

Montour Falls Memorial Library
Minutes of Trustees Meeting
January 26, 2021

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

Others Present: Roxanne Leyes, Kelly Povero, Jess Westlake, Rhonda Stephani

Trustees absent: N/A

The meeting was called to order by Sam Shama at 5:02 pm.

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

Motion: Elaine Dalrymple
All approved.

Second: Cindy Emerson

General Library Report by Kelly Povero –
Updating policies including 2021 NYS Sick Leave, Employee Travel During Pandemic, and developing a Pandemic Operations Plan as per NYS requirements. The next Village Board meeting will be 2/18/21. Kelly joined the DAC's subcommittee on inclusion and diversity. The library scheduled 2 Anime Workshops in March with Emily Swan and are working with Cynthia Cratsley for additional adult art programs. Awarded \$3,000 to supplement a Community Reads Program in 2021-22. Ordered hotspots to test for the School Lending Program. Looking for donations of 500-piece puzzles for a patron.

Treasurer's Report for November-December 2020 submitted by Marian Saks and was approved.

Motion: Heidi Berghoff

Second: Phil Archer

Committee Reports:

Finance Committee – Did not meet; End of Year Audit needs to be planned. Will send Kelly the revised budget.

Personnel/Nomination/Procedures Committee – Met on 1/25 to discuss Employee Travel During Pandemic. Next meeting TBD.

Building and Grounds Committee – Did not meet.

Fundraising/Community Relations Committee – Did not meet.

Board Actions:

- Trustees will review and vote on the Employee Travel During Pandemic Policy.
 - o Motion: Phil Cherry
 - o Second: Anne Sibley
 - o All approved.

- Trustees will review and vote on quotes for new rugs; tabled until February meeting for 3 quotes.
- Trustees will review and vote on STLS Tech Support Contract. Tabled this topic until February.
- Executive session was called at 5:58pm to discuss new trustee nominee Rhonda Stephani. All approved.

Board Information:

Old Business

- Virtual Ribbon Cutting

New Business

- Rugs for the main entrance
- Tech Contract with STLS
- Employee Travel During Pandemic Policy
- Letter to OMCS D for tax levy

Library Director's Report

Early Literacy: The Children's Library is now its own group inside of the main Facebook page and views have approximately doubled for Storytimes. Virtual ST is Tuesday and Friday at 10am. Alexandra is putting out many grab-&-go activity packs and delivering books to My Place and Head Start (pause on My Place as they relocate).

General: Facebook and Instagram statistics have increased this month. The library is offering new hours M-F 9am-4pm and Saturdays 9am-12pm. We are also offering in-house browsing in 15 minute appointments, computer use/printing in 30 minute appointments. Awaiting maximum occupancy from the Village. Seed Library donations have lessened and we are looking for donations of seed packets and nursery pots to begin our foster program for 2021.

President's Report

Thank you everybody for putting your best efforts forward; the staff, the Board. The Board agreed that meetings will now be on the fourth Wednesday at 5pm instead of on Tuesdays. A big welcome to Rhonda Stephani!

Executive Session called by Sam Shama at 5:58pm.

Executive Session ended by Sam Shama at 6:06pm.

Public Expression – None

Adjournment – Motion: Phil Cherry Second: Heidi Berghoff Time: 6:14 P.M.

Next Meeting – Wednesday, February 24 @ 5:00pm via Zoom

Minutes respectfully submitted by Kelly Povero

Board of Trustees February 24, 2021 Financial Report for Montour Falls Memorial Library
January 2021

Budgetary Items of Note:

General

- Total fundraising was \$1,103 better than budget for the month due to end of year appeal.
- Grant for \$3,000 received for Community Read Program.
- Payroll expenses are underbudget by \$1,006 for the month.
- Employee expenses are overbudget for the month due to timing of workman's comp invoice.

Early Lit.

- Payroll expenses under budget by \$297 for the month.
- Program expenses under budget as expected until things start up again.

FINANCIAL COMMITTEE MEETING: No meeting

Respectfully submitted, Marian Saks, Treasurer

--parentheses +/-
--dates 2020 changed

Montour Falls Memorial Library
Minutes of Trustees Meeting
February 24, 2021

Trustees present: Sam Shama, Heidi Berghoff, Marian Saks, Phil Cherry, Anne Sibley, Cindy Emerson, Rhonda Stephani

Others Present: Roxanne Leyes, Kelly Povero, Jess Westlake, Kelly Dietz

Trustees absent: Elaine Dalrymple, Philip Archer

The meeting was called to order by Sam Shama at 5:02 PM

Minutes from January 2021 submitted by Kelly Povero were reviewed and approved.

