

Montour Falls Memorial Library
Minutes of Trustees Meeting
January 23, 2018

Trustees present: Elaine Dalrymple, Marian Saks, Gary Emerson, Cindy Emerson, Phil Cherry

Trustees absent: Sam Shama, Phil Chicone, Fred Sibley, Heidi Berghoff, Phil Archer

The meeting was called to order by Cindy Emerson at 6:03 p.m. There was not a quorum present.

Minutes from the December 19, 2017 meeting were submitted by Gary Emerson, reviewed, and approved.

Treasurer's Report for December 2017 was submitted by Marian Saks and approved.

Committee Reports:

Finance Committee- met on January 18, 2018. They met to do the audit. Cindy Emerson, Vince Chicone, and Marian Saks were present. The 2017 budget was filed.

Personnel/Nomination/Procedures Committee- did not meet

Building and Grounds Committee- met on January 18, 2018. Roxanne Leyes, Phil Cherry, and Vince Chicone met and discussed that the village wants to bring the doors to the library up to code by adding crash bars on the inside. Vince was going to get an estimate for the door work.

Fund Raising/Community Relations Committee- did not meet


Board Actions:

No actions since there was not a quorum.

Board Information:

Old Business-Update regarding letter from Stephen Compese, et. al. dated 12/7/17. Brian Hildreth of STLS reported that Sharon Philips of NYSED would respond to the letter.

New Business- Discussion on the sustainable library option; it was decided to put that off until sometime in the spring. The board also discussed applying for additional funding next year through the tax levy. A letter would have to be submitted to the school board. Cindy Emerson will find out when it must be in by and the board may have to have a special meeting to consider it.


Library Director's Report- Director Roxanne Leyes reported on the General and Children's programs. Roxanne is preparing the state report and gathering numbers for that report. She reported that over 13,000 people visited the library in 2017.

President's Report- Cindy Emerson reported that she and others will meet with state representatives in Big Flats at a Town Hall meeting. The state is considering cutting library funds and she hopes they can urge our lawmakers to not support that.

Public Expression- none

Adjournment- Motion to adjourn at 7:07 pm by Phil Cherry, seconded by Marian Sakes. Meeting adjourned.

Next Meeting- February 27, 2018 at 6 p.m. We may need to have a meeting sooner to consider asking for a small increase in funding through the school board for next year. We will need to get a quorum to vote on it.

Respectfully submitted, Gary Emerson



Montour Falls Memorial Library

Minutes of Trustees Meeting

February 27, 2018

Trustees present: Phil Archer, Heidi Berghoff, Marian Saks, Cindy Emerson, Gary Emerson, Elaine Dalrymple, Sam Shama, Phil Cherry

Trustees absent: Vince Chicone, Fred Sibley

The meeting was called to order by Cindy Emerson at 6 p.m.

Minutes from January 23 and January 30 submitted by Gary Emerson were reviewed and approved.

Treasurer's Report for January 2018 was submitted by Marian Saks, reviewed, and approved.

Committee Reports:

Finance Committee- Did not meet

Personnel/Nomination/Procedures Committee- Did not meet

Building and Grounds Committee- Did not meet

Fund Raising/Community Relations Committee- Did not meet. The committee will next meet on March 29 at 3 p.m.

Board Actions:

none

Board Information:

Old Business- none

New Business- Discussed plans to support the library aid vote in May. The Board also reviewed the Annual Report prepared by the library staff. It will be sent to STLS and then to the state.

Motion to approve the Annual Report- Phil Archer Second: Phil Cherry
All approved.

Library Director's Report- Library Director Roxanne Leyes submitted her report for January 2018. The library book sale will take place the week of March 19.

President's Report- Cindy Emerson presented her report for January 2018: She and Roxanne Leyes attended a meeting with our state representatives held in Big Flats to discuss state library aid legislation. The state legislators were optimistic that library aid would not be cut as drastically as first proposed in the state budget. Cindy will attend the Albany Advocacy Trip to be held on February 28, which will seek to get the funding restored.

Public Expression- None

Adjournment- Motion to adjourn by Marian Saks; seconded by Elaine Dalrymple. Meeting adjourned at 6:55 p.m.

Next Meeting- March 27, 2018 at 6 p.m.

