were in favor and the motion was approved.

Resolution of the tax increase;
This was discussed last month and the library is not going to ask for a tax increase for 2017. Everyone was very pleased with the 2016 tax increase. Jeremy made a motion to not ask for an increase, Heidi seconded, all were in favor so this was approved.

Ongoing Approval of Toner Cartridge purchase;
Cindy made the motion to approve the purchase by library staff on an as needed basis, seconded by Gary. The Dell quote is \$505.36 and Gary said he would talk with Daniel to try to find another more reasonable vendor to order this cartridge from. All were in favor and motion was approved.

Ongoing Approval for Bulk Mail Permit;
The annual amount is \$225.00 and Heidi made a motion to approve, seconded by Jeremy. All were in favor and this motion was passed.

Board Information

Old Business: Emergency Exit Signs –Maija noted that this item will be kept on the list. Per Dean Hildreth, the Village Supervisor, the library has been grandfathered in. There are spot lights in the ceiling that will go on when the lights are turned off. Roxanne also purchased 2 fire alarm covers.

New Business:

The East Window project was discussed. Roxanne sent out requests for bid proposals to the following companies; Chicone Cabinet Builders, Dave Burke Woodworking and Tim Reap from Cayuta Construction. The bids are to be sent to Maija by February 6th.

Library Director's Report: Roxanne's General and Children's reports were reviewed. The Early Literacy program, current programs and activities/outreach

were discussed, as well as current and upcoming events. All activities are going very well! Roxanne also mentioned about wanting to move the Blankets and Books program from Havana Glen to the Farmer's Market site in downtown Montour Falls which will be more accessible.

President's Report:

Internal Audit – Maija asked for volunteers to perform this audit and Heidi volunteered. Maija will ask Vince if he might also be able to work with Heidi.

Committee Meeting schedules – It was decided that the Finance Committee (Marian & Vince) will meet as needed, the Building and Grounds Committee (Marian & Vince) will meet as needed, the Personnel/Nominating/Policies Committee (Jeremy, Gary, Maija and Heidi) will meet the 2nd Tuesday of the month; the next meeting set for February 7th at 6 PM, the Fund Raising/Grant/Community Relations Committee (Phil, Roxanne, Fred, Cindy) will also meet as needed when Phil returns.

Training opportunities - There was discussion about the April 27th & 28th NYLA meeting in Ithaca. Roxanne and Karen Thomas expressed an interest in attending which Jeremy highly recommended. The registration fee is \$160 for non-members. Board Action: Jeremy made a motion to approve sending both Roxanne and Karen to the meeting. Cindy seconded, all in favor and this motion was approved.

Elaine was heartily welcomed to the meeting and was given the Duties of Trustees document to review. We hopefully will be able to vote her in as a Trustee at the next meeting!

Public Expression; None

Adjournment; Meeting adjourned at 7:33 PM.

Next Meeting; February 28, 2017, 6 PM

Respectively submitted, Cindy Emerson

MONTOUR FALLS MEMORIAL LIBRARY

Minutes of Trustees Meeting

February 28, 2017

Trustees Present: Maija DeRoche, Gary Emerson, Marian Saks, Heidi Berghoff, Cindy Emerson, Phil Archer, and Jeremy Crawford. Library Director, Roxanne Leyes also attended

Trustees Absent: Fred Sibley, Vince Chicone

Guest: Elaine Dalrymple

The meeting was called to order by President DeRoche who opened the meeting at 6:01 PM. Determining that there was a quorum, and no additions to the agenda, the meeting proceeded.

Minutes from January 31, 2017 submitted by Cindy Emerson were reviewed. It was noted that Elaine's last name was spelled incorrectly and the correct spelling is Dalrymple. The minutes were received, with the correction, and filed.

Treasurer's report for January 2017, submitted by Marian Saks, was reviewed. It was reported that there is a balance of \$202,968.94 in the total Checking/Savings account as of 1/31/17. This report was discussed and filed.

Committee Reports;

Finance Committee; did not meet, however Marian said she would give Heidi and Vince the spread sheets to review for the internal audit. The next policy meeting will be 3/14, so Heidi will review then.

Personnel/Nomination/Policies Committee met on 2/21/17 and made some decisions. All of the policies need to be reviewed and dated. Daniel will keep and maintain the manual. This committee will review 1 or 2 policies at a time and then the Board will discuss and approve. The policies were divided up between Roxanne, Heidi, Jeremy and Gary. The next meeting will be at 3/14 at 6 PM.

Building and Grounds – 2 bids were received, one from Cayuta Creek Carpentry and the second from David Burke Woodworking. Elaine was excused and we went into Executive Session. It was discussed that both quotes exceeded the \$4000 that was donated for this purpose. Cayuta Creek Carpentry came in at a total of \$6900 and David Burke Woodworking came in at a total of \$5900.42. The board members present felt that there was enough money in the budget to supplement the \$4000. We went out of Executive Session and Phil made a motion to approve the bid from David Burke which was seconded by Jeremy.

Board Actions

Acceptance of Bid for the Window Project

Phil made the motion to approve, seconded by Jeremy. All were in agreement and the bid proposal was approved.

Appointment of Elaine Dalrymple to the Position of Trustee

The Board went back into Executive Session for the purpose of discussing the approval of Elaine as a new board member. We went out of Executive Session at 6:19 PM. Cindy made a motion to approve, Gary seconded and all were in favor. The motion passed. Welcome to Elaine!

Approval of Disposal of Old Electronics

Roxanne informed the board that there is a lot of old electronics being stored in the cellar which are taking up a lot of valuable space. She feels that this all could be removed and recycled by The Town of Montour. Marian made a motion to approve the disposal and recycling of these old electronics, seconded by Heidi. All were in approval and the motion was carried.

Board Information

Old Business – it as discussed that the Emergency Exit Sign issue was grandfathered in and therefore will be removed from the agenda in the future.

