

Montour Falls Memorial Library
Minutes of Trustees Meeting
January 28, 2020

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

Staff present: Kelly Povero, Roxanne Leyes

Trustees absent: Phil Archer

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

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

Motion: Anne Sibley Second: Heidi Berghoff All approved

Treasurer's Report for November 2010 submitted by Marian Saks and approved. 2019 financial review given.

Motion: Heidi Berghoff Second: Elaine Dalrymple

Committee Reports:

Finance Committee- Met Tuesday January 28 prior to the Board Meeting.

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

Building and Grounds Committee- Did not meet

Fund Raising/Community Relations Committee- Phil and Jess met. Will schedule another meeting when more members can be present.

Historical Records and Artifacts Committee- The Schuyler Historical Society inquired about the Watkins Review-Express newspapers from 2000 to the present. Gary Emerson met with the director of the historical society and it was decided the library keep the newspapers to get them digitized.

Board Actions:

Motion to approve to use Insero and Company to do the financial review: Marian Saks
Second: Phil Cherry All approved

Marian Saks proposed adding a line to the 2020 budget showing a surplus/deficit so that if there is a surplus it can be applied to another line item where it is needed.
Motion to approve the revised budget for 2020: Phil Cherry
Second: Anne Sibley All approved

Cindy Emerson made a motion to add \$160 to cover meal costs for the Youth Services Conference in May. Second: Elaine Dalrymple All approved.

Marian Saks made a motion to allow up to \$600 to purchase a waterproof tent with walls, a retractable banner, and a tablecloth with the library logo. Second: Phil Cherry
All approved.

Cindy Emerson made a motion to allow Jessica 35 hours vacation time for 2020.
Seconded by: Heidi Bergoff All approved.

Board Information:

Old Business- None

New Business- Discussed using Nexamp to utilize solar power to lower electrical costs. The library is still looking at using the Masons' site for some off-site programs for the library because they have a kitchen. Still in process

Library Director's Report-

Kelly Povero reported that we received an Assessments Need Grant to look at what the library has in its possession such as historical records, maps, newspapers, and other items to help the library decide how to progress with categorizing our collections and where to get funding to assist our efforts.

Gratitude Summit- Kelly will attend this in February to learn about getting support from the Community Foundation.

2020 Census- Working with Odessa and Watkins Libraries to offer information sessions at multiple locations. Montour Falls will host two sessions with guests from the Census Bureau to answer questions.

Grants- Applied for a grant from the Foundation for Southern Tier Libraries to help with teen programs. Also Havana Art Series- this funded less than \$1,000 in 2019 so the library is adjusting the budget to reflect the amount of funds received. QuickArts Round 1- applied for \$350 to partially fund an oil painting program. American Sign Language Program- the library is currently searching for a grant to fund this program and is also interviewing instructors to help with it.

Youth Services Conference to be held in Clayton, NY. Registration of \$145, hotel cost of \$309-350. Will need money for meals as well.

Kelly showed the board a MCombo Outdoor Waterproof Tent with walls to use with programs and other needs. Cost is about \$124. She also showed the board a Retractable Banner with the library logo on it at a cost of about \$105. Also tablecloth with the library logo, cost about \$155.

Roxanne's Report- Gingerbread making event in December was a huge success with over 30 people attending. Tutoring is doing well. Friday Storytime continues to be a success. New cushions, games, and toys in the Children's Room, including a puppet theater and several puppets that the children are enjoying. Preliminary steps have been taken to take advantage of solar power from Nexamp that could save the library money on electric costs. Workforce Development Programs are scheduled through November 2020. It offers resume writing workshops and other skill-building opportunities.

President's Report- Advocacy Day is in February and Karen Thomas will be attending.

Public Expression- None

Adjournment- Motion: Elaine Dalrymple Second: Marian Saks
Time: 7:11 pm

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

Minutes respectfully submitted by Gary Emerson

Executive Session: Time in- 7:02 Time out- 7:08

Topic: A personnel issue

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

Motion to leave executive session- Gary Emerson Second- Marian Saks

Montour Falls Memorial Library
Minutes of Trustees Meeting
April 28, 2020

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

Trustees absent: None

Staff present: Roxanne Leyes, Kelly Povero

The meeting was called to order by Cindy Emerson at 5 p.m. via Zoom conferencing.