Respectfully submitted, Gary Emerson

Montour Falls Memorial Library
Minutes of Trustees Meeting
March 27, 2018

Trustees present: Elaine Dalrymple, Marian Saks, Gary Emerson, Cindy Emerson, Phil Archer, Fred Sibley, Phil Cherry

Trustees absent: Heidi Berghoff, Sam Shama, Vince Chicone

The meeting was called to order by Cindy Emerson at 6:00 pm

Minutes from February 27, 2018 were submitted by Gary Emerson, reviewed, and approved.

Treasurer's Report for February 2018 was submitted by Marian Saks, reviewed and approved.

Committee Reports:

Finance Committee- Did not meet

Personnel/Nomination/Procedures Committee- Did not meet

Building and Grounds Committee- Did not meet

Fund Raising/Community Relations Committee- Did not meet, but meets next on March 29 at 3 pm.

Board Actions: none

Board Information:

Old Business- none

New Business- The board discussed progress on the construction projects. The board is still in the process of gathering three bids from various contractors

Library Director's Report- Roxanne Leyes reported that the Annual Report was submitted to the state. The Seed Library is going well. The Tanglewood Story Time was well attended by 80 people. On May 24, 2018 the Rotary Club is sponsoring an event at

Seneca Lodge called "Ribs and Riesling" to raise money for the Children's Literacy Program at the Library. The Backbone Ridge Oral History event at the library on February 24 went very well, and the library hopes to host more in the future.

President's Report- Cindy Emerson- The book sale in March was a success bringing in over \$1,000.

Public Expression- none

Adjournment- Phil Archer made a motion to adjourn at 6:39 pm, and Fred Sibley seconded.

Next Meeting- April 24, 2018, 6 pm

Respectfully submitted, Gary Emerson

Montour Falls Memorial Library
Board of Trustees
Meeting Minutes – April 24, 2018, Montour Falls Library

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

Meeting was called to order by Cindy Emerson at 6:05 PM

Minutes of the March 27 meeting were reviewed by the Board. Phil Archer moved to accept the minutes as written, Fred S. 2nd. Motion carried unanimously.

The **Treasurers Report** for March 2018 was reviewed by the Board. Cindy walked us through the report, as Marian was unable to attend tonight. Overall, the numbers looked good. Phil A. moved to approve the Treasurer's report; Sam S. 2nd. Motion carried unanimously.

Committee Reports

Finance Committee – Marian and Roxanne met during the previous month to discuss our financial situation at the new quarter. The results of that analysis were approved within the Treasurers Report.

Personnel Nominating Committee - Did not meet.

Buildings and Grounds Committee – Phil C. reported that he had met with Vince two weeks previously and discussed a path forward. Phil and Vince will meet at the library and begin to create a bid spec sheet describing for potential contractors what we need done. The sheet will then be reviewed with the full Board and the Village trustees to ensure we have alignment of expectations and agreement on what is being done amongst all the parties.

Fund Raising/Community Relations Committee – Committee met on 3/29 and discussed basket sales and the need for donations. Phil A. to pursue.

Old Business – None

New Business –

1. Roxanne relayed to the Board the resumes of Kelly and Alexandra for positions with the library and the need for a new lock on the cabinet in Village Hall. Both items were deferred pending a discussion with Marian upon her return.
2. The Board then entertained a motion from Phil A. to enter into executive session for discussion of a personnel matter. Elaine D. 2nd. Motion carried unanimously, and the Board entered Executive Session.
3. Elaine moved to have the Board come out of Executive session; Sam S, 2nd. Motion carried unanimously.

4. Cindy Moved to allow two staff to attend the STLS Annual meeting for professional development; Elaine 2nd. Motions carried unanimously.

Library Directors Report – Roxanne reviewed her reports with the Board.

Presidents Report – No Report

Public Expression – no members of the public attended.

Meeting adjourned at 7:04 PM . Elaine moved the motion; Phil c 2nd. Motion carried unanimously.

Next Meeting – May 22, 2018. 6 PM. Montour Falls Library

Montour Falls Memorial Library
Board of Trustees
Meeting Minutes – May 22, 2018, Montour Falls Library

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

Meeting was called to order by Cindy Emerson at 6:00 PM

Minutes of the April 24 meeting were reviewed by the Board. Phil Archer moved to accept the minutes as written, Sam S. 2nd. Motion carried unanimously.