Motion: Anne Sibley

Second: Cindy Emerson

All approved.

General Library Report by Kelly Povero –

Kelly is working on the Annual Report which is due to STLS March 6. Working on updating bank information with CCTC. Jess attended Village Board Meeting on 2/18. OverDrive merged with RB Digital and magazines are now available on OverDrive and Libby. Trustee Handbook Roles and Responsibilities Workshop is on 3/18 @ 4pm. NYLA is offering a program called Friendly Partnerships Strengthen Communities on Thursday 3/11 @ 2pm regarding how Friends Groups can work with the community. Several program updates: Wednesday Project Programs received \$350 from the ARTS Council. Community Reads Program will begin in March. Hotspot Lending Program will begin in March. Resume Writing To-Go Kits have been a success for teens and young adults. Meeting with Alexandra Tuesday to discuss Early Lit grants and Summer Learning Program.

Treasurer's Report for January 2021 submitted by Marian Saks. Dates modified to 2021 instead of 2020.

Motion: Heidi Berghoff

Second: Anne Sibley

All approved.

Committee Reports:

Finance Committee – Discussed reworking our annual internal audit to time up with the Annual Report (AR) to make things easier. There was a discrepancy in last year's AR financials due to Construction Aid.

Personnel/Nomination/Procedures Committee – Met on 2/22 to discuss Sick Leave Policy.

Building and Grounds Committee – Phil C and Roxanne did a walkthrough and discussed items that need to be addressed. Working on creating a list to share with the Board of Trustees. Items of interest: Making the back office useable.

Fundraising/Community Relations Committee – Did not meet; Jess will coordinate a meeting.

Historical Records & Artifacts Committee – Did not meet.

Board Actions:

- Trustees will review and vote on the Sick Leave Policy.
 - o Motion: Cindy Emerson Second: Rhonda Stephani
 - All approved.
- Continuing to keep library cards free.
 - o Motion: Anne Sibley Second: Rhonda Stephani
 - All approved.
- Recognizing Juneteenth as an official closed holiday; renaming Columbus Day to Indigenous Peoples' Day.
 - o Motion: Anne Sibley Second: Marian Saks
 - All approved.
- Executive session was called at 5:57 PM to discuss new trustee nominee Kelly Dietz. All approved.

Board Information:

Old Business

- Quotes for IT cabling; waiting on additional quotes
- PCs are \$1,428 for 2 new circulation desktop computers – does not include STLS IT service contract (estimate approximately \$2,000). We will discuss next meeting and vote
- Board of Trustees Secretary is vacant
- Updated Committee List

New Business

- Sick Leave Policy
- Annual Report 2020; will revisit in March 2021 to approve
- Continuing to keep library cards free
- STLS 2022-2026 Cost Shares; will revisit in March after reviewing questions.
- Recognizing Juneteenth as a closed holiday
- Renaming Columbus Day to Indigenous Peoples' Day
- Potential Trustee: Kelly Dietz

Library Director's Report

We are currently open Monday-Friday from 9am-4pm and Saturdays 9am-12pm. We will be increasing weekday hours to 5pm on March 15th. We are now allowing space reservations for up to 2 hours for the purpose of work, personal computer use, school, and tutoring. NexAmp account is live. Book delivery to Head Start is once per week and

Storytimes on the last Friday of the month. We will redirect our WIC Program (funded through the Schuyler County Fund) to Head Start for the time being. Storywalks down Main Street are delayed due to weather. Book clubs meeting in March: Environmental, Sci-Fi, Havana (by author), as well as 3 Facebook Groups.

President's Report

No report.

Executive Session called by Sam Shama at 5:57 PM

Executive Session ended by Sam Shama at 6:03 PM

Public Expression – None

Adjournment – Motion: Heidi Berghoff Second: Marian Saks Time: 6:12 PM

Next Meeting – Wednesday, March 24 @ 5:00pm via Zoom

Minutes respectfully submitted by Kelly Povero.

Resolutions on the last Friday of the month will be read and the 1912 Report will be read through the Board of Directors. The Board will also be asked to consider the report of the Board of Directors on the 1911-1912 season. The Board will also be asked to consider the report of the Board of Directors on the 1911-1912 season. The Board will also be asked to consider the report of the Board of Directors on the 1911-1912 season.

