

Montour Falls Memorial Library
Minutes of Trustees Meeting
January 26, 2022

Trustees present: Sam Shama, Elaine Dalrymple, Marian Saks, Heidi Berghoff, Cindy Emerson, Karen Martin, Rhonda Stefani, Anne Sibley, Kelly Dietz

Others Present: Jessica Westlake

Trustees absent: Phil Cherry

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

Minutes from December 2021 submitted by Casey Hobbie were reviewed and approved.

Motion: Heidi Second: Marian
All approved.

Treasurer's Report Submitted and presented by Marian Saks
2022 Budget Worksheet

Motion: Rhonda Second: Heidi
All approved.

2021 Fundraising was higher than average; three substantial donations were made, t-shirt sales, well-received book sales.

Tax Levy Options – Voted unanimously for Option 4: 3% increase \$4,846 (\$166, 382 total)

Motion: Anne Second: Elaine
All approved.

Budget Report

Motion: Heidi Second: Cindy
All approved.

Early Literacy Report submitted by Alexandra Appel; presented by Jessica Westlake

Storytime remains virtual via Facebook; Books being distributed through the Walamrt Foundation grant; Virtual holiday lights and snowman building contests are very well-received; HeadStart book deliveries occur weekly on Fridays

Committee Reports:

Finance Committee – Revised and reapprove 2022 budget due to the wages surplus.
Grants will begin to reported separately.

Personnel/Nomination/Procedures Committee – Has not met

Building and Grounds Committee – Has not met

Fundraising/Community Relations Committee – Has not met

Historical Records & Artifacts Committee – Files are in the vault in the basement; boxes of documents are in the office; The Library is a caretaker and not owners of some materials; Zonta took their remaining belongings (Nancy Cole, Martha Hawksworth, and a third person); Historic records and artifacts management are not necessarily the Library Director's responsibility; Gary Emerson may be interested in helping organize material; committee will wait until it's nice out as the basement will need to be organized to create space for sorting the vault;

Village Board Member present on Library Board will be discussed at a later date.

Library Director's Report November and December 2021 submitted and presented by Jessica Westlake

Currently open Monday, Tuesday, Thursday 10am – 5pm; Closed Wednesdays; Open Fridays 10am – 2pm and Curbside 2 – 5pm. Casey and/or Jess may or may not be in the building on Wednesdays. If we are short staffed, staff will put up a Curbside Only sign on the door or put a Closed sign up with a return time.

We are down to one volunteer.

Patrons are interested in a weekday game night.

Snow man building contest had excellent participation.

President's Report –

Public Expression – None

Adjournment – Motion: Heidi Second: Marian Time: 5:47pm
All approved.

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

Minutes respectfully submitted by Jessica Westlake.

Montour Falls Memorial Library
Minutes of Trustees Meeting
February 23, 2022

Trustees present: Phil Cherry, Elaine Dalrymple, Kelly Dietz, Cindy Emerson, Sam Shama, Rhonda Stephani

Others Present: (Staff or public attendees) Jess Westlake and Casey Hobbie

Trustees absent: Marian Saks, Heidi Berghoff, Karen Martin, Anne Sibley

The meeting was called to order by Sam Shama at 5:01 PM.

Minutes from January 2022 submitted by Jess Westlake were reviewed and approved.

Motion: Sam Second: Cindy
All approved.

General Library Report by Jess (see interim director's report below)

Treasurer's Report n/a

Motion: Second:
All approved.

Committee Reports:

Finance Committee – did not meet

Personnel/Nomination/Procedures Committee –

- Phil: There were 12 applications for the director position. The four short-listed candidates will have a second interview on March 2, 2022. The decision will go to the board shortly thereafter.

Building and Grounds Committee –

- Recognizing increased natural gas prices and heat losses through leaks (attic, sill plates), question asked about whether the library has had an energy audit, such as that offered by NYSERDA.
 - Cost share is

Motion to spend \$100 for NYSERDA for energy audit: Phil Second:
All approved.