The **Treasurers Report** for April 2018 was reviewed by the Board. Marian went through the report. Overall, the numbers looked good. Heidi B. moved to approve the Treasurer's report; Phil C. 2nd. Motion carried unanimously.

Committee Reports

Finance Committee – Did not meet.

Personnel Nominating Committee - Did not meet. Roxanne will talk to Daniel to make sure the latest version of the policies manual is on the library computer and have the policies sent out to the Board.

Buildings and Grounds Committee - Phil C. handed out a summary of possible renovation work to be done. This was compiled as a result of his meeting with Vince. Phil explained that it is an initial 'wish list' that should be prioritized by the Board before going to the Village Board. The list of items was reviewed by the Board. Phil A. reminded the Board about capital grant money that STLS has for work on library facilities and that by applying for such we can maximize our budgeted money. Roxanne will have Daniel call Margot at STLS, who handles grants for them, to get more information. Roxanne said there will be a grant writing workshop held at the library on May 29 and she will attend. Phil C. said he would ask Vince where there are crash bars on historic doors in the area. Besides items on the list, it was mentioned that there is rotting wood under the Tiffany window. Phil C. said he would redo the draft renovations list and once reviewed again by this Board, he is willing to go the Village Board with it. Fred S. and Cindy E. are willing to go as well.

Fund Raising/Community Relations Committee – Phil A. said the committee has not met since 3/29. Phil A. mentioned that the capital grant is not difficult to write. Karen Thomas would like to meet with this committee. Phil A. mentioned his email is not working at present.

Old Business – Cindy mentioned that a new vacuum cleaner is needed and desired one will cost \$247.17. Even though under \$500, if not part of the budget, any purchase over \$150 requires Board approval. Phil A. made a motion to buy the cleaner, Marian S. seconded and all were in favor. Gary got one quote for the 8 locks for the storage cabinets now located in the Village Hall that hold historical items from the library. It was \$787.32 from Ace Security. Roxanne will ask David Lisk who it was that did lock work at the Historic Society and Montour Glass is another possibility. Cindy mentioned that

there are also locksmiths in Newfield and Elmira. We need two quotes, so tabled for now. Cindy read a letter from Conduent, a company that has stored microfilm for us, that states we owe \$80. We have copies of all the material that is on the microfilm, which is mostly film of old newspapers. Marian will pay this bill.

New Business –

1. Cindy mentioned that Gary would like a multimedia cart to help with presentations at the Library. Cost for one he thinks would work best is \$255.99. Roxanne is worried that there will not be a good place to store it. This was tabled for future discussion.
2. A thank you ad will be placed in the Daily News for one day thanking supporters of the library for their budget vote. Cindy will send a draft to the Board.
3. Phil A. said he is on the Board of the STLS Foundation and they will have a fund raising activity at the Harbor Hotel on Sept. 27. Cost will be \$25 per person and it will be from 5:30-7:30 pm. Ribs and Reisling fund raising event is this Thursday, May 24.

Library Directors Report – Roxanne reviewed her reports with the Board.

Presidents Report – Cindy said that STLS has awards and scholarships for volunteer recognition and she thought Karen Crout deserves recognition. Roxanne thinks Karen would prefer local recognition and she will have cards written from Library staff along with a gift of some roses. The Board will also sign a card to her. The NYLA also has scholarships of \$1,000 to attend the annual conference in the fall and Roxanne will check with Brian about who can qualify for such. The application deadline is May 25. Roxanne would like to attend and she thinks it is good for two people to attend which was passed at the last meeting.

Public Expression – no members of the public attended.

Meeting adjourned at 7:15 PM. Heidi moved the motion; Fred S. 2nd. Motion carried unanimously.

Next Meeting – June 18, 2018. 6 PM. Montour Falls Library

Montour Falls Memorial Library
Minutes of Trustees Meeting
June 18, 2018

Trustees present: Gary Emerson, Cindy Emerson, Elaine Dalrymple, Fred Sibley, Marian Saks, Heidi Berghoff, Phil Cherry

Trustees absent: Sam Shama, Phil Archer

The meeting was called to order by Cindy Emerson at 6:00 pm

Minutes from May 22 submitted by Elaine Dalrymple were reviewed and approved.

Treasurer's Report for May 2018 submitted by Marian Saks and approved.