President's Report

His report.

Executive Session called by John Smith at 2:30 PM
Executive Session ended by John Smith at 4:00 PM

Public Organization - None

Adjournment - 11:00 AM. Next Meeting - Second Monday of the Month. Time 8:00 PM

Next Meeting - Wednesday, March 24 at 8:00 PM in the Room

Minutes of the meeting held by John Smith

Montour Falls Memorial Library
Minutes of Trustees Meeting
March 24, 2021

Trustees present: Sam Shama, Heidi Berghoff, Marian Saks, Phil Cherry, Cindy Emerson, Rhonda Stephani, Kelly Dietz, Elaine Dalrymple, Philip Archer

Others Present: Roxanne Leyes, Kelly Povero, Jess Westlake

Trustees absent: Anne Sibley

The meeting was called to order by Sam Shama at 5:00 PM

Minutes from ~~January~~ ^{February} 2021 submitted by Kelly Povero were reviewed and approved.
Motion: Cindy Emerson Second: Heidi Berghoff
All approved.

General Library Report by Kelly Povero – Banking information is up-to-date for check signers. Reviewed the STLS 2022-2026 Free Dirty Access Plan. Annual Report has been submitted. The NYLA Library Trustees Association (LTA) is no longer a standalone organization; we will purchase the LTA package for all trustees to be NYLA and LTA voting members (\$30). Community Reads Program is in motion. Hotspots have been cataloged and are ready for checkout. Working with 3rd and 4th grade teachers at OMCS to spend remaining My First Book Club funding. Permission was granted by the Community Foundation to substitute WIC children for Head Start students. Working on a grant through the Foundation of Southern Tier Libraries for Discovery Kits.

Treasurer's Report for February 2021 submitted by Marian Saks.

Motion: Phil Cherry

Second: Phil Archer

All approved.

Committee Reports:

Finance Committee – Did not meet.

Personnel/Nomination/Procedures Committee – Did not meet.

Building and Grounds Committee – Did a walkthrough of the building to identify issues; drainage problems outdoors, brick and mortar problems, landscaping needs in the garden and surrounding areas, railing near the children's entrance, front railings, checkered flooring, old/inoperable lighting, fireplace mantel, leaning tower, interior paint issues, stress cracks (cosmetic), East porch deck/steps, bathroom design for more storage (considerations for handicap accessibility), back office, steps by children's door. Also need to have the HVAC serviced and evaluated.

Fundraising/Community Relations Committee – Did not meet.

Historical Records & Artifacts Committee – Did not meet.

Board Actions:

- Trustees will review and vote on purchase of 2 new computers.
 - o Motion: Cindy Emerson Second: Heidi Berghoff All approved.
- Trustees will review and vote on STLS Cost Shares 2022-2026.
 - o Motion: Phil Archer Second: Marian Saks All approved.
- Trustees will review and vote to approve the Annual Report 2020.
 - o Motion: Heidi Berghoff Second: Rhonda Stephani All approved.

Board Information:

Old Business

- Quotes for IT cabling; waiting on additional quotes.
- PCs are \$1,428 for 2 new circulation desktop computers + IT service contract. We will discuss next meeting and vote.
- Board of Trustees Secretary is vacant
- Updated Committee List

New Business

- None

Library Director's Report

Children's program continues doing virtual storytimes and visiting Head Start, My Place. Upcoming programs include Blankets & Books, Tanglewood, Dan the Snakeman. Current hours are M-F 9am-5pm, Saturdays 9am-12pm. Network cabling quotes will be available next month. Multiple book clubs now available via Facebook and Zoom. RBDigital is officially on OverDrive/Libby and no longer its own app. Trying to get more kids using the library. Discussing comfort for in-person programming outdoors. Nature Walks on Saturday mornings in April from 8am-9am. Carts are out front for our weekly book sales. Looks at your books and see if there is anything you're willing to donate to a future book sale.

President's Report – No report

Public Expression – None

Adjournment – Motion: Phil Cherry Second: Marian Saks Time: 5:52 PM

Next Meeting – Wednesday, April 28, 2021 @ 5:00pm via Zoom

Minutes respectfully submitted by Kelly Povero.