Minutes from March 2020 submitted by Gary Emerson were reviewed and approved.

Motion: Phil Cherry

Second: Elaine Dalrymple all approved

Treasurer's Report for March 2020 submitted by Marian Saks and approved.

Motion: Heidi Berghoff

Second: Anne Sibley all approved

Committee Reports:

Finance Committee- did not meet

Personnel/Nomination/Procedures Committee- Met on Wednesday, April 22 to discuss revisions to policies about emergency closures, infectious diseases, quarantine policies, and work from home procedures. The committee will meet again in May.

Building and Grounds Committee- Construction work is on hold as required. They will resume as soon as they are allowed.

Fund Raising/Community Relations Committee- were scheduled to meet in March but it was cancelled. Will talk among the committee members to set a future date when things reopen.

Historical Records and Artifacts Committee- did not meet. On March 4 we had a DHPS visit to see what artifacts we had in the library and to help advise us on how to preserve them. They will submit a report to us in the near future.

Board Actions:

Board Information:

Old Business-

Policy and Procedures updates about emergency closures, infectious diseases, quarantine policies, and work from home procedures were completed by Kelly Povero and reviewed by the Policy and Procedures Committee. The committee will meet again in May.

Motion to approve the new policies: Sam Shama Second: Anne Sibley All approved

Another revised policy was the Sick Leave Policy based on NYS legislation.

Motion to Approve: Phil Archer Second: Elaine Dalrymple All approved.

New Business- None

Library Director's Report-

Kelly Povero- the Census has been extended so the Library will be involved with it for a longer time. Karin Thomas has been working on our seed library. All Havana Art series have been postponed, but they may be doing some virtual classes using Zoom. Summer Learning program is on hold, but they hope to do some this summer. Some of that may also be done virtually. Still waiting to hear about some grants that were applied for before the virus shutdown began. Jess wrote a grant for the Community Foundation for \$1000 for Covid relief.

Roxanne Leyes- Peterson Library is now looking for a new director as Gail Greuber is retiring. Roxanne is considering doing curbside service for patrons to get books from the library.

President's Report- Everyone is doing a good job at doing their work from home during this crisis and working around things to keep functioning.

Public Expression- none

Adjournment- Motion: Elaine Dalrymple Second: Sam Shama All approved.
Time: 5:34 p.m.

Next Meeting- May 26, 2020 at 5 p.m. by Zoom

Minutes respectfully submitted by Gary Emerson

Montour Falls Memorial Library

Minutes of Trustees Meeting

May 26, 2020

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

Trustees absent: None

Staff present: Kelly Povero, Jess Westlake

The meeting was called to order by Cindy Emerson at 5:05 pm.

Minutes from April 2020 submitted by Gary Emerson were reviewed and approved.
Motion: Elaine Dalrymple Second: Anne Sibley All approved.

Treasurer's Report for May 2020 submitted by Marian Saks and approved.
Motion: Cindy Emerson Second: Anne Sibley All approved.

Committee Reports:

Finance Committee- did not meet. Preparing for annual review.

Personnel/Nomination/Procedures Committee- Met on May 13th. Worked on new policies about mileage reimbursement at the federal mileage reimbursement rate, vacation policy for full-time employees, and holiday pay policy.

Building and Grounds Committee- did not meet. Phil Cherry said the building project will resume the first of next week to finish the job. Builders hope to be done by the end of June.

Fund Raising/Community Relations Committee- did not meet.

Historical Records and Artifacts Committee- did not meet.

Board Actions:

The board discussed the proposed mileage policy from the Personnel /Nomination/ Procedures Committee.

Motion to approve the mileage policy: Sam Shama Seconded: Elaine Dalrymple All approved

The board discussed the vacation policy for full-time employees. It was decided to work on this policy more and to get approval at the next meeting

Holiday Pay Policy was discussed and which holidays were to be paid were decided upon.

Motion to approve the Holiday Pay Policy: Phil Cherry Second: Heidi Berghoff All approved.

Virtual Programs Policy was discussed and agreed upon.