Committee Reports:

Finance Committee- Did not meet

Personnel/Nomination/Procedures Committee- Did not meet

Building and Grounds Committee- Did not meet

Fund Raising/Community Relations Committee- Did not meet

Board Actions:

Vince Chicone has resigned as a board trustee so we need someone to replace him as a check signer.

Approved Elaine Dalrymple to be a check signer. Motion: Marian Saks Second: Heidi Berghoff- all approved

Board Information:

Old Business-

Phil Cherry submitted a repairs update on a handout that listed what we need to have repaired. The grant for the repairs was submitted, but we have not heard back yet.

Locks on the display cabinets in the Village Hall- Cindy Emerson received one quote, but it was very high. She will seek other quotes

The NYSEG energy audit report for the village has been done, but we have not heard back yet.

New Business-

Phil Cherry made a motion to purchase a media cart for the library to help with presentations in the library. Seconded by Fred Sibley. All Approved.

Library Director's Report-

District voters approved the school/library budget on May 15.

The Odessa-Montour Rotary Club hosted a Ribs and Riesling fundraiser at Seneca Lodge in May to raise money for the Early Literacy Program. It was a huge success.

The Corning Science and Discovery Center gave a presentation on Weather and Seasons. It was well attended.

Library Director Roxanne Leyes attended a meeting of the STLS Advisory Council.

President's Report-

The library had an entry in the Montour Firemen's Carnival and it won the "Float Category."

Public Expression- None

Adjournment- Motion: Gary Emerson
Time: 7:01 pm

Second: Heidi Berghoff

Next Meeting- July 24 at 6 pm

Minutes respectfully submitted by Gary Emerson

Montour Falls Memorial Library
Minutes of Trustees Meeting
July 24, 2018

Trustees present: Cindy Emerson, Gary Emerson, Heidi Berghoff, Phil Archer, Marian Saks, Phil Cherry, Sam Shama

Trustees absent: Elaine Dalrymple, Fred Sibley

The meeting was called to order by Cindy Emerson at 6:01 pm

Minutes from June 18 submitted by Gary Emerson were reviewed and approved.

Treasurer's Report for June 2018 submitted by Marian Saks and approved.

STLS Guest: Margo Gustina attended our board meeting to discuss the construction project grant. Margo explained the steps that need to be followed. Kelly Povero also showed the board her proposal to STLS for the project.

Committee Reports:

Finance Committee- Did not meet

Personnel/Nomination/Procedures Committee- Did not meet.

Building and Grounds Committee- Did not meet

Fund Raising/Community Relations Committee- Did not meet.

Board Actions:

The board approved the construction grant from STLS
Motion to approve: Phil Archer Seconded" Heidi Berghoff All approved.

Board Information:

Old Business- The media cart arrived and is assembled and ready for use. Still working on arranging for better locks on the display cabinets in the village hall.

New Business- Since we got the STLS construction grant, the board needs to get more detailed bids from contractors.

Phil Archer suggested that the board send one of the library employees to the New York State Library Association Conference in Rochester this year.

Library Director's Report- Roxanne reported that Daniel has left to take a new job with STLS. There has been a large increase in circulation with many children taking out books. Blankets and Books has been very well attended.

President's Report- Nothing extra to report.

Public Expression- None

Adjournment- Motion: Phil Cherry Second: Marian Saks Time: 7:27

Next Meeting- August 28, 2018 at 6 p.m.

Minutes respectfully submitted by Gary Emerson.

Montour Falls Memorial Library
Minutes of Trustees Meeting
August 28, 2018

Trustees present: Cindy Emerson, Gary Emerson, Sam Shama, Phil Cherry, Phil Archer, Elaine Dalrymple, Marian Saks, Heidi Berghoff, Fred Sibley

Trustees absent: None

The meeting was called to order by Cindy Emerson at 6:00 p.m.

Minutes from July 24 submitted by Gary Emerson were reviewed and approved.
Motion to accept the minutes: Phil Archer Second: Heidi Berghoff All approved.

Treasurer's Report for July 2018 submitted by Marian Saks and approved.
Motion to accept the Treasurer's Report: Heidi Berghoff Second: Elaine Dalrymple
All approved.

Committee Reports:

Finance Committee- Did not meet

Personnel/Nomination/Procedures Committee- Did not meet, but will meet on Wednesday, September 12 at 1 p.m.

