

Montour Falls Memorial Library
Minutes of Trustees Meeting
January 22, 2019

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

Trustees absent: Fred Sibley

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

Minutes from December 2018 submitted by Gary Emerson were reviewed and approved.

Motion: Phil Archer Second: Marian Saks all approved

Report by Kelly Povero on ALD report construction update: Kelly attended the LEAD program recently and learned about information, grants and programs available for libraries. She will attend some of their workshops in the future. Phil met with Peter Cook about doing the work. He has a lot of experience doing historical restoration work. He will provide a third bid on the work.

Kelly discussed getting a non-slip mat for the ramp into the library right away as the ramp is very slippery in winter. Amazon has the cheapest price for the mat (around \$400).

Motion to approve up to \$400 for non-slip mats for the ramp, Phil Cherry.

Second: Gary Emerson

All approved.

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

Motion: Heidi Berghoff

Second: Elaine Dalrymple

Committee Reports:

Finance Committee- will meet to do yearly audit. Heidi Berghoff and Phil Cherry will meet with Marian Saks to complete it.

Personnel/Nomination/Procedures Committee- Meets Monday, January 28 at 1 pm to go over Policies and Procedures

Building and Grounds Committee- did not meet.

Fund Raising/Community Relations Committee- Phil Archer set a meeting of the Fund Raising Committee for February 13 at 2 pm.

Board Actions: None

Board Information:

Old Business- The library filed a joint request with the Dutton Peterson Library requesting an increase in tax support for 2020. The Montour Library seeks a 2% increase and the Peterson library seeks a 3% increase.

The library sent a letter to the historical society denying their request to reframe the old county map on loan to them.

New Business- Roxanne Lyes presented a potential new trustee, Amanda Rodriguez. The Personnel committee will discuss the potential trustee at the next meeting on Monday, January 28.

Library Director's Report-

Tanglewood Nature Center presented a program in December on "How to Get There and What to Wear." Volunteer hours are increasing; there are two new volunteers. Book sale begins this week on Thursday at the Parish House. The Annual Book Club party was well attended. The library's new hours were put into effect. It is now closed on Sundays but is open Mondays from 10 am to 7 pm. As of December 13, 2018, the fundraising campaign had raised \$3,935. The Community Arts Grant awarded the library \$3,830.27 for 2019 arts related programs.

President's Report- The library purchased three six foot folding tables at Walmart to use for the book sale.

Public Expression- None

Adjournment- Motion: Heidi Berghoff Second: Phil Archer Time: 6:50 pm

Next Meeting- Tuesday, February 26, 2019.

Trustees absent: Gary Emerson, Fred Sibley

Minutes from January 2019 submitted by Gary Emerson were reviewed and approved.
 Motion: Phil Archer
 All approved.

Treasurer's Report for January 2019 submitted by Marian Saks and was approved.
Motion: Heidi Berghoff Second: Phil Cherry

Finance Committee – Prepping for the annual audit.

Building and Grounds Committee – Did not meet but Phil Cherry and Kelly will reach out to code enforcement at the Village of Montour and find out regulations for doors, as well as submit the building permit.

Fundraising/Community Relations Committee – This committee met and plans to do a small Silent Auction at the Open House on March 20th at the library that will include some valuable antique books, a frame painting by Phil's son, and the glass bowl from Corning Museum of Glass. The committee also discussed donation opportunities for a summer raffle basket.

Board Actions:

- Trustees will review the amended copies of the Constitution, Bylaws, and Job Descriptions and send any additional changes to Cindy within one (1) week (By Wednesday March 6, 2019).
- Discussion of reorganizing the Agenda to include a General Library Report (Kelly's Report) was well received by the group.
- Executive Session was called at 6:25pm by Cindy, seconded by Sam, to discuss Amanda Arnold Rodriguez as a new trustee. Executive session ended at 6:26pm with a motion by Phil Cherry, seconded by Phil Archer.
- Amanda Arnold Rodriguez was approved as a new trustee and will be a part of the Fundraising Committee and the proposed Historical Records/Artifacts Committee.

Board Information:

Old Business

- The Hope Painting is back in the library
- Cindy had no response about the county map.