Motion to approve the Virtual Programs Policy: Elaine Dalrymple Second: Phil Archer All approved.

Board Information:

Old Business- none

New Business- none

Library Director's Report-

Kelly- Getting ready for reopening soon. Tentative date to reopen is in mid-July for curbside pickup if we get approval to reopen by June 29. We need some time after June 29 to clean the library and prepare. We did order a sneeze guard. Also ordered curbside bags. Still looking to get PPE, such as masks for library workers and some face shields. Still need to gather more cleaning supplies and sanitizing supplies, which are hard to get right now. Programs are mostly on hold right now, but have some possible ones in the works. Submitted some grants to Foundation for Southern Tier Libraries (Teen Grant), a Rotary Grant, and the Elmo Royce Youth Fund (Summer Learning). The Schuyler County Fund (WIC Books) was awarded for \$800.

Jess Westlake spoke about the Heal Schuyler program which will include a scavenger hunt involving the library's history.

Kelly gave the **director's report** (Roxanne not present)-library has been closed so books not circulating. There are two potential new adult volunteers. The entrance to the Children's room is nearly complete. The 2020 census is still being promoted. New books and materials have been coming in. The web site has been updated with new links added.

President's Report- Cindy Emerson reported that the Schuyler County libraries have been working closely together during the pandemic.

Public Expression- None

Adjournment- Motion: Anne Sibley Second: Phil Cherry Time: 5:54 pm

Next Meeting- June 23, 2020 at 5 p.m. via Zoom

Minutes respectfully submitted by Gary Emerson

Montour Falls Memorial Library
Minutes of Trustees Meeting
June 23, 2020

Trustees present: Cindy Emerson, Gary Emerson, Heidi Berghoff, Phil Cherry, Sam Shama, Elaine Dalrymple, Anne Sibley

Trustees absent: Amanda Arnold Rodriguez, Phil Archer, Marian Saks

Staff present: Roxanne Leyes, Kelly Povero

The meeting was called to order by Cindy Emerson at 5:11 pm. The Board met by Zoom.

Minutes from May 2020 submitted by Gary Emerson were reviewed and approved.

Motion: Phil Cherry Second: Anne Sibley All approved

Treasurer's Report for May 2020 submitted by Marian Saks and approved.

Motion: Elaine Dalrymple Second: Sam Shama 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- Met June 23, 2020 at 4 pm. They would like to begin fundraising again. They hope to have a book sale on September 12 outdoors under tents. A bed and breakfast owner asked to do a fundraiser for the library possibly around Halloween. Karin is looking into making t-shirts to sell. They meet again on July 28.

Historical Records and Artifacts Committee- did not meet

Board Actions:

The Board reviewed the vacation policy for full-time employees that was recently revised.

Motion to approve the vacation policy: Anne Sibley Second: Sam Shama
All approved.

The Board reviewed the agreement for the microfilm storage of the old newspapers. The rolls of microfilm are stored by Avenu at a cost of \$34 per year, but we really do not need to continue to store them as they are all digitized and available online.

Motion to end the contract and retrieve the microfilm: Phil Cherry Second: Elaine Dalrymple All approved.

Reviewed the library's COVID policy for reopening which set standards for social distancing and cleaning when patrons return to the library in the phased reopening. Motion to approve the phased reopening plan: Elaine Dalrymple Second: Anne Sibley All approved.

Board Information:

Old Business- none

New Business- none

Library Director's Report-

General Library Report from Kelly Povero- the library has been preparing for reopening by getting supplies needed to keep things sanitary. They were able to get face shields, masks, sanitizer, and wipes. Curbside service has been announced and will begin on July 1. It will run from 9 am to 2 pm. The library has also acquired a touchless thermometer to check people who enter the library. The staff has put together some "Curbside Menus" of bundled materials for Early Lit and kids. The library is still under construction so it may be a while before the library opens for indoor business. Upcoming programs: Havana Art Series will do two anime virtual workshops for youths/teens, Karin will be doing My First Book Club on a virtual basis, Summer Learning Program is still up in the air and if it does happen it would have to be done virtually.

Library Director's Report from Roxanne Leyes- Construction on the front entrance has begun and is progressing. The library will be a drop-off site for the HEAL scavenger hunt. The library is still promoting the 2020 census. The various libraries in the county are doing a great job of working together. The table in the meeting room has been fixed.