Building and Grounds Committee- Did not meet

Fund Raising/Community Relations Committee- Did not meet, but will meet next on Friday, September 7 at 11 a.m.

Board Actions:

Kelly Povero visited the board meeting to discuss the construction project grant. We are currently waiting to hear back from the State Historic Preservation Office about the windows and doors. The Montour Falls Village Board would like to see things brought up to code.

Board Information:

Old Business- update from Phil Cherry about the bids received for the construction work. He received one bid and is waiting on two others.

New Business- Library Director Roxanne Leyes reported that library representatives from Odessa, Hector, and Montour Falls may meet to discuss forming a library district. It was discussed that Watkins Glen should also participate, but it seems likely that Watkins Glen would go along. Further discussion among our board members suggests

that this is something that only benefits Hector, and it is not likely to be something we should pursue.

Library Director's Report- Blankets and Books continues to be well attended. The last one was held on August 28. Storytime at the Farmers Market has been well received. The library is preparing for the upcoming Harvest Festival in October. Fall and Winter programs are in the scheduling process.

President's Report- President Cindy Emerson discussed the STLS Annual Conference and Meeting to be held on Tuesday, October 9 at Watson Homestead and encouraged members to attend.

Public Expression- None

Adjournment- Motion: Gary Emerson Second: Phil Cherry Time: 7:15 p.m.

Next Meeting- Tuesday, September 25 at 6 p.m.

Minutes respectfully submitted by Gary Emerson

Montour Falls Memorial Library
Minutes of Trustees Meeting
September 25, 2018

Trustees present: Sam Shama, Phil Cherry, Phil Archer, Heidi Berghoff, Gary Emerson, Cindy Emerson, Marian Saks, Elaine Dalrymple

Trustees absent: Fred Sibley

The meeting was called to order by Cindy Emerson at 6:05 pm

Minutes from August 2018 submitted by Gary Emerson were reviewed and approved.
motion to approve minutes: Phil Archer second: Phil Cherry all approved

Treasurer's Report for August 2018 submitted by Marian Saks and approved.
motion to approve Treasurer's report: Phil Cherry second: Heidi Berghoff all approved

Committee Reports:

Finance Committee- Did not meet. Will meet October 10th at 11 a.m. to develop the budget.

Personnel/Nomination/Procedures Committee- Met on September 12th at 1 pm to develop an evaluation form for the library director.

Building and Grounds Committee- Did not meet

Fund Raising/Community Relations Committee- Met on Friday, September 7th and Tuesday, September 25th. Worked on putting together the basket raffle.

Board Actions:

Proposal to move funds from the Children's Library fund to General Library fund to pay for Roxanne's hours for the past nine months. There was a motion to change Roxanne's hours for the Children's Library to six hours per week for the Children's Library.
Motion- Marian Saks Second: Phil Archer All approved.

Board Information:

Old Business- SHPO update about the upcoming construction. Kelly heard back from SHPO. They recommend that any door or window over 50 years old be retained if possible Board members were also reminded of the upcoming STLS meeting at Watson Homestead on Tuesday, October 9th. Phil Archer also informed the board that the NYLA Conference is scheduled for Rochester on November 7-11.

New Business- Board went into executive session at 6:48 p.m. to discuss the evaluation form and process for the Library Director.

Motion to go into executive session: Cindy Emerson Second: Marian Saks all approved
Board came back out of executive session at 6:58 p.m.

Motion to end executive session: Marian Saks Second: Phil Archer all approved

Library Director's Report- Circulation statistics at the library were all increased in August. Blankets and Books was well attended at Havana Glen and will resume next year in the summer. The last program was August 28. The Seed Library has been taken down, but was a huge success this year. B.C. Cate school invited the Library to attend their Meet and Greet in September.

President's Report- President Cindy Emerson discussed the annual meeting for STLS to be held at Watson Homestead on Tuesday, October 9th.

Public Expression- None

Adjournment- Motion: Gary Emerson Second: Elaine Dalrymple all approved
Time: 7:08 p.m.

Next Meeting- Tuesday, October 24, 2018 at 6 p.m.

Minutes respectfully submitted by Gary Emerson.

Montour Falls Memorial Library
Minutes of Trustees Meeting
October 24, 2018

Trustees present: Fred Sibley, Phil Archer, Phil Cherry, Marian Saks, Heidi Berghoff, Cindy Emerson, Gary Emerson, Elaine Dalrymple, Sam Shama.