Fundraising/Community Relations Committee – did not meet

- Long-sleeved t-shirts are still available
- Cart book sales remains steady

Historical Records & Artifacts Committee – did not meet

- Kelly is in contact with the departments of history at IC and Cornell about offering students the opportunity to help organize archival materials. She will try to arrange for internship for summer, when work can happen in ventilated area.

Board Actions: n/a

Board Information: n/a

Interim Library Director's Report submitted by Jess Westlake

- Most stats skew downward compared to pre-Covid. This includes patron visits.
- Staffing and library hours
 - New intern begins soon
 - If Casey or Jess are not in, closed sign will be up.
 - If school is closed for the weather, closed sign goes up so patrons are able to see from the road.
- Programming, services and holdings
 - Virtual story time continues
 - Snowman contest attracted 4000 participants
 - Reciprocal borrowing agreements with libraries outside Schuyler county, which increases potential holdings
 - Job Now and Peterson's Test Prep now on website for local guidance counselors
 - Casey is in the process of preparing D&D event for teens. Expects to finish in March.
 - Talking with Kelly Povero at Watkins Library about summer learning opportunities
 - Printing service
- Funding and budget
 - Library Advocacy Day: STLS.org has information regarding contacting legislators for increasing library support
 - Adopt-a-book continues
 - Casey is working with Marian and Jeff on organizing data regarding prior spending, available grant money and current spending. He has streamlined budgeting with an app in order to know the amount remaining for each budget line. Jeff and Marian will have access to this app as well.
- Facility
 - Village fixed bathroom faucet

President's Report

- This is Marian's last year as treasurer. Board members are encouraged to consider the treasurer position.

- Question asked about in-person patronage. Jess and Casey are preparing for in-person programs (e.g. young adult programming) so they will be ready when it becomes possible.
- Question asked about mask policies going forward. The library will follow state policy and in particular whatever is recommended for schools. Masks are current required inside the library.
- Need to start posting meeting days/times for public notification.
 - Jess: 2 ways to do this: 1) ad in local print and online. List dates/times. Cost may be free (as in past), but if not then \$50-60. Or 2) one-time legal notice \$100 papers would print and send us copy for the record.
 - Phil: CCE used one notice in January in Watkins Review and Express, which referred members to CCE website.
 - Question asked about the goal of public notification--to check the legal box or get community input, or both?
 - Sam: When the new director begins, this becomes a time to think about how to solicit community input. One option is a survey that seeks to find out if the services we are providing is meeting community needs. Recordings of zoom meetings and minutes could be made available on the library website.
- Board meetings may go forward with hybrid meetings given individual needs of Board Members.

Final report

- Due at the end of February
 - Jess will figure out new way to track numbers for programming. Stats on are skewed given how programs are counted (e.g. each take-and-go bag counts as one program; virtual story time may be artificially high because each view counts).
- Motion to conditionally approve annual report. Jess will send a final version by 2/24 and issues will be raised by any member via email, until resolved. Sam: we'll have chance to correct if the STLS sends back for corrections.

Motion: Phil Second: Elaine All approved

Public Expression – none

Adjournment – Motion: Elaine Second: Rhonda Time: 6:06pm
All approved.

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

Minutes respectfully submitted by Kelly Dietz.

Question asked about report by Peter and John and their report regarding the...
and the report was a good report regarding the... which is ready when it
becomes available.

Question asked about what policies exist and the library will follow them...
policy and in particular what is recommended for a book which the current
policy is inside the library.

Next to start looking at the... there is a public notification.