Board of Trustees April 28, 2021 Financial Report for Montour Falls Memorial Library
March 2021

Budgetary Items of Note:

General

- \$291 in fundraising was an unemployment insurance reimbursement from 2018.
- Payroll slightly over budget (\$88) with new hire.
- Remaining budgeted revenue for the year is \$4,548.
- Expenditures are on budget at 23% of total (should be 25%).

Early Lit.

- Payroll expenses under budget by \$707 for the month.
- Program expenses under budget as expected.
- Total expenditures are under budget at 17% of total.

FINANCIAL COMMITTEE MEETING: No meeting

Respectfully submitted, Marian Saks, Treasurer

Montour Falls Memorial Library
Minutes of Trustees Meeting
April 28, 2021

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

Others Present: Roxanne Leyes, Kelly Povero, Jess Westlake

Trustees absent: Rhonda Stephani

The meeting was called to order by Sam Shama at 5:02 PM

Minutes from March 2021 submitted by Kelly Povero were reviewed and approved. One correction of date will be corrected.

Motion: Phil Archer

All approved.

General Library Report by Kelly Povero – Updates to checkouts for DVDs to allow non-new items to be checked out for a longer period of time. Annual Report for 2020 was successfully submitted to NYS. Renewed 3 Empire Passes and working on the renewal of our Museum of the Earth Pass. Resume Writing Kits are still available. Community Reads Program is in full swing. Purchased 150 non-fiction children's books for the 3rd and 4th grade students at Hanlon Elementary as part of the My First Book Club Program. Planning the 6-week long Summer Learning Program. Awarded \$805.00 to make Discovery Kits.

Treasurer's Report for March 2021 submitted by Marian Saks.

Motion: Anne Sibley

Second: Phil Cherry

All approved.

Committee Reports:

Finance Committee – Did not meet.

Personnel/Nomination/Procedures Committee – Kelly sent the Constitution and By-Laws to review.

Building and Grounds Committee – Inspected fireplace for potential mold but no mold was found (good news!). Working to improve safety of the children's room door. Phil put own some materials over the cellar stairs. Because the Village installed the air conditioning unit, we are rethinking our location. Looking for more walkable space; potential benches and cushions for the East Porch. Kelly and Jess will reach out to the Village and Silverline Construction (Land Owner) about the park up the street.

Fundraising/Community Relations Committee – Book Sale June 3, 4, 5 from 9am-1pm on the East side of the library. Inclement weather we will put up the tent. Need to begin

soliciting donations and space to put the books. Need 3-4 Board Members to coordinate a time to help clear space in the basement to make room. Kelly mentioned the Parish House which we have not been able to use since 2019.

Historical Records & Artifacts Committee – Did not meet.

Board Actions:

- Trustees will review and vote on N/A
 - o Motion: Second:

Board Information:

Old Business

- Runners: Waiting on quotes from H.L. Stephens who has not been responding.
- Network Cabling: Met with Village Board and submitted quotes to them. If we don't hear from them by May 6, Jess will visit the next Village Board Meeting.
- New computers came!

New Business

- None

Library Director's Report

Circulation is finally increasing once more. We are considering bringing back adult volunteers. Early Literacy Programming is going well. Walks on Saturdays are for families and kids. STLS are no longer quarantining incoming materials; outgoing materials are being quarantined for 24 hours. Tanglewood and Dan the Snakeman are booked for summer. Book sale carts are doing well. We are seeing more tourists. Book clubs have both Zoom and in-person interest; hoping to do them out on the porch. Now have a desktop computer in the back office. Science and Discovery Center has asked us to work with them for programming.

President's Report – Everything seems to be going well. Thank you everyone for all that you do.

Public Expression – None

Adjournment – Motion: Phil Cherry Second: Marian Saks Time: 5:56PM
All approved.

Next Meeting – Wednesday, May 26, 2021 @ 5:00pm via Zoom

Minutes respectfully submitted by Kelly Povero.

Montour Falls Memorial Library
Minutes of Trustees Meeting
May 26, 2021

Trustees present:

Heidi Berghoff
Elaine Dalrymple
Cindy Emerson
Marian Saks
Anne Sibley

Others Present: Roxanne Leyes, Kelly Povero, Jess Westlake, potential board member
Karen Martin

Trustees absent: Phil Archer, Phil Cherry, Sam Shama, Rhonda Stephani

Meeting called to order by Elaine Dalrymple at 5:02 PM.

Minutes from April 2021 submitted by Kelly Povero were reviewed and approved with small correction by Kelly Provero regarding grounds update and dates.