Trustees absent: none

The meeting was called to order by Cindy Emerson at 6:03 pm.

Minutes from September 25 submitted by Gary Emerson were reviewed and approved.
motion: Heidi Berghoff second: Phil Archer

Treasurer's Report for September submitted by Marian Saks and approved.
motion: Heidi Berghoff second: Phil Cherry

Committee Reports:

Finance Committee- has been working on the budget.

Personnel/Nomination/Procedures Committee- did not meet. Will meet again November 5 to review the by-laws.

Building and Grounds Committee- did not meet.

Fund Raising/Community Relations Committee- met October 24 before the general meeting. The raffle basket is ready and the staff has begun selling tickets.

Board Actions: approved the purchase of a filing cabinet to store programing materials. motion: Phil Archer second: Gary Emerson all approved.

Board Information:

Old Business- Kelly Povero gave the board an update on the October 18 Village Board meeting about the grants we received for the upcoming construction. The Village Board also approved the library lease until 2030. Our library had good representation at the Watson Homestead STLS meeting. David Lisk has agreed to take care of the cabinet locks to the display cases in the village hall so that the library can use them for displays.

New Business- The tax cap override date is February 1, 2019. The STLS trustee education committee has required a sexual harassment training that all trustees must do. Phil Archer, Kelly Povero, and Roxanne Leyes will attend the NYLA meeting in November. Kelly will also attend a leadership program that meets once a month.

The historical society is doing a display on the paintings of James Hope and would like to borrow the library's painting done by Hope for four months. The board approved the loan. Motion: Fred Sibley Second: Phil Archer all approved.

Library Director's Report-

Kelly began working on the 2019 Community Arts Grant through the Finger Lakes ARTS Council to fund a variety of art-themed programs for the upcoming year. It is due the end of October. A new student volunteer began working at the library. The library received the 2017 Annual Statistical Report from STLS, and our library makes up 72% of all library programming in Schuyler County for adults, young adults, and children combined.

President's Report- nothing to report

Public Expression- None

Executive Session: Motion to go into executive session to discuss budget matters at 6:46 pm.

Motion: Cindy Emerson Second: Marian Saks

Motion to leave executive session at 7:57 pm: Marian Saks Second: Cindy Emerson

Adjournment- Motion: Phil Cherry Second: Fred Sibley Time: 7:58 pm

Next Meeting- Tuesday, November 27 at 6 pm

Minutes respectfully submitted by Gary Emerson

Montour Falls Memorial Library
Minutes of Trustees Meeting
November 27, 2018

Trustees present: Cindy Emerson, Gary Emerson, Phil Archer, Fred Sibley, Phil Cherry, Marian Saks

Trustees absent: Elaine Dalrymple, Heidi Berghoff, Sam Shama

The meeting was called to order by Cindy Emerson at 6:00 pm

Minutes from October 24 submitted by Gary Emerson were reviewed and approved.
motion: Phil Archer Second: Marian Saks all approved

Treasurer's Report for October 2018 submitted by Marian Saks and approved.
motion: Gary Emerson Second: Fred Sibley all approved

Committee Reports:

Finance Committee- Did not meet

Personnel/Nomination/Procedures Committee- Met November 19 and worked on revising the By-Laws. Made a few changes. The revisions will be sent out to all when typed up. The committee will next look at the Policies and Procedures in January.

Building and Grounds Committee- Did not meet

Fund Raising/Community Relations Committee- The library made \$244 from the basket raffle. Another basket will be raffled in the spring.

Board Actions:

Marian Saks suggested that the board consider placing some of our money in a higher yield account. It was moved by Marian Saks that the board put \$15,000 from the Visions Saving account into a Visions Shared certificate for one year. Seconded by Phil Cherry. All approved.

Marian Saks presented the 2019 budget. Motion to approve: Phil Archer Second: Phil Cherry. All approved.

Board Information:

Old Business- David Lisk was working on the locks for the cabinets in the Village Hall. When it is completed the library can begin to put in some permanent displays in the cabinets.

New Business- There is a sexual harassment training required by STLS scheduled for December 4. Cindy Emerson, Roxanne Leyes, and Karin Thomas will attend that session.

The next meeting in December will be the annual meeting. Officers for the board will be elected.