Library Director's Report; Roxanne reviewed the existing programs, including the early literacy program, ongoing children's programming, projects and activities and reported that all is going well. Thanks to Daniel for putting the Report to the Community together. He is also working on the Annual Report for the state. The circulation statistics for January 2017 increased which made everyone happy. Roxanne also noted that Gary is working on a Historic Brochure in conjunction with the Schuyler County Historical Society.

President's Report; Maija reported that the upstairs space in the Village Hall will not be available to the library since the Village rejected our proposal. Unfortunately, the Parish House proposal was also not approved by the Dioceses of the Episcopal Church. We desperately need more space as the activities and programs are expanding beyond the walls of the library. Other potential spaces were discussed.

Public Expression; None.

Adjournment; Gary moved that the meeting be adjourned, seconded by Jeremy and all in favor. Meeting adjourned at 6:45 PM.

Next Meeting; March 28, 2017 at 6:00 PM

Respectively submitted, Cindy Emerson

MONTOUR FALLS MEMORIAL LIBRARY

Minutes of Trustees Meeting

March 28, 2017

Trustees Present: Maija DeRoche, Gary Emerson, Marian Saks, Cindy Emerson, Fred Sibley and Elaine Dalrymple. Library Director, Roxanne Leyes also attended

Trustees Absent: Phil Archer, Vince Chicone, Jeremy Crawford, Heidi Berghoff,

The meeting was called to order by President DeRoche who opened the meeting at 6:00 PM. Determining that there was a quorum, and no additions to the agenda, the meeting proceeded.

Minutes from February 28, 2017 submitted by Cindy Emerson were reviewed. It was noted that Fred Sibley as present at the meeting and that Phil Archer is still out of town. Also Cindy was told that minutes of executive sessions are not to be recorded. The minutes were received, with the corrections, and filed. Cindy also retyped the minutes with the corrections on 4/23/17 and submitted them to Maija.

Treasurer's report for February 2017, submitted by Marian Saks, was reviewed. It was noted that the total in the bank account is \$197,000. The interest income is at 67% and the payroll fees are negative due to the quarterly payment but at the end of the year this will be back on target. Maija asked about Roxanne's book purchases and Marion said that a separate spreadsheet will be created since all of the books are reported on separate lines and come from various places at different times. Marion is concerned that it is taking a long time to reconcile the credit card statements because of this. The report was discussed and filed.

Committee Reports;

Finance Committee; did not meet, however Marian said that Heidi and Vince were supposed to audit the books, but both have been unable to do so yet. Elaine volunteered to work on the audit and Maija will work with her on this so it can be done.

Personnel/Nomination/Policies Committee; did not meet due to a snowstorm on their meeting date. Gary, Jeremy and Maija will meet again on the 2nd Tuesday of the month which will be April 11th at 6 PM. All of the policies need to be reviewed and dated.

Building and Grounds; There was an incident reported. The stones by the side steps were stuck by a village vehicle while snow plowing and will need to be repaired. Maija reported that the Village disapproved of the window project. Maija set up a meeting with Dean Hilliard and the Mayor, John King, and they were concerned about possible mold in the walls but are in agreement that the project is needed. They are going to come in and put a camera in the walls to

inspect for mold. One other concern was the fact that only 2 bids were received for the project despite the fact that 4 requests for bids were sent out. Only 2 of the businesses responded with bids. In the future we were told we need to submit projects in writing to the village first. Work has begun however.

Fund Raising/Grant/Community Relations Committee; did not meet. It was noted that the baskets on display will be raffled off on April 7th.

Board Actions

Approval of Bookkeeper position changes

This issue was brought to the full board which went into executive session at 6:12 PM. The board came out of executive session at 6:19. Gary made a motion to affect the changes in the bookkeeper's position as discussed, Fred seconded the motion and all members present approved.

Approval of Nationwide Library conference for Daniel Butler

This was discussed and it was ultimately felt that the expenses for this particular conference in Chicago were too costly. Gary made a motion to not approve this conference which was seconded by Marian. This motion failed. However, there was a new motion made by Gary to support Daniel going to the NYS Library meeting in the fall of 2017 which was seconded by Fred. All were in favor and this new motion was approved.

Board Information

Old Business – the window project has already been discussed.

New Business – none.

Library Director's Report; Roxanne reviewed the existing programs and projects, ongoing children's programming and activities and reported that all is going well. The Annual Report for the state has gone out. The circulation statistics for January 2017 were 684 (up from 584) and February stats were 766 (up from 684) which made everyone happy. In addition, she reported that the Historical Society wants the map cabinet and the plan is to have it go into their new building. The maps will be kept in the vault which is climate controlled until the room is ready. Roxanne also noted that from now on, she will be giving a Director's Report for an entire calendar month.

President's Report; Maija reported that she wrote a letter regarding the Parish House use disapproval to the Dioceses of the Episcopal Church. She did receive a call back and was able to explain our need further. She was told that the Bishop would get back to her regarding this.

Public Expression; None.

Adjournment; Elaine moved that the meeting be adjourned, seconded by Marian and all in favor. Meeting adjourned at 6:52 PM.

Next Meeting; April 25, 2017 at 6:00 PM

Respectively submitted,
Cindy Emerson

MONTOUR FALLS MEMORIAL LIBRARY

Minutes of Trustees Meeting

April 25, 2017

Trustees Present: Maija DeRoche, Marian Saks, Fred Sibley, Jeremy Crawford, Elaine Dalrymple. Library Director Roxanne Leyes also attended.

Trustees Absent: Gary Emerson, Cindy Emerson, Phil Archer, Vince Chicone, Heidi Berghoff.

The meeting was called to order by President DeRoche, who opened the meeting at 6 pm. A quorum was not present.