New Business

- Amanda Arnold Rodriguez joins us as a new trustee.
- Phil Archer asks that all trustees complete the survey attached to the trustee newsletter this month which asks whether or not we should become part of NYLA's special interest groups; Phil thinks we should vote 'yes' because we would receive more support if we worked under NYLA.
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Library Director's Report

Roxanne is currently in the process of weeding the collection to rearrange and expand certain areas including DVDs, graphics, and Young Adult/Juv. Staff has seen great success in being open on Mondays and has been meeting once a week to discuss upcoming events, programming, operational maintenance, and other issues to keep everybody informed. Roxanne has been attending Early Literacy Meetings once a month and recognizes a growth in the amount of people attending from different organizations.

President's Report – Cindy would like to know from library staff if there is anything trustees can do to help with the March 20th Open House, and suggested getting nametags for everyone. Staff will reach out next week.

Public Expression – None

Adjournment – Motion: Heidi Berghoff Second: Elaine Dalrymple Time: 7:13pm

Next Meeting – Tuesday, March 26, 2019 @ 6pm

Minutes respectfully submitted by Kelly Povero

Montour Falls Memorial Library
Minutes of Trustees Meeting
March 26, 2019

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

Trustees absent: Phil Archer, Gary Emerson, Amanda Arnold Rodriguez, Fred Sibley

The meeting was called to order by Cindy Emerson at 6:08 pm.

Minutes from February 2019 submitted by Kelly Povero were reviewed and approved.
Motion: Phil Cherry Second: Elaine Dalrymple All approved

Treasurer's Report for February 2019 submitted by Marian Saks and approved.
Motion: Heidi Berghoff Second: Phil Cherry

Marian noted that payroll costs look high due to unemployment insurance fees and cost shares that were due at this time. Keep an eye on purchasing for the Children's collection as we have spent a good portion of that budget.

General Library Report

Kelly Povero discussed the success of the Open House Mixer, updates from the LEAD program she attends monthly with STLS, and gave an update on the current grant opportunities and awards. The Board also discussed an advertising opportunity with WETM. There will be a Trustee Workshop hosted by Margo Gustina on May 10 @ WGPL from 6-7:30pm.

Committee Reports:

Finance Committee – Annual audit has been completed. Thank you to everyone who helped. Heidi will assist Marian in creating a more efficient system for the 2019 audit. All staff members (and applicable trustees) should have tax exempt forms/information to make purchases.

Personnel/Nomination/Procedures Committee – Will be meeting April 25 to review the Policies and Procedures Manual revisions.

Building and Grounds Committee – Phil C and Kelly met with Ross Spallone from the Village to discuss the Construction Aid Grant. Marian will draw up a map of the building to submit to SHPO.

Fund Raising/Community Relations Committee – Did not meet.

Historical Records & Artifacts Committee – Has been established. Members will include Gary Emerson, Amanda Arnold Rodriguez, and Kelly Povero. Any other trustees wishing to be a part of this committee should let the Board know at the following meeting.

Board Actions: None

Board Information:

Old Business – Materials to temporarily fix the back ramp have been purchased at a low cost in the event that the Construction Aid gets approved.

New Business – Marian proposed a fundraising opportunity featuring local business that would benefit youth programs in Schuyler County; customers would have the option to add money like a 'tip' that would be directly donated to the fundraiser. Library staff would be responsible for advertising it and posting it on social media.

Library Director's Report-

The Annual Report was submitted in February. The Seed Library is open to the public and being visited regularly. Night Yoga on Thursday evenings is a success. Weeding as continued and DVDs have been relocated to create more space and make easier access to patrons. Bullet Aid funding was used to purchase 3 Amazon Fire Tablets available for patrons to use in-house. Open House was a success. We made \$205 in the Silent Auction and sold 4 out of 6 items. We received an additional \$200 donation from an attendee.

President's Report – Open House was a great event with a wonderful turn out.

Public Expression – None

Adjournment – Motion: Heidi Berghoff Second: Marian Saks Time: 7:10pm

Next Meeting – Tuesday, February 26, 2019.

Montour Falls Memorial Library

Minutes of Trustees Meeting

April 30, 2019

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

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

Minutes from March 26, 2019 submitted by Kelly Povero were reviewed and approved.
Motion: Heidi Berghoff Second: Elaine Dalrymple

Treasurer's Report for April 2019 submitted by Marian Saks and approved.
Motion: Gary Emerson Second: Cindy Emerson

Committee Reports:

General Library Report from Kelly Povero- Met on April 25 with Procedures Committee to review and revise policies and procedures for the library. Kelly is also working on emergency procedures booklet as well as on the volunteer and employee handbook. Kelly met with the village board to discuss the construction aid grant and to get feedback from the village on their emergency procedures. Grant updates: applied for a grant to get Empire Passes that can be borrowed from the library. We received 4 passes. They have been very popular. We were approved for a Foundation for Southern Tier Libraries grant for \$1,000. It will fund teen programs. COASC Mini Outreach Grant- this grant allows for the startup of a mobile library to start at the end of May 2019. Construction Aid Grant- drawings were submitted to SHPO. Awards will be announced in June. We are still waiting to hear back on grants to fund the Summer Learning Program. Kelly is still working on a grant to help fund the Fourth Friday Concert Series and other ongoing programs.