Motion: Heidi Berghoff
All approved.

Second: Anne Sibley

General Library Report by Kelly Povero – Will continue requiring masks in building. NYLA process behind schedule. Havana Glen photo project and grab bags were a success. Discover Kits funding received.

Treasurer's Report for April 2021 submitted by Marian Saks. Fundraising up. Need to focus on donations for early lit.

Motion: Heidi Berghoff
All approved.

Second: Cindy Emerson

Committee Reports:

Finance Committee – Did not meet.

Personnel/Nomination/Procedures Committee – Will meet May 29.

Building and Grounds Committee – Planned changes to area between library cancelled. Will use east porch or MF pavilion.

Fundraising/Community Relations Committee – Book Sale June 3, 4, 5. Still need volunteers for Friday afternoon. Looking ahead to fall fundraisers; thinking about what has worked and new ideas.

Historical Records & Artifacts Committee – Did not meet.

Board Actions:

- Trustees will review and vote on N/A
 - o Motion: Second:

Board Information:

Old Business:

1. Network cabling approved by Village Board; they will pay for it. Will begin June/July; may continue into 2022.
2. Rug saga continues; purchasing on hold while waiting for third quote.

New Business:

New printer needed. Kelly and Jess found 3 quotes (Zerex for \$799 and \$498) but STLS recommended HP printer for \$699. Will use Georgie and Mark Taylor Fund of \$500 (for General Operational Costs).

Motion to approve: Cindy Berghoff Second: Anne Sibley
All approved.

Library Director's Report

April stats show uptick in juvenile and children's books. Preparing for summer program launch (Tanglewood, etc). Covid policy STLS encourages libraries to make their own policy. Won't use volunteers inside library b/c not able to verify or require vaccination. Marian suggested that we can verify. Ability may depend on funding streams and where libraries fit within public spaces. Investigation around legality of verification will continue. Catherine Valley Walks will be suspended until after frost due to noticeable increase in ticks.

President's Report – None

Public Expression – None

Adjournment – Motion: ?
All approved.

Second: ?

Time: Approx 5:45.

Next Meeting – Wednesday, June 23rd @ 5:00pm via Zoom.

Minutes respectfully submitted by Kelly Dietz.

Montour Falls Memorial Library
Minutes of Trustees Meeting
June 23, 2021

Trustees present: Phil Archer, Heidi Berghoff, Phil Cherry, Elaine Dalrymple, Kelly Dietz, Marian Saks, Sam Shama, Anne Sibley

Others Present: Roxanne Leyes, Kelly Povero, and Galaxy S20 5G

Trustees absent: Rhonda Stephani, Cindy Emerson

The meeting was called to order by Sam Shama at 5:03 PM.

Minutes from May 2021 submitted by Kelly Dietz were reviewed and approved.

Motion: Elaine Dalrymple
All approved.

Second: Heidi Berghoff

General Library Report by Kelly Povero – By-laws and constitution are under review. Still doing Havana Glen photo project. Murder and Mayhem in the FL successful. August projects already planned. 139 books purchased for school children. Weekly craft and grab-and-go projects.

Treasurer's Report for April 2021 submitted by Marian Saks. Library sale went very well; a little over \$700. Equipment costs are over budget, but this will resolve itself. Donation letters have just gone out. Program expenditures are under budget.

*Seeking second member for treasury.

Motion: Anne Sibley

Second: Heidi Berghoff

All approved.

Committee Reports:

Finance Committee – Did not meet.

Personnel/Nomination/Procedures Committee –

- Sam and Roxanne met about existing jobs and what is still needed in terms of hours and work; general staffing requirements.
- Reconsidering appropriate scheduling and hours as pandemic
- Adjusted hours for custodian.
- Met with STLS for insights about long-range plans regarding general branch staffing.

Building and Grounds Committee –

- Phil C: Side staircase is safety hazard; needs attention. David Burke and Phil C. found a lot of rot. Considering grant opportunities and options for repair/replacement. Phil proposes to set aside budget to repair in near future. Estimated materials for replacing with wood ~\$1900; use volunteer labor. Will also get quotes for concrete stairs.
- Comment: This is Village responsibility so must check with them.
- Question: Wood now then replacing in 2-3 years?

Fundraising/Community Relations Committee –

- Tourist visits are increasing. Important to let folks know library is open again for in person visits.
- Next book Sale in July 8,9,10. Books are needed!
- Watch for volunteer sign-up sheet.