Minutes from March 28, 2017, submitted by Cindy Emerson, were reviewed. Maija said that the last sentence of the second paragraph which starts out 'Minutes from February 28, 2017...' should be removed. Maija will ask Cindy to do this. The minutes were received with this change and filed.

Treasurer's report for March 2017, submitted by Marian Saks, was reviewed. There is a balance of \$181,167.73 in all the accounts. Fund raising is at 44% of the budgeted amount due to the raffle. The custodian wages are down due to Janet being out. The insurance is at 95% due to multiple payments for workman's comp. insurance; we just paid for 2017. Marian thinks there is an error (the amount charged is based on wages for the previous year at year end) and she is going to call them tomorrow. The audit bill was paid in the beginning of March. The cost share STLS fees are \$917 under budget for the year. The bus trip shows as a negative number because payment for the bus would be made in April. But the trip was canceled and Roxanne said she will get a refund check. Marian asked what needs to be done to get the grant funding and Roxanne said she is working on the report. Elaine asked why the tax levy line shows as negative and Marian said it is because the money actually came in 2016 and that is how the program enters it, but she can change this so it does not show as a negative. The treasurer's report was received and filed.

Committee Reports:

Finance Committee; did not meet. Rebecca and Marian met on Sunday and it looks like the Assistant Bookkeeper position will be helpful.

Audit Committee; Elaine reviewed the minutes of that meeting. Everything was in order except for a few minor discrepancies. Elaine will send an electronic copy of the notes to Marian so she can respond to those in writing, after she has reviewed them. An outside audit should be done every 3 years. Someone asked if John Terry had done one recently and Marian said she was not aware of one. So, an outside audit may be needed next year.

Personnel/Nominating/Policies Committee; there was to be a meeting on April 11 but Maija was the only one there. She looked over some policies. The Constitution and the By-Laws date back to 2013. Jeremy, Gary, Heidi, and Maija need to meet.

Building and Grounds Committee; did not meet. All the work is just about done on the meeting room; more trim needs to be finished. Roxanne left a message for Dean, Village Code Enforcement Officer, to come and do a final inspection. The Village needs to come and get the paint off the windows.

Fund Raising/Grant/Community Relations Committee; did not meet. Roxanne is not sure how much the raffle raised.

Board Actions

None of the items (Appointment of Ashley Durfee to the position of Children's Librarian; Appointment of Susannah Burlew from a per diem to two staff positions, Children's Library Assistant and clerk on Saturdays; Appointment of Ryan Yaskulski to a per diem staff position) could be voted on as there was not a quorum.

Board Information

Old Business – nothing further to discuss.

New Business – none.

Library Director's Report; Roxanne reviewed the existing programs and projects, on-going children's projects and activities and reported that all is going well. The circulation numbers keep going up.

The trip to NYC has been postponed until Sept. 24. The trip to Longwood was canceled. Roxanne said she is not sure why the reservation numbers are down; it just seems people feel uncomfortable traveling to cities right now. These trips used to make the library lots of money. But Marian pointed out that in the budget we show them at a \$1,500 loss because the Board sees the trips as a community service. Marian added that since these bus trips are not really fund raisers. Maija said perhaps we should do them every other year vs. every year. Roxanne commented that Ryan should be good help as he was a history major. Money is being made on the library carts; \$60 was made in one day recently. Roxanne attended a Chamber of Commerce event and did a presentation for their staff to familiarize them with our programs.

The framed, large Tompkins County and Chemung County 1853 maps that hung from the wall in the meeting room are now up at the Schuyler County Soil and Water Conservation District (SWCD) office at 2400 Meads Hill Rd. on loan. (Roxanne's director's report says Steuben County instead of Chemung.) Elaine commented that the loan paperwork that she signed when

Roxanne brought up the maps does not indicate anything about liability. Elaine would like Jerry Verrigni, the District Manager of SWCD, to sign the library form as Elaine is just a contract employee for SWCD now, so does not have SWCD insurance coverage. Jerry would like paperwork that shows that the maps are covered under library insurance. Roxanne will get an estimate of the value of the maps and then get a rider on the library insurance from the Senka Agency. Elaine said she has enjoyed examining the maps, which have an enormous amount of historical information on them and are beautiful.

Roxanne reviewed the Early Literacy Programs. She said it is a transitional time; the children are getting younger because there are pre-school programs at both schools and Head Start. She said she has enough staff for now to cover things. We are still waiting to hear about whether we can use the Episcopal parish house. Roxanne said, Blankets and Books will start in June, and continue through July and August on Tuesdays at Havana Glen; the staff will have Stories on the Porch on the side porch of the library in July and August, Tuesdays through Fridays. She would bring cushions out from the library, have a water cooler, and gear the program to whatever age group shows up. In the summer, grandparents are often taking care of their grandchildren so this might be an audience.

President's Report; Maija asked when Vince will be returning and Roxanne was unsure, his schedule is such that he works until 6:30 or 7 pm. Heidi is undergoing treatment for a serious illness. Maija is going to call the Episcopal diocese again about our use of the parish house but at least now we have the meeting room that can be used. The next meeting will be May 23 but Maija will be in Finland. She will do the meeting agenda before she leaves. Reports should be given to her before her departure so she can get the meeting packets together.

Public Expression; None

Adjournment; Fred moved that the meeting be adjourned, seconded by Jeremy, and all in favor. Meeting adjourned at 6:50 pm.

Next Meeting; May 23, 2017, at 6 pm.

Minutes taken by Elaine Dalrymple

Montour Falls Memorial Library

Minutes of Trustees Meeting

May 23, 2017

Trustees Present: Marian Saks, Gary Emerson, Jeremy Crawford, Elaine Dalrymple, Cindy Emerson, Phil Archer and Library Director, Roxanne Leyes

Trustees Absent: Heidi Berghoff, Maija DeRoche, Fred Sibley, Vince Chicone

The meeting was called to order at 6:07 PM, by acting President, Phil Archer. A quorum was present.