Next a way to do this: (1) an initial plan and outline...
Can say we have the plan, but it is not yet done. Or at one time we
could have a plan, but it is not yet done. Or at one time we

could have a plan, but it is not yet done. Or at one time we
could have a plan, but it is not yet done. Or at one time we

could have a plan, but it is not yet done. Or at one time we
could have a plan, but it is not yet done. Or at one time we

could have a plan, but it is not yet done. Or at one time we
could have a plan, but it is not yet done. Or at one time we

could have a plan, but it is not yet done. Or at one time we
could have a plan, but it is not yet done. Or at one time we

could have a plan, but it is not yet done. Or at one time we
could have a plan, but it is not yet done. Or at one time we

could have a plan, but it is not yet done. Or at one time we
could have a plan, but it is not yet done. Or at one time we

could have a plan, but it is not yet done. Or at one time we
could have a plan, but it is not yet done. Or at one time we

could have a plan, but it is not yet done. Or at one time we
could have a plan, but it is not yet done. Or at one time we

Final report

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

... at the end of February

Montour Falls Memorial Library
Minutes of Trustees Meeting
April 27, 2022

Trustees present: Heidi Berghoff, Elaine Dalrymple, Kelly Dietz (via Zoom), Cindy Emerson, Karen Martin, Marian Saks, Sam Shama, Anne Sibley, Rhonda Stephani

Others present: Emily Smith and Jess Westlake

Trustees absent: Phil Cherry

Meeting called to order by Sam Shama at 5 PM.

Minutes from March 2022 submitted by Kelly Dietz were reviewed and approved.

Motion: ****

Second: ****

All approved.

Treasurer's Report for April 2022 submitted by Marian Saks.

Motion: Heidi

Second: Rhonda

All approved.

- Explained new organizational categories of bookkeeping (see minutes of March 2022 for details)
- Early lit program still under budget for the month because of period without a director.
- Payroll under budget because of period without a director, less staff
- Should discuss how to use the excess funds accrued. Possibly to pay for projects discussed recently (e.g. building needs).

Committee Reports:

Finance Committee – *did not meet*

Personnel/Nomination/Procedures Committee

- Met with Emily April 27. Went over job descriptions, which will be disseminated to board and will be voted on at the next meeting.
- Everything is going smoothly!

Building and Grounds Committee –

- Met April 6 with Taitem Engineering to discuss energy strategy for building; results should come in May. Anticipate suggestions to better seal basement and attic.

- Will meet with village to see how library energy efforts align with Village sustainability goals.
- Committee suggests that energy efficiency needs of building may be an appropriate use of excess funds accrued due to staffing shortages.

Fundraising/Community Relations Committee – *did not meet*. Committee plans to meet before open house in June.

Historical Records & Artifacts Committee – *did not meet*

Library Director's Report

- Staffing update: New director Emily Smith began tenure 4/18.
- Would like to increase hours of our children's librarian (Alexandra) from 12 to 14 through September to cover planned programming.
- Streamlining computer-based library work
 - shifting all work from individual hard drives onto Office365 cloud for shared access and collaborative projects.
 - Extended Office 365 license accounts to five, including an account for the board.
- Evaluating paid-for library website functions. Ending subscription to those provided through Office365 environment.
- Extending library hours after Memorial Day; will be open 10-6, 4 days/week.
- Saturdays will be open for programming, outreach, summer learning programs.
- June open house is in the planning stages
 - Tentatively June 9
 - Promote as opportunity to meet the new director / rediscover the library
 - Combine with auction (fund raising committee agrees to meet soon to plan)
 - Will contact press, involve the Chamber
- Staff development
 - Casey learned GRID bulk upload way to order
- Challenges remain around continued reduced hours

President's Report

- Met with Emily and Casey
- Personnel committee met with Emily (see report above)
- Board roles to be filled:
 - Treasurer, beginning in September. Can be one-year commitment. Marian's tenure on the board is ending.
 - Finance committee member, beginning in January. Anne's 3-year term on the board is ending.
 - Board member. President asks board members to think of library users and/or community members who would be interested in making the library a vibrant part of the community

Public Expression

- Asked of Board member directly: Could Dolly Parton book program happen at MFL?
Response: Requires matching funds and fundraising. Needs its own staff and nonprofit status. The United Way of the Southern Tier in Chemung County does it and it's time consuming and expensive.