Finance Committee- Did not meet

Personnel/Nomination/Procedures Committee- Met to review and revise policies and procedures manual on April 25. Will meet again on May 23.

Building and Grounds Committee- Did not meet. Will meet again on May 28.

Fund Raising/Community Relations Committee- Did not meet.

Board Actions:

Set use of facilities fee for non-sponsored events at \$40 per hour.

Board Information:

Old Business- WETM marketing plan update is on hold. Will look into it in the future.

Review of committee membership.

Finance Committee- Marian Saks, Heidi Berghoff, Kelly Povero, Amanda Arnold Rodriguez
Personnel- Cindy, Gary, Heidi, Elaine, Kelly Povero

Building and Grounds- Roxanne Leyes, Phil Cherry, Kelly Povero
Fundraising- Phil Archer, Fred Sibley, Amanda Arnold Rodriguez, Karin Thomas, Cindy Emerson, Heidi Berghoff
Establish a new Historical Records and Artifacts Committee- members Gary Emerson, Amanda Arnold Rodriguez, Kelly Povero, Elaine Dalrymple.

New Business-

Policies and Procedures revisions. Rules of Respect were revised and submitted.
Motion to approve: Heidi Berghoff Second: Marian Saks All approved

Use of Facilities Revisions.

Motion to approve: Phil Archer Second: Heidi Berghoff All approved.

Financial Policies and Procedures Revisions.

Motion to approve: Second: All approved.

Conflict of Interest Policy Revisions. Includes a Conflict of Interest Form.

Motion to approve Conflict of Interest Form: Heidi Berghoff Second: Amanda Arnold Rodriguez
All approved.

Motion to approve Conflict of Policy Revisions: Gary Emerson Second: Marian Saks All approved.

Kelly Povero showed the board the bids by contractors for the library construction. Kelly Povero will check with Margo at STLS to check on the procedures for the bids.

Library Director's Report-

Roxanne Leyes Directors Report- The Open House brought in 65 residents and business owners. The library has a new student volunteer. Tourists are increasing in visitations and are enjoying the local history. The library has been doing more things with the Watkins Glen Library director. Story Time and Early Literacy attendances are up. Upcycle Group are starting seeds. Budget vote is May 21. Village cleanup day is Saturday, May 11.

President's Report- nothing to report.

Public Expression- None

Adjournment- Motion: Gary Emerson Second: Phil Archer Time: 7:33

Next Meeting- May 28 at 6 pm

Minutes respectfully submitted by Gary Emerson

Montour Falls Memorial Library

Minutes of Trustees Meeting

May 28, 2019

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

Trustees absent: Fred Sibley

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

Minutes from April submitted by Gary Emerson were reviewed, amended, and approved.

Motion: Phil Archer

Second: Heidi Bergoff All approved

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

Motion: Phil Cherry

Second: Heidi Berghoff All approved.

Committee Reports:

Finance Committee- Did not meet

Personnel/Nomination/Procedures Committee- Met on Tuesday, May 28 at 5 pm to continue reviewing and revising the policy and procedures manual. Will meet at 5 pm on June 25 before the board meeting.

Building and Grounds Committee-Did not meet.

Fund Raising/Community Relations Committee- Did not meet. Will next meet at Monday June 17 at 1 pm.

Historical Records and Artifacts Committee- Did not meet. Will meet on Wednesday June 12 at 2 pm.

Board Actions:

Review of proposals from renovation contractors to vote on and select which to award the bid to. The board discussed the three proposals and decided to get more information from one of the contractors to clarify the bid. The decision will be made at the June meeting. We should hear about the grant in June also.

Board Information:

Old Business- none

New Business- Budget passed at the school board election.

Library Director's Report-

General Library report from Kelly Povero. She provided a copy of the 2018 Community Report that was published in May 2019. Kelly is still waiting to hear back on some grants she applied for to support WIC books, the Summer Learning Program, Fourth Friday Concerts, COSAC Mini Outreach, and a Watkins Glen Rotary Grant.