1. **Agenda** – no changes or additions
2. **Approval of Minutes** from April 2017 – no changes or additions. The minutes were received and filed
3. **Treasurer's Report** – submitted by Marian. She reviewed the April 2017 report and answered questions regarding the insurance, payroll fees and repairs lines. The Repairs is at 90% due to renovation but part of this overall expense is paid for with the 2016 grant money. The children's program expense is at 50% due to payment for the August storytelling performance. The Treasurer's Report was received and filed.

Committee Reports:

Finance Committee: did not meet.

Personnel/Nominating/Policies Committee: did not meet.

Building and Grounds Committee: did not meet, however Roxanne reported that she cleaned out the rain garden area and planted vegetables with the children. She noted that the rain garden will need to be revamped in the fall.

Fund Raising/Grant/Community Relations Committee: Phil reported that there will be a meeting next month. He said that the winter raffle went well and thanks to Phil for procuring most all of the raffle items! Phil mentioned that there are grants available from the STLS foundation. He said that our library has not received a grant in a while and that perhaps we should consider applying for one. Phil volunteered to help Roxanne, although it may be a bit more difficult, she pointed out, since the library building is owned by the village. Phil said he would be glad to go to the Village Board meetings to explain the importance of applying for grants since there is money available. Roxanne is going to create a list of things that need to be done, including an electrical upgrade, fixing cracks in the outer wall/brickwork and fixing the stone porch.

Board Actions;

Appointment of Ashley Durfee to the Position of Children's Librarian. Jeremy made the motion to appoint Ashley to this position, seconded by Marian. The motion was unanimously approved by all.

Appointment of Susannah Burlew to a per diem staff position. Jeremy made the motion to appoint Susannah to this position, seconded by Gary. The motion was unanimously approved by all.

Appointment of Ryan Yaskulski to a per diem staff position. Marian made the motion to appoint Ryan to this position, seconded by Jeremy. The motion was unanimously approved by all.

Board Information:

Old Business: the flyer is complete now and it is a self-guided walking tour of Historic Havana and the Glorious T area.

New Business: The Watkins Glen Rotary Club has extended an invitation to Phil to speak about his involvement in our local library, the New York State Board of Trustees and the STLS Foundation, date to be announced. Roxanne has also been contacted, by Rotary, to speak on the topic of children's literacy. Roxanne mentioned that the #s for Sundays have been dropping off, so there will not be Sunday hours for the summer months. Gary's historical walks have started and his bike tour is scheduled for Saturday, June 3rd. The bikers will meet at TOPS in W. Glen and ride to Millport & back discussing many historical topics along the way.

Library Director's Report: Roxanne reported on the General and Children's Programs. The circulation stats are down somewhat for April, but not sure why. There is a shift in participants with more tourists starting to visit. Roxanne also reviewed the many programs & projects in April and announced that the Farmer's Market has started again on Thursdays. Phil noted that the market is incredible and reminded us all to support it and the wonderful musicians who perform there.

President's Report: There has been no contact from or with the Episcopal Diocese in Rochester in regards to the Parish House space. Phil reminded us that we all need to read our board packets ahead of time, note our comments, and be ready to discuss the issues at our meetings. Marian and Phil both mentioned that our board needs to seriously think about who can be the next Board President when Maija moves out of the area. Phil said that he is away too much to be able to step in as President. Roxanne has a person who may be interested in becoming a trustee since we are also going to be losing Jeremy from the Board of Directions. We wish him the best in his new endeavors.

Public Expression: none

Adjournment: meeting adjourned at 6:53 PM.

Next Meeting; June 27, 2017, 6:00 PM

MONTOUR FALLS MEMORIAL LIBRARY
Minutes of Trustees Meeting
June 27, 2017

Trustees Present: Maija DeRoche, Gary Emerson, Marian Saks, Cindy Emerson, Fred Sibley, Phil Archer and Elaine Dalrymple. Library Director, Roxanne Leyes also attended

Trustees Absent: Vince Chicone, Heidi Berghoff

Guest: Sam Shama. Introductions were made and all welcomed Sam

The meeting was called to order by President DeRoche who opened the meeting at 6:02 PM. Determining that there was a quorum, with no additions to the agenda, the meeting proceeded.

Minutes from May 23, 2017 submitted by Cindy Emerson were reviewed. One change noted regarding the appointment of Susannah Burlew. Her position needs to be changed from "per diem staff" to Assistant to the Children's Library. The minutes were received and filed with the addition of the correction.

Treasurer's report for May 2017, submitted by Marian Saks, was reviewed. The total for the Checking/Savings account is \$151,641.46. The portion for the Children's library is listed as \$17,481.96. Marion noted that the Income and Expense line should be at 42% at the end of May. Wages are slightly under budget due to staffing changes. The insurance is over budget due to worker comp increase. Marion asked about the 3 charges of the NYS library association dues and after discussion it was deemed to be correct. The report was discussed and filed.

Committee Reports;

Finance Committee; have not met

Personnel/Nomination/Policies Committee; have not met

Building and Grounds; have not met, but it was noted that the broken steps outside have still not been repaired yet. There is also a bike rack still to be installed as well.

Fund Raising/Grant/Community Relations Committee; did not meet.

Board Actions; There were no board actions

Board Information

Old Business – none

New Business – community request - please see below

Library Director's Report; Roxanne reviewed her report including the general and children's programs. Again the circulation stats total is up for May. Ashley Durfee was hired as the new children's librarian and Susanne Burlew as the assistant. Margaret Harris, a retired librarian, will be on the per-diem list. She has a lot of skills to offer. Sarah Kurcoba's last day was June 2 and she is going to replace Harriet Eisman as the Watkins Glen librarian upon her retirement. Roxanne will attend Harriet's upcoming retirement party. Roxanne thanked Gary for the new Glorious T/Historic Havana walking tour brochures and it was noted that the history walks have started. Gary also had 5 people for the bike tour that he led as well.