Historical Records & Artifacts Committee – Did not meet.

Board Actions:

- Trustees will review and vote on N/A.

Board Information:

Old Business

- Rugs: Still waiting for 3rd quote; decision on hold until July.

New Business

- Finalizing job description of library clerk.
Circulation assistant.
- Working on procedures for emergency closing. Will go to policy committee and get report in July.
- Upcoming NYLA conference both in-person and virtual. Participation for 1 person is budgeted for, and scholarship available for second staff member.
- Introduced Karen Martin as potential new board member. Shifted to Executive Session to vote.
 - o Motion to approve Karen's membership: Phil C. Second: Heidi B.
 - o Board unanimously approved
 - o Motion to leave executive session: Elaine D. Second: Marian S.

Library Director's Report

Roxanne: Since library reopened on May 19, number of patrons is increasing. Tourists also increasing, leading to more donations. More people appear to moving to Montour Falls area (35-40 yrs), resulting in noticeable uptick in requests for library cards. Will be offering more volunteer opportunities for teens etc.

President's Report – Long-term plan for library will be developed over the next year.

Public Expression – None

Adjournment – Motion: Anne S. Second: Heidi B. Time: 5:50pm
All approved.

Next Meeting – Wednesday, July 28 @ 5:00pm via Zoom unless otherwise planned for hybrid meeting.

Minutes respectfully submitted by Kelly Dietz.

**Montour Falls Memorial Library
Minutes of Trustees Meeting
August 4, 2021**

Trustees present:

Others Present:

Trustees absent:

The meeting was called to order by Sam Shama at 5 PM.

Minutes from **** 2021 submitted by Kelly Dietz were reviewed and approved.

Motion: Second:
All approved.

General Library Report by Kelly Povero –

Treasurer's Report for June 2021 submitted by Marian Saks.

Motion: Second:
All approved.

Committee Reports:

Finance Committee –

Personnel/Nomination/Procedures Committee –

Revisit policy regarding break in meal period. NY State requires 15 min paid break for rest and 30 min meal break, paid or unpaid. To be discussed and voted on:
Option 1: take an hour with paid 30 min meal break after 4 hours.
Option 2: unpaid 30 min meal break after 4 hours.

Committee suggests option 1, as per previous common practice at MFL.

Motion: Sam Second: Heidi
All approved.

Fundraising/Community Relations Committee –

Historical Records & Artifacts Committee –

President's Report

Please consider taking on treasurer position.

Alerts new members to upcoming timeline re: board positions, budget, etc.

Public Expression – None

Adjournment – Motion: Mariane
All approved.

Second: Heidi **Time:** 5:55pm

Next Meeting – August 25, 2020 @ 5:00pm via Zoom.

Minutes respectfully submitted by Kelly Dietz.

Montour Falls Memorial Library
Minutes of Trustees Meeting
August 25th, 2021

Trustees present: Sam Shama, Heidi Berghoff, Elaine Dalrymple, Marian Saks, Philip Archer, Anne Sibley, Rhonda Stephani, Karen Martin

Others Present: Emily Owen, Jessica Westlake, Roxanne Leyes

Trustees absent: Kelly Dietz, Philip Cherry, Cindy Emerson

The meeting was called to order by Sam Shama at 5 PM.

Minutes from August 4, 2021 submitted by Kelly Povero were reviewed; we did not have the complete minutes, but we had a quorum. Minutes approved.

Motion: Heidi Berghoff
All approved.

Second: Elaine Dalrymple

Treasurer's Report for July 2021 submitted by Marian Saks.
We met the fundraising goals for early literacy and general library. Plan to send out another fundraising letter soon. New treasurer needed.

Motion: Heidi Berghoff
All approved.

Second: Elaine Dalrymple

Early Literacy Report for August 2021.
Everything is going well. Waiting to make programming decisions until COVID-19 situation becomes clearer. Will likely continue with virtual story times.

Director's Report for August 2021.
-Numbers are all going up toward pre- COVID 19 numbers.
-New staff members Cassie Hobbie and Emily Owen introduced.
-All Star cleaning has started and is doing a great job, they will bill us once per month.
-Library will start staying open until 6pm after Labor Day.

Committee Reports:

- Finance Committee
 - Did not meet in August. Planning to have a budget meeting at the end of September.
- Personnel/Nomination/Procedures Committee
 - Personnel committee did not meet this month.