Roxanne Leyes gave her report. The Hunger Task Force has confirmed that they will host their free summer meals program for local children following the Blankets and Books series at Havana Glen Park this summer. Circulation of books is doing very well. There have been many visitors, even international ones, stopping in the library. Tutoring continues for students from OMCS and Watkins Glen. The Summer Learning Program has been scheduled to run for six weeks this summer.

President's Report- Asked about how the Farmers' Market was going. Roxanne replied that it is doing well.

Public Expression- None

Adjournment- Motion: Gary Emerson Second: Heidi Berghoff

Time: 7:15

Next Meeting- Tuesday, June 25 at 6 pm

Minutes respectfully submitted by Gary Emerson

Executive Session: Time in- 7:02 pm Time out- 7:03 pm

Topic: Personnel Issue

Motion to go into executive session- Cindy Emerson Second- Phil Archer

Motion to leave executive session- Marian Saks Second- Phil Cherry

Montour Falls Memorial Library

Minutes of Trustees Meeting

June 25, 2019

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

Trustees absent: Fred Sibley, Amanda Arnold Rodriguez

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

Minutes from May 2019 submitted by Gary Emerson were reviewed and approved.

Motion: Phil Archer Second: Marian Saks All approved

Treasurer's Report for May 2019 submitted by Marian Saks and approved.

Motion: Heidi Berghoff Second: Phil Archer All approved.

Committee Reports:

Finance Committee- Did not meet. Will meet in July.

Personnel/Nomination/Procedures Committee- Did not meet.

Building and Grounds Committee- Did not meet

Fund Raising/Community Relations Committee- Met and decided to have four raffle baskets for the Harvest Festival in October. Phil Archer has secured some gift certificates from some businesses to use in the baskets. Jessica Westlake will approach some other places for gift certificates. Cindy Emerson will donate certificates for the Elf and the Oak and for a weekend stay on Seneca Lake. Kelly Povero has gift cards to donate. Raffle tickets will be \$5 per ticket.

Historical Records and Artifacts Committee- Met on Thursday June 20 at 2 pm. The committee decided to work on getting the newspapers in the attic digitized. The papers will be identified and counted in preparation of having them digitized. It was also decided to start filling the display cabinets in the Village Hall with artifacts from the storage vault.

Board Actions:

The board discussed the construction bids to decide on which to award the work to. The board decided to award the contract to Chicone Builder.

Motion to approve hiring Chicone Builders to do the construction work: Phil Archer
Second: Heidi Berghoff All approved.

The board discussed what to do about handicap access while construction on the current ramp is being done.

Trustees' Terms- According to STLS, terms must start in January unless it was for someone who replaced a trustee who left. New trustees should be added at the end of the year. Officers have three-year terms. The Treasurer is appointed annually. General Trustees serve four-year terms.

Board Information:

Old Business- none

New Business- none

Library Director's Report-

Kelly Povero reported on the Personnel Policies updates that have been reviewed by the Personnel Committee and provided a copy to all board members. Board members pointed out a few small corrections.

Motion to approve the Personnel Policies: Marian Saks

Second: Heidi Berghoff

All approved

The board reviewed the responsibilities of Library Trustees.

Motion to approve: Phil Cherry Second: Phil Archer All approved.

Kelly reviewed with the board the Historical Resources Policy. Some revisions were proposed and it will be worked on further in the Historical Records and Artifacts Committee.

Kelly reviewed the Worker's Compensation Policy with the board.

Motion to approve the Worker's Compensation Policy: Heidi Berghoff

Second: Marian Saks All approved.

Kelly and the board reviewed the Volunteer Policy for the library.

Motion to approve the Volunteer Policy: Phil Archer Second: Phil Cherry

All approved.

Kelly Povero gave her General Library Report- Kelly and Jess will attend the STLS Continuing Education Day on Friday, June 28. Brian Hildreth from STLS will meet with Kelly to discuss the library budget and how to prepare for the mid-year review. The library received a \$1300 grant to support the Summer Learning Program. The library also got a \$800 grant from the Community Foundation to purchase Early Literacy WIC

books to be gifted to children attending the WIC program. Other grants have been submitted and the library is waiting to hear back on them.