President's Report; Maija reported that there has been no response from the Diocese or the Village regarding the program space previously discussed. The search for more space will be tabled for now.

Public Expression; Sam told us that he had been a member of a library board at his previous place of residence and is very interested in our library and in becoming a board member. He is a retired teacher and currently resides in Burdett. Maija asked Sam to send a resume and letter of intent and we will review this material at our next meeting.

Gary made a motion, at 6:25 PM, to go into Executive Session to discuss information requested by community members. Phil seconded. Board went out of executive session at 6:59 PM, motion made by Marian and seconded by Gary.

Adjournment; Marian moved that the meeting be adjourned, seconded by Gary and all in favor. Meeting adjourned at 7:00 PM.

Next Meeting; July 25, 2017 at 6:00 PM

Respectively submitted,
Cindy Emerson

MONTOUR FALLS MEMORIAL LIBRARY
Minutes of Trustees Meeting
July 25, 2017

Trustees Present: Maija DeRoche, Gary Emerson, Marian Saks, Cindy Emerson, Fred Sibley, Phil Archer and Elaine Dalrymple. Library Director, Roxanne Leyes also attended

Trustees Absent: Vince Chicone, Heidi Berghoff

The meeting was called to order by President DeRoche who opened the meeting at 6:02 PM. Determining that there was a quorum, with no additions to the agenda, the meeting proceeded.

Minutes from June 27, 2017 submitted by Cindy Emerson were reviewed. The following corrections were noted; in first sentence from the minutes report, "changed" needs to be "*change*". In the first sentence under President's Report "previous" needs to be corrected to "*previously*" and in the Public Expression, 3rd sentence *Maija*'s name needs to replace Roxanne. The minutes were received, with the corrections, and filed.

Treasurer's report for June 2017, submitted by Marian Saks, was reviewed. Marian reviewed the budget figures and reported that the income and expense line items should be at 50 % at the end of June. The fundraising line is down at this point in time but efforts will begin again in the fall. She noted that the dues need to be adjusted since a portion (\$448) is actually allocated for continuing education. Marian reminded that all receipts need to be turned in. The report was approved and filed.

Committee Reports;

Finance Committee; did not meet

Personnel/Nomination/Policies Committee; did not meet

Building and Grounds; did not meet however Roxanne spoke to Vince Chicone about the outside steps that still need to be repaired and Vince said he would bring it up at the next Village Board meeting.

Fund Raising/Grant/Community Relations Committee; Phil, Cindy and Roxanne met on July 12, 2017. It was noted that there are still ornaments for sale. Phil and Cindy are getting donations for the basket raffle. A donation list will be compiled by Daniel. Next meeting set for August 15th at 1 PM.

Board Actions

1. **Accept the resignation of Jeremy Crawford as Trustee;** Cindy made a motion to accept his resignation with regret, seconded by Phil. All approved.
2. **Approve the appointment of Sam Shama to the position of trustee;** tabled until next meeting since Sam was unable to attend this meeting
3. **Approve the revision of the Constitution and Bylaws;** Phil made a motion to approve the revision, pending the correction of a few typos noted. Seconded by Gary and approved by all.
4. **Approve funding for Daniel Butler to attend the NYLA Conference;** this conference is being held in Saratoga Springs on November 9-11th, 2017. The registration fee is \$213, lodging is \$500. Daniel will be asked to provide all receipts, including mileage upon his return. Marian made the motion to approve Daniel's attendance at this conference, seconded by Phil and approved by all.
5. **Authorize payment of two (2) extra hours for Rebecca Cerne for this current payroll;** Phil made a motion to approve this payment, seconded by Fred and all approved.
6. **Authorize a purchase of a desktop computer;** Phil made a motion to approve this purchase for Roxanne, seconded by Marian and approved by all.

Board Information

Old Business – none

New Business –

1. Grant from Senator Thomas O'Mara and Assemblyman Phil Palmesano; Roxanne received a letter, dated June 27, 2017, informing the library that funding in the amount of \$2,500 was approved by the NYS Legislature. The resolution authorizes the use of funds from the 2017-18 adopted budget for costs associated with the library's general fund. Cindy will write a thank you note.
2. Update of trustee contact information – a list was sent around for corrections and updates.
3. Fred attended the STLS foundation meeting on July 11th. He recommend that next year we should submit a project for possible grant funding as the foundation is looking for grant opportunities.
4. On July 17th Phil spoke to the Rotary Club and presented roses to the outgoing Watkins Glen librarian and their new incoming librarian.
5. Phil also reported that he attended the library's Adult Story Telling Circle along with 5 other folks. They had a great time and the next circle is scheduled for July 24, 2017.

Library Director's Report; Roxanne reported for June 2017. Circulation statistics were down for June which Roxanne said is usually typical for the summer months. However - holds received, filled and placed were all up! There were several programs and projects in June, all doing very well. Roxanne accepted an award from the Health Department as part of their wellness initiative, HEAL Schuyler. Roxanne also met with the Rotary Club regarding Early

Literacy Program funding and there may be the possibility of matching or even sustaining funding. Schuyler Hospital's Seneca View is interested in developing a reading program for the long-term care residents. Ongoing discussions are being held. Roxanne also reported that the New York Times online usage continues to be very high. The ongoing Early Literacy Programs were discussed and several July and August events were highlighted. These popular & successful programs are being promoted with flyers, event calendars, via Facebook and through the library website.

President's Report; Maija conducted a review of the letter in response to the concerns of some community members. The board members all reviewed the letter and it is to be mailed out on July 26th via certified mail. It was also noted that Phil will be acting President in September since Maija and Jim are relocating out of the area.

Public Expression; None.

Adjournment; Elaine moved that the meeting be adjourned, seconded by Gary and all in favor. Meeting adjourned at 7:10 PM.