President's Report- The library tax vote at the school board election passed by a good majority.

Public Expression- None

Adjournment- Motion: Heidi Berghoff Second: Anne Sibley Time: 5:55 pm

Next Meeting- July 28 at 5 pm. It will also be conducted by Zoom.

Minutes respectfully submitted by Gary Emerson

Montour Falls Memorial Library
Minutes of Trustees Meeting
July 28, 2020

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

Trustees absent: Anne Sibley

Staff present: Roxanne Leyes, Kelly Povero, Jessica Westlake, Karin Thomas

The meeting was called to order by Cindy Emerson at 5:05 pm

Minutes from June 2020 submitted by Gary Emerson were reviewed and approved.
Motion: Elaine Dalrymple Second: Heidi Berghoff

Treasurer's Report for June 2020 submitted by Marian Saks and approved.
Motion: Heidi Berghoff Second: Phil Archer

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 Tuesday, July 28. The Fund Raising Committee suggested perhaps having a book sale in front of the library and provide masks and hand sanitizer to patrons who want to look at the books and buy them. Roxanne Leyes raised concern about having a book sale with the pandemic still present. Jessica Westlake spoke about the idea of getting a t-shirt printed to sell to promote the library and raise money.

Historical Records and Artifacts Committee- Did not meet.

Board Actions: None

Board Information:

Old Business- None

New Business- Phil Cherry brought up the need to put some side railings on the east porch to make sure there is no fall hazard to anyone. The board discussed options about what to do about it in the near future.

Library Director's Report-

Director's Report- Roxanne Leyes- In August and September there will be letters sent out asking for donations. We can get matching funds for the children's program. There are virtual story times on Fridays and a tie-in activity posted on Facebook. The library continues to promote the 2020 census. Interlibrary loan resumed on July 20. Books that come in have to be quarantined for a few days before being given out. The library staff continues to discuss ways to better clean and disinfect things. Curbside service for books began July 1 and will continue through August. Roxanne has been meeting with representatives from some of the other libraries to coordinate their policies in dealing with the pandemic and conducting curbside pickup. Library staff continues to do some work from home to avoid having too many people in the library at once.

General Library Report- Kelly Povero- The front entrance construction is complete. The contractor is now working on the broken windows, the Tiffany windows, and the stones/steps on the east porch. The policies and procedures has been updated and included with the Board packet. The Summer Learning Program has been progressing. There are 24 people participating including 9 children, 13 adults, and two teens. The Havana Art Series has been utilizing Zoom workshops. Several grants have been awarded to the library. A Rotary grant awarded \$500 for COVID supplies. The Schuyler County WIC Fund awarded \$800. The Elmo Royce Youth Fund (Summer Learning) awarded \$2,000. The library applied for a COSAC Mini Outreach Grant (Hotspot School Lending Program) to request \$1,000 for the purchase of five portable WiFi hotspots to be loaned to Hanlon Elementary for students who do not have internet at home. STLS is also applying for a grant available for rural libraries that will allow the libraries to purchase new technology. The library is seeking to purchase a Chromebook computer and two WiFi hotspots for public use only. The library has also applied for a program through the ALA Community Connect that allows rural libraries to participate for 2 years in the program that provides five Verizon hotspots to lend to patrons and it provides professional development resources.

President's Report- none

Public Expression- None

Adjournment- Motion: Phil Cherry Second: Heidi Berghoff Time: 6:03

Next Meeting- Tuesday August 25 via Zoom at 5 pm

Minutes respectfully submitted by Gary Emerson

Montour Falls Memorial Library
Minutes of Trustees Meeting
August 25, 2020

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

Trustees absent: Anne Sibley, Phil Archer

Staff present: Roxanne Leyes, Kelly Povero

The meeting was called to order by Cindy Emerson at 5:02 pm.

Minutes from July 2020 submitted by Gary Emerson were reviewed and approved.

Motion: Elaine Dalrymple

Second: Heidi Berghoff

Treasurer's Report for July 2020 submitted by Marian Saks and approved.