Director's Report from Roxanne Leyes— In May the Ithaca Museum of the Earth presented a program on Ocean Animals that was well attended and well received. Books continue to be rotated to My Place Daycare. Youth book section has seen a noted increase in circulation. Flyers were sent home with local school children about the summer story time series Blankets and Books. Tanglewood Nature Center will present the June event called "Amazing Animals" to kickoff the Blankets and Books series. Roxanne has been meeting with the other Schuyler directors of the other libraries to talk about issues the libraries face. They try to meet about ~~once a month~~.

President's Report- None

every 2 months.

Public Expression- None

Adjournment- Motion: Gary Emerson Second: Phil Cherry Time: 7:33 pm

Next Meeting- Tuesday July 30 at 6 pm.

Minutes respectfully submitted by Gary Emerson

Montour Falls Memorial Library
Minutes of Trustees Meeting
July 30, 2019

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

Trustees absent: Elaine Dalrymple, Fred Sibley, Amanda Arnold Rodriguez
-Add Kelly, Rox absent

The meeting was called to order by Cindy Emerson at 6:02 p.m.

Minutes from June 2019 submitted by Gary Emerson were reviewed and approved.
Motion: Phil Cherry Second: Phil Archer All approved.

Treasurer's Report for June 2019 submitted by Marian Saks and approved.
Motion: Gary Emerson Second: Phil Cherry All approved.

Committee Reports:

Finance Committee- the committee met with Brian Hildreth from STLS to discuss the budget and answer some questions.

Personnel/Nomination/Procedures Committee- did not meet

Building and Grounds Committee- did not meet

Fund Raising/Community Relations Committee- Met July 24. The committee has been gathering things to offer for the gift baskets raffle. The drawing will be held October 5 at the Montour Falls Harvest Festival.

Historical Records and Artifacts Committee- Gary Emerson and Kelly Povero will meet on August 1 to start an inventory of the newspapers in the attic to see about getting them digitized. The rotating display at the village hall was changed on July 29. It is on the electric trolley system that served the village from 1900 to 1923. The committee will meet sometime in August to plan the permanent displays to be placed in the display cases in the Village Hall.

Board Actions: None

Board Information:

Old Business- Kelly provided a list of the terms of all the board members and officers' terms to verify the start and ending of terms.

New Business- None

Library Director's Report- Kelly gave the general library report and the director's report. There was an issue with the furnace/AC. It was dripping water and left a large puddle in the basement. It has been repaired. Summer Learning Program has 36 children enrolled and has been doing very well. On August 9, Cornell's Astronomy Dept. will present the Magic Planet at the library. On August 16 is final celebration of the Summer Learning Program with prizes to be awarded. Flashback Friday for the Teen Program had a good turnout of 16 people. The library unofficially learned that our construction grant was awarded and the check in the full amount will soon be sent. The library was awarded a grant of \$350 from the ARTS Council to fund the Fourth Friday Concert Series. The Blankets and Books series has continued through the summer and the meal program began in July. August 13 is the last lunch program. The Early Literacy fundraising letters were mailed out the end of July. Library circulation is still very good with DVDs especially being popular. The library will sponsor a small book sale in August just outside the library.

President's Report- There are some upcoming events. The Legislative Appreciation Meeting is Sept. 13 from 10-11 am at the Tompkins County Library. Members are encouraged to attend. The NYLA Conference is November 13-16 at Saratoga Springs. Roxanne Leyes, Kelly Povero, and Phil Archer will attend.

Public Expression- None

Adjournment- Motion: Heidi Berghoff Second: Phil Cherry Time: 7:09 p.m.

Next Meeting- Tuesday, August 27 at 6 p.m.

Minutes respectfully submitted by Gary Emerson

August 27, 2019

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

Staff present: Kelly Povero, Roxanne Leyes

Trustees absent: Fred Sibley

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

Minutes from July 30, 2019 submitted by Gary Emerson were reviewed and approved.
 Motion: Phil Archer Second: Heidi Berghoff All approved.

Treasurer's Report for July 2019 submitted by Marian Saks and approved.
Motion: Heidi Berghoff Second: Amanda Arnold Rodriguez

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- Met on July 24 to work on gathering items for the raffle. Don Maas donated a painting, and Phil Archer's son donated some paintings. Phil is going to visit a winery to get some donations of wine.

Historical Records and Artifacts Committee- Did not meet. The committee will meet Thursday, August 29, at 1 pm. The committee will discuss getting a review of our collections to assess what we need to do with them. We plan to continue to inventory the newspapers in the attic to prepare to get them digitized.