- Building and Grounds Committee
– Did not meet this month.
- Fundraising/Community Relations Committee
– Met in July. Jess is looking into the location of the race before going forward with the book sale plans.
- Historical Records & Artifacts Committee
– Did not meet. Will plan to meet soon as Roxanne says the display in the Village Hall is close to empty.

Board Information:

Old Business: Runner quotes are good. Jess will place order with Ithaca Carpet Bizarre. Roxanne has more information.

New Business: After discussion, board decided to keep board meetings on Wednesdays at 5pm. Zoom meetings will continue. Roxanne will talk with Kelly Dietz and her absences due to her schedule this semester will be excused. New secretary needed.

Public Expression – None

Adjournment – Motion: Anne Sibley Second: Rhonda Stephani

Time: 5:34 pm
All approved.

Next Meeting – Wednesday, September 22nd @ 5:00pm via Zoom.

Minutes respectfully submitted by Emily Owen.

Montour Falls Memorial Library
Minutes of Trustees Meeting
September 22nd, 2021

Trustees present: Sam Shama, Heidi Berghoff, Elaine Dalrymple, Marian Saks, Philip Archer, Anne Sibley, Rhonda Stephani, Karen Martin, Philip Cherry, Cindy Emerson

Others Present: Emily Owen, Jessica Westlake, Roxanne Leyes

Trustees absent: Kelly Dietz

The meeting was called to order by Sam Shama at 5 PM.

Minutes from August 25th, 2021 submitted by Emily Owen were reviewed. With the edit of marking Karen Martin's attendance to the August 25th meeting, the minutes were approved.

Motion: Heidi Berghoff
All approved.

Second: Rhonda Stephani

Treasurer's Report for August 2021 submitted by Marian Saks.
We are in good standing. Booksale did well and we were a little under budget for staff.

Motion: Philip Cherry Second: Elaine Dalrymple
All approved.

Early Literacy Report/Director's Report

- Numbers are going up, we are back in the thousands. The early literacy programs are well attended and collaborating with other agencies is going well.
- COVID 19 case numbers are going up. We will begin virtual story times in October. We will not be open for Harvest Fest.
- Library will remain open Mon – Fri, 9am- 6pm. We will revisit being open on Saturdays once COVID cases go down.
- New staff are doing well and the search for a bigger offsite programming location is continuing.

President's Report

- We are still looking for a new treasurer. Marian's term is up in a year. Sam is willing to move over into the treasurer position if someone replaces him as President.

Committee Reports:

- Finance Committee
 - Planning to meet September 30th, 2021 to start budget.
- Personnel/Nomination/Procedures Committee
 - Reviewing updated job descriptions. Also reviewing sick leave policy and spreadsheet to track with.
- Building and Grounds Committee
 - Did not meet this month. Runner is still in the process of being ordered by Jess. Roxanne mentioned needing to have the furnace looked at because the bill is high.
- Fundraising/Community Relations Committee
 - Planning to meet again soon. The book sale went well (\$401). Jess is working on some long sleeve t-shirts.
- Historical Records & Artifacts Committee
 - Did not meet.

Board Information:

Jess is attending NYLA in person. Casey will attend virtually. Phil Archer may be attending too. They will share what they learn.

Public Expression – None

Adjournment – Motion: Anne Sibley Second: Cindy Emerson
Time: 5:25 pm
All approved.

Next Meeting – Wednesday October 27th, 2021 @ 5:00pm via Zoom.

Minutes respectfully submitted by Emily Owen.

Montour Falls Memorial Library
Minutes of Trustees Meeting
October 27th, 2021

Trustees present: Sam Shama, Heidi Berghoff, Elaine Dalrymple, Marian Saks, Philip Archer, Anne Sibley, Rhonda Stephani, Karen Martin, Cindy Emerson

Others Present: Emily Owen, Jessica Westlake, Roxanne Leyes, Casey Hobbie

Trustees absent: Kelly Dietz, Philip Cherry

The meeting was called to order by Sam Shama at 5 PM.

Minutes from September 22nd, 2021 submitted by Emily Owen were reviewed and approved.

Motion: Cindy Emerson
All approved.

Second: Karen Martin

Treasurer's Report submitted by Marian Saks.

Marian reviewed the budget and explained a few discrepancies in grant spending amounts, office supplies, and equipment.

Working to reevaluate how grant money is entered and tracked in the budget.

Motion: Philip Archer
All approved.