Motion: Heidi Berghoff

Second: Sam Shama

Committee Reports:

Finance Committee- did not meet.

Personnel/Nomination/Procedures Committee- did not meet

Building and Grounds Committee- Phil Cherry did the walk through with the construction company to examine the work that has been done and discuss what things still need to get finished. The village board agreed to pay for railings at the east entrance.

Fund Raising/Community Relations Committee- Met on August 18 and discussed ideas to continue doing fund raising. The committee decided not to do any book sales at this time.

Historical Records and Artifacts Committee- did not meet

Board Actions:

Board Information:

Old Business- None

New Business- None

Library Director's Report-

Kelly Povero- Assistant Library Director- General Report- The Havana Art Series included an Anime Drawing class with 14 total participants. The library is developing some Grab-N-Go Craft Kits. The My First Book Club had fewer sign-ups likely due to the age group and the virtual setting. The Summer Learning Program is in its final week. The curbside kits have been a success. The library is working on book club picks for the remainder of the year. Some groups will remain on Facebook only, while others may transition to Zoom meetings. Kelly looked into commercial cleaning costs in case it was needed due to library exposure from an active case of the Covid virus. The library has applied for several grants and is waiting to find if any are awarded. The library is also looking into setting up a printing station near the front entrance. Patrons would have to make appointments to come into the library and use it for business or job-related purposes. The station would be sanitized after each use.

Roxanne Leyes- Library Director Report- Libraries are required to quarantine all materials for 96 hours before processing. The library is continuing to promote the 2020 Census. The monthly newsletter has been updated with a new format. The library did not participate in the Schuyler County Summer Youth Employment Program this year. The Grab and Go bags have been very popular. The library has supplied 50 bags as of 8/21. The curbside service is going very well. The library is reaching out to OMCS teachers to offer support for the 2020-21 school year. The library staff continues to discuss policies and procedures, reopening policies, schedules, cleaning/disinfecting guidelines and supplies, and are coordinating with Schuyler County libraries. The library will be sending out a fund raising letter sometime in September. The village approved the library to use the park in the Weed Block area across from the Chemung Canal Bank for programming.

President's Report- The STLS recently supplied a survey of libraries to learn how they are responding to the pandemic. Not all are opening to patrons inside the library. Only a few are letting patrons in. Cindy suggested that we have a virtual ribbon cutting ceremony about the completed construction, and post it online so people can see the work that was done to the library.

Public Expression- None

Adjournment- Motion: Phil Cherry Second: Elaine Dalrymple Time: 5:50 p.m.

Next Meeting- September 22, 2020 at 5 p.m. on Zoom.

Minutes respectfully submitted by Gary Emerson

Montour Falls Memorial Library
Minutes of Trustees Meeting
September 22, 2020

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

Trustees absent: Phil Cherry, Elaine Dalrymple

Staff present: Roxanne Leyes, Kelly Povero

The meeting was called to order by Cindy Emerson at 5:05 pm.

Minutes from August 2020 submitted by Gary Emerson were reviewed and approved.
Motion: Heidi Berghoff Second: Marian Saks All approved

Treasurer's Report for August 2020 submitted by Marian Saks and approved.
Motion: Anne Sibley Second: Phil Archer All approved.

Committee Reports:

Finance Committee- did not meet, but the committee will need to meet next month to start the budget process.

Personnel/Nomination/Procedures Committee- did not meet.

Building and Grounds Committee- did not meet.

Fund Raising/Community Relations Committee- met Tuesday, September 22. The committee discussed selling t-shirts as a fundraiser. They also talked about selling centerpieces as a fundraiser. They committee would put them together to be sold. Jess Westlake also was looking into face masks with the library logo on it that could be sold. The committee also raised the possibility of sending fundraising letters to Chamber of Commerce members and others who may broaden the base of supporters.

Historical Records and Artifacts Committee- did not meet.

Board Actions:

Board Information:

Old Business- Virtual ribbon cutting- Kelly would like to do the virtual ribbon cutting. Brian Hildreth has to visit the library in October to see the work and that would be a good time to do it.