Board Actions:

The library needs more shelving. Roxanne's husband will make the shelves if the library pays for the cost of the materials. Eleven more shelves will be made. The library will appropriate up to \$200 to make the shelves.

Motion: Phil Archer Second: Marian Saks All approved.

Board Information:

Old Business- The board will not meet in December, so the annual meeting will be held in November. Some trustees' terms are ending and will need to be renewed.

New Business- Help will be needed for the upcoming book sale on August 30. Phil Archer suggested that board members make some donations in honor of Dr. Saks who passed away recently. Phil also pointed out that on September 26, 2019 the STLS is hosting a fundraiser at the Harbor Hotel. It is a silent auction.

Library Director's Report-

General Library Report by Kelly Povero- The report of trustees' terms has been updated. Summer Learning Program completed on August 16. Thirty-six children participated. Parents provided a lot of positive feedback about the program. Twenty-five people participated in a "Minecraft Teen Program." STLS provided the laptops. The Havana Art Series is continuing. The Construction Aid Grant has been announced, but the funds have not been received yet. There will be an article in the Watkins Review and Express about it. The library plans to conduct a Preservation Survey funded through the Documentary Heritage and Preservation Services for New York. A professional will conduct survey of our collections and make recommendations. The library has applied for the COSAC Mini Outreach Grant for Workforce Development Initiative and is waiting for a reply.

Library Director's report- Story Time attendance has been very good. Sara will be leaving her position with the library, so we will need to advertise for a replacement. The Tanglewood presentation was very successful. Roxanne is working on consolidating the non-fiction collection so that it is in one space. The Summer Youth Employment intern contributed over 190 hours in July and August.

President's Report- nothing to report

Public Expression- None

Adjournment- Motion: Gary Emerson Second: Elaine Dalrymple
Time: 6:45 p.m.

Next Meeting: Tuesday, September 24 at 6 p.m.

Minutes respectfully submitted by Gary Emerson.

Montour Falls Memorial Library
Minutes of Trustees Meeting
September 24, 2019

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

Staff present: Roxanne Leyes

Trustees absent: Fred Sibley, Sam Shama

Guest: Ann Sibley

The meeting was called to order by Cindy Emerson at 6:11 pm.

Minutes from August 27, 2019 submitted by Gary Emerson were reviewed and approved.

Motion: Phil Cherry Second: Marian Saks All approved

Treasurer's Report for August 2019 submitted by Marian Saks and approved.

Motion: Phil Archer Second: Heidi Berghoff

Committee Reports:

Finance Committee- The Finance Committee met on Monday, 9/23, to work on the budget for 2020. The committee noted that the library will need to cut some hours to keep on budget for 2020.

Personnel/Nomination/Procedures Committee- Met on Tuesday, 9/24, at 5:15 pm to discuss how to handle the need to adjust some hours and to discuss the Children Librarian's position. The committee will meet again in two weeks with Roxanne to work out a solution.

Building and Grounds Committee- Did not meet. The committee will meet with Chicone's in mid-October to discuss the upcoming construction work.

Fund Raising/Community Relations Committee- the committee has been gathering things for the raffle.

Historical Records and Artifacts Committee- Met Thursday, August 29, at 1 pm. The committee decided to pursue a grant to get a review of our collections to assess what we need to do with them. We plan to continue to inventory the newspapers in the attic to prepare to get them digitized. Some Indian artifacts were placed in one of the large display cases in the Village Hall.

Board Actions:

Began looking at the Personnel Policies that were updated. The Board voted to approve the Sexual Harassment Policy, #7 & 8, in the manual.

Motion to approve: Amanda Rodriguez Second: Heidi Berghoff All approved.

Montour Falls Memorial Library

Minutes of Trustees Meeting

September 24, 2019

The Board also revised the wording for fines on page 24. *Patrons with fines will be forgiven if the materials are returned to the circulation desk.*

Motion to approve the wording of the fines policy: Heidi Berghoff

Second: Marian Saks All approved.

Motion to accept the Mission Statement, Vision Statement, Demographics & Organizational Structure, #1-4, in the manual: Heidi Berghoff Second: Elaine Dalrymple All approved.

Appendix F and G will be reviewed at a subsequence board meeting

The Board discussed developing an exit form for employees that leave employment at the library.

Board Information:

Old Business- Annual meeting will be in November since the board will not meet in December.