Next Meeting; 8/22/2017 at 6:00 PM

Respectively submitted,
Cindy Emerson

MONTOUR FALLS MEMORIAL LIBRARY
Minutes of Trustees Meeting
August 22, 2017

Trustees Present: Phil Archer, Maija DeRoche, Cindy Emerson, Gary Emerson, Marian Saks, Fred Sibley and Library Director Roxanne Leyes

Trustees Absent: Vince Chicone, Heidi Berghoff, Elaine Dalrymple

Guest; Phil Cherry

The meeting was called to order by President DeRoche who opened the meeting at 6:07 PM. Determining that there was a quorum, with no additions to the agenda, the meeting proceeded.

Minutes from July 25, 2017 submitted by Cindy Emerson were reviewed. One correction noted; under new Business, item #3, Phil Archer attended the STLS meeting, not Fred. Minutes were received and filed with the correction. Daniel had asked if the minutes should be posted to the website. Maija said that they should not go out until the minutes have been approved. It was decided that the minutes would be posted starting January 2018 and will be kept on file for a year. Hard copies are always kept at the library to be read as well.

Treasurer's report for July 2017, submitted by Marian Saks, was reviewed. The Checking/Savings total as of 7/31/17 is \$134,115.59. Marian discussed the budgetary items of note and all is looking good. The report was discussed, received and filed.

Board Actions

Maija asked the board to go into executive session at 6:23 PM. This was approved by Phil and seconded by Fred, to discuss appointment of a new Trustee. The board was out of executive session at 6:26 PM.

Appointing of Sam Shama to the position of Trustee; Phil made a motion to appoint Sam as a new Trustee, seconded by Gary and all were in favor. This action was approved.

Approval of dollar amount allotted for the purchase of a new desktop computer. The purchase was approved in July 2017. Marian made the motion to approve up to \$1,000 for the purchase of a new computer, seconded by Cindy and this was approved by all.

Committee Reports;

Finance Committee; did not meet. Marian stated that the budget work will begin in September and will be meeting at that point.

Personnel/Nomination/Policies Committee; did not meet. Maija has a copy of the 2015 policy manual which seems to have some missing policies. She will send what she has to Daniel to put together for review.

Building and Grounds; did not meet, however Roxanne spoke about the bike rack and where it should be placed. She noted that the repair of the broken steps has not taken place yet.

Fund Raising/Grant/Community Relations Committee; did not meet. Next meeting scheduled for September 19th at 1 PM. Phil sent around the list of all of the fundraising donations received so far. The goal is to set up the raffle baskets in September. Phil also suggested that the committee should work on a grant proposal for STLS foundation funds. It was felt that money for construction could be well spent. Roxanne is also working on a new fundraising letter since we need to raise matching funds now that the money proposed from the Rotary club may not come after all. The Rotary club is interested in a bookmobile, which may not be that effective in our area, per Roxanne. She also said that we need 1 other person to be available to sign checks if Vince is not available and Roxanne asked Fred if he would be available and he agreed.

Board Information

Old Business;

The Policy and Procedure Manual was already discussed.
Insurance issues with items in locations other than the library; Maija wants to be sure all items belonging to the library are insured. In particular, the map located at the Soil & Water location was questioned. Roxanne will ask Elaine about it.
We may need a rider on our existing policy to add additional items.

New Business;

Board meeting date change? Roxanne said that Ashley gave us the August info and she will ask her to just give us the info for the month prior to our meetings. The date of the Board meetings was not changed at this time.

Update on the resignation of Board president, Maija DeRoche; Due to Maija's relocation, her resignation will be effective at the close of business on September 30th, 2017.

STLS Annual meeting; Maija reported that this meeting will be held in October at Watson Homestead. Maija highly recommends that Trustees attend this meeting. Info will be made available regarding the specifics of this meeting.

Roxanne stated that the Library is actually become a "tourist center" and she feels that is not a good idea to have only 1 person on staff in the evenings. Unfortunately she mentioned that with the drug activity in the downtown area it may not be a safe environment for the children who frequent the library as well. She proposed adding extra staff from 3:30 – 6:30 PM for a total of 12 extra hours per week. Marion figured that that would cost ~ \$168/week and \$2,700 for the rest of this year.

Board Action: Marion made a motion to increase the staffing and library hours by 12 hours/week, seconded by Phil. All approved and the motion carried effective immediately. Marian started that she will be able to budget for this increase for next year as well..

Library Director's Report; Roxanne reported that total circulation for July was up again with the tourists and summer lake residents stopping by. There were 1,082 visitors and 396+ reference questions noted. She is also looking through the fiction and non-fiction books and weeding out those publications that have not been taken out in the past 10 years. The Early Literacy Programs are also doing very well! Roxanne said that the bus trip to NYC on September 24th has room for more people and it should be a great trip for all.

President's Report; Maija had nothing further to report.

Public Expression; Phil Cherry stated he was very happy to be here and expressed his interest in becoming a trustee! Phil is the former Director of Cornell Cooperative Extension.

Adjournment; Gary moved that the meeting be adjourned, seconded by Marian and all in favor. Meeting adjourned at 7:16 PM.

Next Meeting; September 26, 2017 at 6:00 PM

Respectively submitted,
Cindy Emerson, Secretary

MONTOUR FALLS MEMORIAL LIBRARY

Minutes of Trustees Meeting

September 26, 2017

Trustees Present: Maija DeRoche, Gary Emerson, Marian Saks, Cindy Emerson, Phil Cherry, Sam Sharma, Phil Archer, Elaine Dalrymple and Library Director, Roxanne Leyes

Trustees Absent: Vince Chicone, Heidi Berghoff, Fred Sibley

The meeting was called to order by President DeRoche who opened the meeting at 6:00 PM. Determining that there was a quorum, and no additions to the agenda, the meeting proceeded.