New Business- none

Library Director's Report-

Assistant Library Director Report- Kelly Povero- COVID-19 update: STLS is recommending a 96 hour quarantine for all library materials. Since the virus has been proven to remain present on stacked materials for six days, that means materials need to be quarantined for nine days before being allowed to circulate again. Kelly registered for the NYLA Conference November 5 and 6, which is virtual this year. The adjusted temporary hours for the library are currently 10 am to 4 pm, Monday through Friday. Grab Bags on the porch for the Havana Art Series continue to be a success. The grant request for the 2020 COSAC Mini-Outreach Grant has been submitted. The ALA Community Connect Pilot Program application has also been submitted. Brian Hildreth is assisting with the final report for the Construction Aid Grant, and it should be submitted next week. The library has been in touch with a teacher and the principal at B.C. Cate about doing virtual story times for the students. The library is currently offering Grab 'N Go Early Lit Activity Packs outside our door for families to pick up at their convenience. The library continues to offer virtual story times on Friday mornings with a craft poster afterwards. The library also continues to add to our Facebook page and website some free virtual educational events and homeschooling learning resources.

Director's Report- Roxanne Leyes- the library is coordinating with the Watkins Glen Montour Falls Lions Club to provide delivery services to local patrons. The library continues to promote the 2020 Census. Fundraising letters have been mailed out with an option to support the Early Literacy Program of the General Library. Juvenile Non-Fiction is being re-located to the back room. The library is offering support to OMCS students and teachers for the 2020-21 school year. The library plans to extend hours to 5 pm soon to make the library more accessible.

President's Report- no report

Public Expression- None

Adjournment- Motion: Heidi Berghoff Second: Anne Sibley Time: 5:33 pm

Next Meeting- October 27, 5 pm

Minutes respectfully submitted by Gary Emerson.

Montour Falls Memorial Library

Minutes of Trustees Meeting

October 27, 2020

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

Trustees absent: None

Staff present: Roxanne Leyes, Kelly Povero, Jessica Westlake

The meeting was called to order by Cindy Emerson at 5:02 pm.

Minutes from September 2020 submitted by Gary Emerson were reviewed and approved.

Motion: Heidi Berghoff Second: Phil Archer All approved.

Treasurer's Report for September 2020 submitted by Marian Saks and approved.

Motion: Phil Cherry Second: Anne Sibley

Committee Reports:

Finance Committee- Did not meet.

Personnel/Nomination/Procedures Committee- Did not meet. Will meet soon to discuss nominations for positions whose terms are ending.

Building and Grounds Committee- Did not meet.

Fund Raising/Community Relations Committee- Met on Tuesday, Sept. 22. They discussed selling t-shirts, face masks with the library logo, and table centerpieces as fundraisers.

Historical Records and Artifacts Committee- Did not meet.

Board Actions:

The Schuyler County Historical Society requests transfer of the newspapers in the attic, particularly the *Watkins Review and Express*, for the purpose of digitizing them with their new scanning equipment.

Motion to approve: Phil Archer Second: Elaine Dalrymple
All approved.

Board Information:

Old Business-

New Business-

Library Director's Report-

Assistant Library Director's Report- The construction aid has been submitted and approved. The library should be receiving it soon. We are planning to hold a ribbon cutting ceremony in the near future to celebrate the completion of the construction project. A few people may attend, but others will have to participate via Zoom. In collaboration with the ARTS Council, the library is putting together a "History Walk" grab bag for kids with local information and activities. The 2020 COSAC Mini Outreach Grant awarded \$1,000 for a Hotspot School Lending Program. The Community Foundation General Operation Grant awarded \$500 to support operational costs during the COVID pandemic. FLX (Fingerlakes) Gives is Friday, 11/13

Director's Report- Fundraising update: as of October 26-Early Lit (\$2,019), General (\$1,035), Combined total= \$3,104. The library is in contact with OMCS to provide services as needed. The library is working with Cynthia Cratsley to organize a program through Havana Arts. She will provide a video tutorial and instructions for a project to be available in Grab Bags. The old carpet runner was removed and furniture is being rearranged. The 2020 Census is complete. Current hours are Monday-Friday, 10 am to 4 pm. Curbside pickup, printing, and computer use are available by appointment. Early literacy is now doing story times at 1:30 pm on Fridays for Second Grade teacher Katie Travis. We have added a 10 am virtual story time on Tuesdays on our Facebook page for the general public. There will be a virtual costume contest and virtual pumpkin carving contest on our Facebook pages. Staff meetings once a week begin again on October 28.