New Business-

The Board made a motion for the library to apply for a grant to perform a Preservation Survey (DHPS). The survey will look at the items in the library's collection and assess a value for them.

Motion to approve: Amanda Rodriguez Second: Gary Emerson All approved.

Library Director's Report-

General Library Report given by Roxanne (Kelly absent)- may need a separate laptop set aside for use for the 2020 census. The Great Give Back runs from October 14-19— Public libraries across NYS are participating in a one-day event on Saturday, Oct. 19 to promote meaningful community service and encourage people to engage with their library. Havana Art Series is beginning with soapmaking, introduction to drawing, and adult crafts make and take.

Director's Report- given by Roxanne—Story time attendance is up as is Early Literacy. Adopt a Book brought in \$409. The Gift Basket Raffle will begin October 5. Weeding of non-fiction and Young Adult sections have been completed. Montour Harvest Festival in Saturday, Oct. 5.

President's Report- The HEAL Group will work with the trail walk on Saturday, Sept. 28. It will include a scavenger hunt. HEAL will provide water to the walkers.

Public Expression- None

Adjournment- Motion: Phil Archer Second: Elaine Dalrymple Time: 7:12 pm

Next Meeting- October 22, 6 pm.

Minutes respectfully submitted by Gary Emerson

Montour Falls Memorial Library
Minutes of Trustees Meeting
October 22, 2019

Trustees present: Cindy Emerson, Gary Emerson, Phil Archer, Marian Saks, Heidi Berghoff, Phil Cherry, Sam Shama, Amanda Arnold Rodriguez, Elaine Dalrymple, Ann Sibley

Trustees absent: Fred Sibley

Staff present: Roxanne Leyes, Kelly Povero

The meeting was called to order by Cindy Emerson at 6:02 pm.

Minutes from September 2019 submitted by Gary Emerson were reviewed and approved.

Motion: Phil Cherry Second: Phil Archer All approved.

Treasurer's Report for September 2019 submitted by Marian Saks and approved.
Motion: Heidi Berghoff Second: Elaine Dalrymple All approved.

Committee Reports:

Finance Committee- Met on October 22 at 4:30 pm. The committee met to discuss the 2020 budget, finalize the categories, and submit the budget for a vote.

Motion to approve the 2020 budget: Phil Archer Second: Heidi Berghoff All approved.

Personnel/Nomination/Procedures Committee- Met on October 22 at 5:15 pm and discussed the budget changes to finalize the hours of library employees. The committee also reviewed the terms of the trustees and officers. The committee discussed the job description title of the Children's Early Literacy Specialist, and deleted the four hours from the custodian job description. The committee needs to create an exit form for employees who leave the library employ.

Building and Grounds Committee- Did not meet.

Fund Raising/Community Relations Committee- Got the raffle baskets together and organized the raffle ticket sales.

Historical Records and Artifacts Committee- Did not meet.

Board Actions:

Motion to approve the 2020 budget: Phil Archer Second: Heidi Berghoff All approved.

The Board discussed applying for a tax cap override for 2021 budget that would have to be submitted to the school district by February 2020.

Motion to request a 2% increase: Phil Cherry Second: Phil Archer All approved.

The Board approved the addition of a new board member Anna Sibley – Welcome!

Board Information:

Old Business- none

New Business- November will be the annual meeting for the library board. The Board will need to elect a new Vice-President.

Kelly would like the library to buy an annual pass for the Museum of the Earth Museum near Ithaca. The pass will be good for a year and can be borrowed by patrons.

Library Director's Report- Assistant Library Director: Kelly attended a 2020 Census Workshop and learned about how the library can be ready to handle patron demands about completing the census. The library will participate in Small Business Saturday (November 30) by having a book sale in the space next to the Been There Café. The library was featured on WETM TV and WENY TV for the Great Give Back. November 15 will be the FLX Gives fundraiser for non-profits. Kelly and Jess will work on a plan-of-action to support it and hopefully win some funding. The Montour Library is currently the only public library that is signed up for it. The library had its third teen program called "Blackout Poetry." The last part of that teen program will be here in November. Mobile Library at the Silver Spoon Café has been doing well. The Havana Art Series has been continuing. Kelly discussed some grants: most of the money for the construction grant has been received. Kelly also applied for a Preservation Survey (DPHS) grant and expect to hear the result in February 2020. The COSAC Mini Outreach Grant was approved, and the library will receive \$900 to fund various workshops throughout 2020. The Havana Art Series 2020 grant is nearly complete, and will be submitted by November 1, 2019.