Library Director's Report-

The Harvest Festival was a big success. Movie nights on Fridays. have been well attended. The library sent home 250 flyers promoting the library to parents of B. C. Cate Elementary School students. Kelly Povero is working on applying for grants to support library programming for the upcoming year. On November 13 the library will be hosting the Corning Science and Discovery Program.

President's Report- Library programs are in good shape and are being well attended.

Public Expression- None

Adjournment- Motion: Fred Sibley Second: Marian Saks Time: 7:29 pm

Next Meeting- December 18 at 6 pm

Minutes respectfully submitted by Gary Emerson

Executive Session: Time in- 7:07 pm Time out- 7:29 pm

Topic: Library Director's evaluation, discussion of board members survey results

Motion to go into executive session- Cindy Emerson Second- Marian Saks

Motion to leave executive session- Cindy Emerson Second- Gary Emerson

Montour Falls Memorial Library

Minutes of Trustees Meeting
December 18, 2018

Trustees present: Cindy Emerson, Gary Emerson, Marian Saks, Heidi Berghoff, Phil Archer, Phil Cherry, and Elaine Dalrymple

Trustees absent: Sam Shama, Fred Sibley

The meeting was called to order by Cindy Emerson at 6:00 pm.

Minutes from November 27 submitted by Gary Emerson were reviewed and approved.
Motion: Marian Saks Second: Phil Archer All approved

Kelly Povero gave a report about attendance to library programs this year. Kelly applied for a RASS Mini-Grant to purchase two new Empire Passes for the 2019 year along with relevant guides and maps. Also, the library received a Community Arts Grant for the Havana Arts Series for 2019. There will be many programs along with classes with Corning's 171 Cedar Arts. Kelly has also been working with Stephen Salino at the Watkins Glen Library to consider collaborative grants for the future.

Treasurer's Report for November 2018 submitted by Marian Saks and approved.
Motion: Heidi Berghoff Second: Gary Emerson All approved.

Committee Reports:

Finance Committee- Heidi Berghoff and Marian Saks met with the Blowers on December 3. The bank account of the Blowers Account will be merged into the general checking account as of January 1, 2019, and the library will report to the Blowers monthly.

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

Building and Grounds Committee- Did not meet

Fund Raising/Community Relations Committee- Did not meet

Board Actions:

Approval of the 2019 budget revisions.

Motion: Phil Cherry Second: Phil Archer All approved.

Approval of hiring Jeff Greuber to fill the bookkeeping position.

Motion: Heidi Berghoff Second: Elaine Dalrymple All approved.

Approval of the purchase of a new laminator.

Motion: Marian Saks Second: Phil Cherry All approved

Review and decide upon the tax levy options for 2020. We could seek an increase of the maximum amount or seek a lesser amount, or seek no increase.

Motion: The library should ask for an increase of 2% (\$3,044) in 2019 for the year 2020.

Motion: Phil Archer

Second: Phil Cherry Yeas: 5 Nay: 2

Motion carried.

Review request from the Schuyler County Historical Society concerning the re-framing of the Schuyler County map. Motion: We propose that the map not be removed from the frame but it may be kept to be displayed.

Motion: Heidi Berghoff Second: Phil Cherry All approved

Approve Marian Saks as Treasurer for 2019.

Motion: Cindy Emerson Second: Phil Cherry All approved

Board Information:

Old Business- David Lisk completed work on the locks to the cabinets in the Village Hall and the cabinets are ready to be used.

New Business- The STLS sexual harassment training was held on December 4th. It was attended by Roxanne Leyes, Cindy Emerson, Karin Thomas, and Elaine Dalrymple. A video will be available to use for future trainings.

Library Director's Report- The library has seen a lot of activity. More families are participating in library programs and visits. My Place Daycare continues to attend Thursday Story Time with around 10 children each time. Tanglewood Nature Center will present a program on December 28. There is a new yoga teacher to host the yoga sessions. The library has been busy scheduling programs for 2019. The Museum of the Earth will visit with a new program in February.

President's Report- Thank you to Roxanne for all her hard work as Library Director.

Public Expression- None

Adjournment- Motion: Elaine Dalrymple Second: Phil Cherry Time: 7:00 pm

Next Meeting- January 22, 2019 at 6 pm.

Minutes respectfully submitted by Gary Emerson