Minutes from August 22, 2017 submitted by Cindy Emerson were reviewed. One error noted on the last page under Public Expression – it was incorrectly reported that Phil Cherry was the former Director of Cornell Cooperative Extension. Please note that Phil is the current Director. The minutes were received and filed with this correction.

Treasurer's report for August 2017, submitted by Marian Saks, was reviewed. Marian noted that there is \$25,416.15 remaining in the budget for Media purchases in the General Account. She advised that the credit card needs to be used for any purchases no later than the beginning of December to be counted in this year's budget. There is also enough left in the budget for Continuing Education to be able to send another staff person to a meeting before the end of the year. The checking and savings accounts are all looking good. The report was received and filed.

Board Actions

Appointing of Phil Cherry to the position of trustee. The board went into Executive Session at 6:15 PM and out again at 6:17 PM

Phil Archer made a motion to appoint Phil Cherry as a trustee, seconded by Cindy. All were in favor and this action was approved.

Committee Reports;

Finance Committee; did not meet

Personnel/Nomination/Policies Committee; did not meet

Building and Grounds; did not meet but it was noted that the bike rack has been installed!

Fund Raising/Grant/Community Relations Committee; did not meet. Phil Archer mentioned that there have been a lot of donations received for the raffle baskets which will be put together tomorrow. Hopefully this will be a great fund raiser for the library.

Board Information

Old Business:

Policy and Procedure Manual – Maija is going to get it updated and will give it to Daniel when done.

Insurance Issues -concerning items in locations other than the library. There is a 2-sided map in Elaine's work office with an estimate of \$10,000 in value. This will cost \$100/year for the insurance rider which has now been taken care of.

Update on resignation of Maija DeRoche – her effective resignation date is 9/30/2017 but is still legally a resident of Montour falls until October 2, 2017.

STLS Annual Meeting – This meeting is scheduled for October 17th at Watson Homestead. Anyone interested in attending the training session is asked to register soon.

STLS Foundation Grant – Phil Archer again encouraged our board to consider applying for a grant which is usually about a \$1,000 cap. Roxanne brought up the fact that the basement is in dire need of remodeling which the STLS construction grant could assist with. We would have to draw up a proposal and present it to the Village Board for their approval.

Check Signers – it is felt that we should have an additional person available who can sign checks if others are unavailable. Cindy said she would be available to help out and was told to go to Chemung Canal bank to fill out the appropriate paperwork.

New Business:

NYLA Conference– This conference is planned for November 9th in Saratoga Springs, NY. Daniel Butler, our office manager, is planning to attend as well as Phil Archer.

Library Director's Report; Roxanne reviewed the Early Literacy Program's August events and noted that Ashley attended her first Head Start Board meeting representing the library and she is doing very well. The Facebook page is gaining followers and is a great resource for advertising all of the great events going on along with the Library website. The overall circulation stats are up again for August at a total of 838. Jessica Westlake has been hired as a clerk and is doing a great job. All the programs are going very well! Roxanne told us that Julie Morris from the Schuyler County Historical Society is going to volunteer to go through the rest of the boxes of materials stored at the library.

President's Report; Maija reported that she recently received a Merit Award from the STLS Board (Congratulations Maija!) and she feels that the award should go to the library and she gave it to Roxanne. Maija also spoke to our new board members about the *Historical Research Concerned Citizens of Schuyler County* group who had asked for all sorts of documentation and disclosures which were all acknowledged and responded to with an extensive and thorough package of documents mailed to this group. Maija just received another letter dated

9/26/17 from the group, stating that they still had some questions and concerns and would be preparing another letter to send to the board requesting "straightforward and complete answers" to original inquiries.

Maija composed a heartfelt official resignation letter which Cindy read to the board. She turned in her keys and a box of files to Roxanne. We will all miss Maija very much and thank her so much for all of her dedication and time spent for the library and as Board President.

Public Expression; None.

Adjournment; Marian moved that the meeting be adjourned, seconded by Sam and all in favor. Meeting adjourned at 7:10 PM.

Next Meeting; October 24, 2017 at 6:00 PM

Respectively submitted,
Cindy Emerson

MONTOUR FALLS MEMORIAL LIBRARY
Minutes of Trustees Meeting
October 24, 2017

Trustees Present: Phil Archer, Vince Chicone, Elaine Dalrymple, Gary Emerson, Cindy Emerson, Marian Saks, Sam Shama, Fred Sibley and Library Director Roxanne Leyes also attended
Trustees Absent: Heidi Berghoff, Phil Cherry

The meeting was called to order by Acting President Phil Archer who opened the meeting at 6:00 PM. Determining that there was a quorum, and with no additions to the agenda, the meeting proceeded.

Minutes from September 26, 2017, submitted by Cindy Emerson, were reviewed. A spelling error in Sam Shama's name was noted. The minutes with the correction were received and filed.

Treasurer's report for September 2017, submitted by Marian Saks, was reviewed. It was reported that there is a balance of \$110,730.12 in the total Checking/Savings account as of 9/30/17. Gary made a motion to approve this report, seconded by Fred. All agreed. This report was received and filed.

Committee Reports;

Finance Committee; this meeting was held on 10/19/17 to work on the upcoming 2018 budget for the general operating funds and the children's library funds. To be discussed further under New Business section of the meeting.

Personnel/Nomination/Policies Committee ; did not meet

Building and Grounds ; did not meet, however Vince said that the front door should be fixed and he will bring this matter up with the village.

Fund Raising/Grant/Community Relations Committee; did not meet, but Phil noted that the baskets are all filled and out for the library patrons & guests to view and buy raffle tickets.

Board Actions;

1. **Approve funding for a new laptop;** Cindy made a motion to approve, getting 3 quotes and spending up to \$1000 for a new laptop. In addition, there will be a \$200 fee to have this laptop included in the network. Elaine seconded the motion which was approved by all and motion carried.
2. **Approve funding for a new carpet;** Roxanne said that the size needed is approximately 10' x 13' for this carpet out front. Gary made the motion to approve this purchase of up to \$1200, with 3 quotes received, seconded by Marian. All approved and the motion carried.