Director's Report- Roxanne Leyes- Book circulation has been increased. Story time attendance is up. The library made \$446 at the Harvest Festival Book Sale. Harvest Fest Raffle ticket sales brought in \$275.

President's Report- We need to choose a new Vice-President for next year. Board members can let the President know if interested. Thank you for everyone who helped out at the Harvest Festival.

Public Expression- None

Adjournment- Motion: Gary Emerson Second: Amanda Arnold Rodriguez
Time: 7:12 pm

Next Meeting- Tuesday November 26 at 6 pm.

Minutes respectfully submitted by Gary Emerson

Executive Session: Time in- 6:23 Time out- 6:25

Topic: To discuss approving a new member to the Board of Trustees.

Motion to go into executive session- Heidi Berghoff Second- Phil Cherry
Motion to accept the new trustee: Phil Archer Second: Heidi Berghoff All approved.

Motion to leave executive session- Heidi Berghoff Second- Marian Saks
All approved.

Montour Falls Memorial Library
Minutes of Trustees Meeting
November 26, 2019

Trustees present: Cindy Emerson, Gary Emerson, Phil Archer, Marian Saks, Heidi Berghoff, Phil Cherry, Sam Shama, Amanda Arnold Rodriguez, Elaine Dalrymple, Anne Sibley

Staff present: Roxanne Leyes, Kelly Povero

Trustees absent: none

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

Minutes from October submitted by Gary Emerson were reviewed and approved.
Motion: Phil Archer Second: Heidi Berghoff All approved.

Treasurer's Report for October submitted by Marian Saks and approved.
Motion: Heidi Berghoff Second: Phil Cherry All 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- the drawing for the raffle baskets will be Saturday, November 30. The committee will meet again in January.

Historical Records and Artifacts Committee- Did not meet.

Board Actions:

Motion to spend up to \$1000 buy a new runner rug for library.
Motion: Gary Emerson Second: Amanda Arnold Rodriguez All approved.

Jess gave a report about using a solar energy farm to lower the electricity costs at the library. The company she reported on is Nexamp. You can opt in and later opt out. There is no fee for joining. They guarantee a 10% reduction in cost. The board will consider taking advantage of this. Jess will come back to report on it in January.

Jess also visited the Masons to discuss collaborating with them to provide program space for the library. It would be a good space to use for the cooking classes offered through the library. The parish house we used to use is not available right now, so we need to find a new space. The library will also investigate possibly using the Montour Falls Fire Hall as well.

The Board needs to approve a new Vice-President. Sam Shama agreed to be nominated
Motion: Heidi Berghoff Second: Anne Sibley All approved.

Board Information:

Old Business- None

New Business- Phil Archer said the STLS Foundation is looking for new members. They meet once a month on the second Tuesday. They meet at the STLS office in Painted Post. Phil also said he would like see if the library could resume the adult story time.

Library Director's Report-

Kelly Povero- Jay Leeming will do a fairytale story hour and it will be followed by building Gingerbread houses. Karin Thomas will also be leading "Story Time Stretches" to do with kids. A puppet theater has been ordered and some new puppets to use in the kids room. Our library is now a member of the Talking Book and Braille Library and we will have a Talking Book Reader. We can also order materials in braille. Kelly also attended the NYLA conference and learned about useful websites and apps. The library raised \$940 through FLX Gives in November. On Small Business Saturday the library will have a used book sale in space next to Been There Café. Grant Information: Chicone Builders will begin construction in 3-4 weeks. They will begin with new decking on the ramp in back of the building. Walmart Foundation donated \$2,500 to purchase books for children as part of the "My First Book Club."

Roxanne Leyes- Montour Falls Harvest Festival was a great success. The book sale brought in \$446.22. Roxanne and Kelly both attended the NYLA conference and both said it was very useful. Roxanne suggested the board send two people to attend this convention each year since they can attend more sessions and get more out of it. They would pursue getting a scholarship to help defray costs, but we may not be able to count on it each year. Roxanne reported that borrowing at the library increased in October. Volunteer hours were at 150 hours.

President's Report- Cindy Emerson met with the staff to discuss what is going well and what kind of changes they would like to see. The staff was very positive about how things are going.

Public Expression- None

Adjournment- Motion: Elaine Dalrymple
pm

Second: Phil Archer

Time: 7:13

Next Meeting- January 28, 2020 at 6 pm

Minutes respectfully submitted by Gary Emerson