Second: Elaine Dalrymple

Early Literacy Report/Director's Report

- Virtual Early Literacy programs are doing well. Alexandra will soon begin working from home for a few weeks due to a surgery.
- Planning to start up programming in early January.
- Library is a little quieter because school has started. Fiction is circulating well.
- Searching to fill the opening for the Assistant to the Director position.

President's Report

- Working on updating the job descriptions for Youth Services and Program Coordinator and Assistant to the Director. Also discussing increasing hours for Casey and Karen to fill in gaps after Emily leaves.

Committee Reports:

Finance Committee

- Budget was sent out for trustees to review and will be voted on at next month's meeting. Wages are the main variable that could change in the budget at this point.
- We are on track to match the Blower's Funds.
- COVID-19 has caused Early Literacy to be under budget because of the limits on programming

Personnel/Nomination/Procedures Committee

- Waiting to vote on job descriptions for Youth Services and Program Coordinator and Assistant to the Director.
- Administrative Assistant and Community Coordinator expanded job description was reviewed and voted on:

Motion: Heidi Berghoff Second: Rhonda Stephani
Unanimously approved.

Building and Grounds Committee

- Philip Cherry contacted someone to check on the furnace, will follow up next week.

Fundraising/Community Relations Committee

- 50 long sleeves shirts have been ordered to sell for \$15.

Historical Records & Artifacts Committee

- Did not meet. Rhonda Stephani and Karen Martin expressed that they are willing to serve on the committee.

Board Information:

- Vote on tax levy and budget will happen next meeting. Anyone with budget questions can reach out to Marian.
- Next board meeting will be December 1st, 2021 at 5pm via Zoom.
- In person/hybrid board meetings are expected to begin in January.
- The deadline for purchasing NYLA tickets was missed. Roxanne will look into seeing if there are any extra spaces for Casey and Jess to attend virtually.

Public Expression – None

Adjournment – Motion: Anne Sibley Second: Cindy Emerson
Time: 5:45 pm
All approved.

Next Meeting – Wednesday, December 1st, 2021 @ 5:00pm via Zoom.
Minutes respectfully submitted by Emily Owen.

Montour Falls Memorial Library
Minutes of Trustees Meeting
December 1st, 2021

Trustees present: Sam Shama, Anne Sibley, Marian Saks, Karen Martin, Cindy Emerson, Philip Cherry, Elaine Dalrymple, Philip Archer, Heidi Berghoff

Others Present: Roxanne Leyes, Jessica Westlake, Casey Hobbie

Trustees absent: Kelly Dietz, Rhonda Stephani

The meeting was called to order by Sam Shama at 5:07 PM.

Minutes from April 2021 submitted by Emily Owen were reviewed and approved.

Motion: Cindy Emerson
All approved.

Second: Philip Cherry

Treasurer's Report by Marian Saks.

- Collections still has funds left for the year, the amount will be verified.
- Payroll was under, as expected.
- Early lit is on budget.

Motion: Philip Cherry
All approved.

Second: Philip Archer

Early Lit Report/Director's Report:

- Alexandra is still recovering from surgery, and will be working in person on Fridays.

President's Report –

- Roxanne submitted her resignation as Director on November 10th. A search committee has been formed to hire a new Director.

Committee Reports:

Finance Committee –

- Met Monday, November 29th to finalize the budget draft.

Search Committee –

- Met Monday, November 29th, and will meet again Monday December 6th.
- Heidi sent a draft of the new Director job description to the search committee.

Personnel/Nomination/Procedures Committee -

- Waiting to vote on job descriptions until a new director is hired.

Building and Grounds Committee -

- Will meet before the end of the month.

Fundraising/Community Relations Committee –

- Long sleeved shirts are in.

Historical Records & Artifacts Committee –

- Will meet before the end of the month.

Board Actions:

- The vote on the tax levy will happen at January's meeting.
- Next year's budget was passed.
 - o Marian explained that wages are the biggest unknown about the budget.
 - Philip Archer and Phil Cherry asked about budget increase percentage over 2021.
 - Cindy asked about the cleaning service line.
 - Elaine asked what was included in the technology line.
 - Philip Cherry asked about the bookkeeping line.
 - o Motion: Philip Cherry
 - o All approved.

Public Expression – None

Adjournment – Motion:
All approved.

Second:

Time: 5:45 PM

Next Meeting – Wednesday, January 26th @ 5:00pm via Zoom.

Minutes respectfully submitted by Casey Hobbie.