President's Report- None

Public Expression- None

Adjournment- Motion: Elaine Dalrymple Second: Phil Archer Time: 5:47 pm

Next Meeting- Tuesday, November 24 at 5 pm via Zoom.

Minutes respectfully submitted by Gary Emerson

Montour Falls Memorial Library
Minutes of Trustees Meeting
November 24, 2020

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

Trustees absent: Phil Cherry

Staff present: Roxanne Leyes, Kelly Povero

The meeting was called to order by Cindy Emerson at 4:32 p.m.

Minutes from October 2020 submitted by Gary Emerson were reviewed and approved.
Motion: Phil Archer Second: Marian Saks

Treasurer's Report for October 2020 submitted by Marian Saks and approved.
Motion: Heidi Berghoff Second: Anne Sibley

Committee Reports:

Finance Committee- Met to talk about the budget.

Personnel/Nomination/Procedures Committee- Met November 13 to discuss a slate of officers.

Building and Grounds Committee- did not meet

Fund Raising/Community Relations Committee- Met to work on the centerpieces to sell through the library.

Historical Records and Artifacts Committee- did not meet.

Board Actions:

Approval of the 2021 budget.

Motion: Heidi Berghoff Second: Elaine Dalrymple All approved.

The board discussed seeking a 2% tax levy again this year. A letter will be sent to the OMCS school district to get it on the ballot in the spring.

Motion: Gary Emerson Second: Anne Sibley All approved.

Review and approve the slate of officers.

Motion to approve Sam Shama as President and Elaine Dalrymple as Vice-President :
Phil Archer Second: Marian Saks All approved.

Discussed changes in the job description for Jessica and voted on approval. Jessica took on more responsibilities.

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

Kelly suggested using \$960 of the FLX Gives money to go into the Early Literacy account.

Motion: Cindy Emerson Second: Heidi Berghoff All approved

Board Information:

Old Business- Still plan to have a virtual ribbon cutting, probably in January, to show the renovations. It will get posted online.

New Business- None

Library Director's Report-

Assistant Library Director-Kelly Povero- State aid is being withheld at 22.6% of funding so we should expect a decrease of at least that much. FLX Gives provided the library with \$1,060. Kelly suggests that much of that money be given to Early Literacy. The mayor and head of DPW will do a walk-through to view the renovations that are now completed. The Grab & Go History Walks are ready. The Havana Arts Polymer Clay Grab Bags for adult crafts are ready. The merchandise page is ready to go with a PayPal account. Prices and pictures of the merchandise will be included on the page, including the new library t-shirts. The library is also developing a Mental Health Resource Page.

Two grants are being submitted. The Federal Workforce Development Grant has been submitted. The Rural and Small Libraries Grant Opportunities will be submitted by December 3rd.

Director's Report- Roxanne Leyes- Early Literacy has been going very well. The number of patrons visiting the library went up last month, and so did the visits to the Facebook page. The library staff has attended several meetings such as the STLS annual meeting, HEAL, HEAL Story Walk, FLX Gives training, Digital Library, NYS Archives, Community Voices, and the Rural Libraries Committee. The library had great participation for the virtual pumpkin carving and costume contests. Books continue to be delivered once a week to My Place Day Care and Schuyler Head Start. The library has been in contact with OMCS to provide services as needed.

Early Literacy has continued to do virtual story times on Tuesdays and Fridays. The library has begun delivering books to Head Start in October. A Thanksgiving section has been added to the learning from home section of our website.

President's Report- None

Public Expression- None

Adjournment- Motion: Anne Sibley Second: Marian Saks Time: 5:44 p.m.

Next Meeting- January 26 at 5 p.m. by Zoom

Minutes respectfully submitted by Gary Emerson

Executive Session: Time in- 5:29 Time out- 5:42

Topic: Salaries for library personnel and the 2021 budget.

Motion to go into executive session- Sam Shama Second- Elaine Dalrymple

Motion to leave executive session- Sam Shama Second- Elaine Dalrymple