3. Approve a Fine Free library; Fred made a motion to stop collecting overdue book fines beginning in January of 2018. This was discussed and thought of very favorably. Marian seconded the motion and all were in favor. This motion was approved.

4. Approve a lost book amnesty program; Fred made a motion to institute a lost book amnesty program beginning in January of 2018, seconded by Gary. All were in favor and the motion passed.

Board Information;

Old Business: Cindy wanted to know if there was any update regarding the correspondence from the Historical Research Concerned Citizens of Schuyler County group? Roxanne said that she has not received any further correspondence to date.

New Business: Discussion of the 2018 budget. The budget worksheets were shared by Marian and explained. In addition, various needed projects were discussed such as redesigning the back ramp and back room to create more space for a book room as one idea. The purchase of a projector for presentations on site was another suggestion. Vince said he would work on these ideas and more to help prioritize projects with Roxanne in the near future.

Library Director's Report; Roxanne reviewed the circulation statistics and noted that although overall numbers were down by 32, many of the areas were up, including new juvenile fiction, DVD requests, audio books (juvenile and adult) and large print copy requests. Roxanne also reported on the September programs, and projects. She is going to attend a seminar on handling safety problems on 10/25, sponsored by the STLS Director's Advisory Board. Roxanne reviewed the Early Literacy programs, activities and outreach for September. Roxanne was happy to report that the matching funds donations have been met!

President's Report; Phil had nothing to report at this time.

At this time, Marion moved to go into Executive Session, at 7:17 PM, to further discuss the first draft of the 2018 budget. The board was out of Executive Session at 8:06 PM

Public Expression; None.

Adjournment; Gary moved that the meeting be adjourned, seconded by Elaine and all in favor. Meeting adjourned at 8:08 PM.

Next Meeting; due to the Christmas Holiday, it was agreed upon to hold our next meeting a week early on December, 19, 2017 at 6:00 PM

Respectively submitted, Cindy Emerson

Montour Falls Memorial Library

Minutes of Trustees Meeting

December 19, 2017

Trustees present: Cindy Emerson, Gary Emerson, Phil Cherry, Sam Shama, Elaine Dalrymple, Marian Saks, Fred Sibley, Vince Chicone, and Library Director Roxanne Leyes

Trustees absent: Phil Archer, Heidi Berghoff

The meeting was called to order by Cindy Emerson, acting in place of Acting President Phil Archer, at 6 p.m.

Minutes from November 28, 2017 submitted by Cindy Emerson were reviewed and approved.

Treasurer's Report for November 2017 was submitted by Marian Saks, reviewed and accepted. See separate Treasurer's Report.

Committee Reports:

Finance Committee- Did not meet. Will meet again in February.

Personnel/Nomination/Procedures Committee- Did not meet. Will meet again in February.

Building and Grounds Committee- Did not meet. Will meet next on Thursday, January 18, 2018 at 5 p.m.

Fund Raising/Community Relations Committee- Did not meet. Will meet again in February.

Board Actions:

1. Annual Election of Officers- The Board needed to elect a new president and secretary.

Marion Saks made a motion to nominate Cindy Emerson for president. It was seconded by Phil Cherry. The motion was approved by all and the motion carried.

Cindy Emerson made a motion to nominate Gary Emerson for the position of secretary. The motion was seconded by Marian Saks, and was approved by all. The motion carried.

2. Appointments of Committee Members- The committees were established with the following members:

Finance Committee Personnel/Nominating/Policies

Vince Chicone
Marian Saks
Heidi Berghoff

Gary Emerson
Sam Shama
Elaine Dalrymple
Heidi Berghoff

Fundraising

Cindy Emerson
Phil Archer
Fred Sibley
Heidi Berghoff

Building and Grounds

Roxanne Leyes
Vince Chicone
Phil Cherry

The motion to accept the appointments to the committees was made by Elaine Dalrymple. It was seconded by Fred Sibley. All approved the motion and it carried. Each committee will choose a chairperson when they meet.

3. Vote to approve fully funding the Paid Family Leave and Disability Benefits that are required as of January 1, 2018 at a cost of \$700 per year. Motion to approve it was made by Gary Emerson, and seconded by Elaine Dalrymple. Motion approved by all. Motion carried.
4. Approval of the 2018 budget. Vince Chicone made the motion to approve the budget. Seconded by Elaine Dalrymple. All approved. Motion carried. Budget can be seen on separate handout summary from Marian Saks.

Board Information:

Old Business- A letter was received from Stephen Compese, dated 12/7/17 as well as a response to it from Brian Hildreth at STLS that was sent to Sharon Philips at the NYSED on 12/15/17. The Compese letter requested an inventory of the library holdings given out on long-term loans as well as what was retained in the library. Given that fulfilling the request would require an inordinate number of hours for the library director the board decided not to send the inventory. The board will send a letter explaining the decision.

New Business- The board considered the possibility of applying for a Sustainable Library Certification. The board will consider it in further detail at the January meeting.

Library Director's Report- Roxanne Leyes submitted her report from November 2017. On November 27 Sarah Kurcoba was hired as a Librarian and Early Literacy Specialist. The new carpets arrived and are very nice. Daniel attended the NYLA conference in Saratoga Springs and learned a lot from it, especially about the Sustainability Initiative. More details available in the separate Library Director's report.

President's Report- None

Public Expression- None

Adjournment- Fred Sibley made a motion to adjourn at 7:03 p.m., seconded by Marian Saks. All approved.

Next Meeting- January 23, 2018

Respectfully submitted, Gary Emerson

1. The Corporation Name

2. The Corporation's principal office and principal place of business, and the names and titles of its officers and directors.

3. The Corporation's principal business or businesses.

4. The Corporation's principal assets.