Miscellaneous

- Should one Saturday each month be geared toward tourists? An open house for limited hours?
- Bring back art events? In the past, craft and cooking projects were well attended and became opportunities to promote the library and connect with community members in other ways.
 - Craft projects drew from Havana arts series grant.
 - Facility options:
 - Firehouse is ADA compliant and has kitchen, activity space. They charge \$90, but we could see if they would take less as a donation.
 - Masonic Temple basement has kitchen. Not ADA compliant, though has a wheelchair lift. Apparently concerned with gas and water usage, so may not be worth the trouble.

Adjournment – Motion: Anne Second: Elaine Time: 5:49
All approved.

Next Meeting – May, June 25rd, in person.

Minutes respectfully submitted by Kelly Dietz.

Montour Falls Memorial Library
Minutes of Trustee Meeting
May 25, 2022

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

Others present: Emily Smith and Jess Westlake

Trustees absent: n/a

Meeting called to order by Sam Shama at 5 PM.

Minutes from April 2022 submitted by Kelly Dietz were reviewed and approved.
Motion to approve: Ann Second: Heidi All approved

Treasurer's Report

- General fundraising: still need \$6363
- \$14k+ on collections
- Payroll is still under budget because Emily's first paycheck wasn't until May
- \$5700 excess in budget b/c of various payroll savings
- Same in early lit (\$1275)

Motion to approve Treasurer's report: Phil Second: Heidi All approved

Early Literacy Report

- Story time attendance going well
- Grab-and-go kits popular
- Easter egg hunt was a hit (collaboration with Watkins Glen Public Library)

Director's Report

- Candidate for 15-hour clerk position and summer youth candidate (through Youth Bureau)
- Website is updated
- New hours starting next week (May 30)
- Continuing to streamlining services. Seeing what is not necessary that library was paying for, especially that STLS is already providing
- Pride event June 7; youth volunteers lined up
- Youth collections improving
- Open House event: June 15, 4-6:30
 - Messaging: meet the new director, meet the board, rediscover the library
 - Raffle
- Havana art series
- Yoga in the library end of June!
- Dudgeons and Dragons beginning
- Raising awareness about digital collections, how to access Libby (digital resource app for ebooks, audiobooks), etc.
- Book sale, Friday & July 8 & 9 fri 2-6, sat 10-2 (set up 9)

- Need volunteers
- Staff development and training
- Barriers: short staffed, most recently due to illness
- Basement is filling up, needs to be gone through
- Space will be opening up for youth non-fiction
- Increasing our social media presence
- Discussion about whether or not security system is necessary. Is there an emergency preparedness plan in place? What is the standard operating procedure? Emily will review SOP and security issues will be revisited.

Director's requests of the Board

1. Details about building and grounds needs. Library has the opportunity to apply for capital grant in July. 75% match (library pays 25%; library has this budgeted). Emily needs a better understanding of definitive needs for proposal and to seek bids.
 - Phil: This grant will cover energy efficiencies.
 - Jess: black and white floor tiles need to be replaced (could have asbestos).
 - Phil: Still waiting on Taitem's report; Phil will reach out.
2. 3 new laptops (for director, circulation and patrons)
 - Marian: Laptops covered under equipment budget.
 Motion to approve purchase of laptops: Motion Second: Karen All approved
3. Approval of job descriptions for Library Assistant and Community Coordination (Jess); and clerk would report to Community Coordination.
 - Checked and feedback given by personnel committee.
 - Board reviews and suggests minor changes.
 Motion to approve amendments library policy and procedures manual: Karen Second: Ann
All approved
4. Increase clerk hours to 20. Currently at 15.
 - Marion: Ok for this year, but would need to look to make sure it would be feasible long-term. Marion will look into feasibility going forward
 Motion to approve 20 hours: Heidi Second: Ann All approved
5. Approval of changes to Library Policy and Procedures Manual, including:
 - patron use of library network and loaner devices
 - rights of employees and patrons regarding communications and tech/ social media
 - communications with board
 - mileage for personal vehicle use
 - expenditure over \$500 needs board approval for either budgeted or non-budgeted item
 - timing of professional independent financial audit "will happen at the discretion of the board"
 - employee related:
 - detailed time sheet submission
 - paid 30 min for lunch, scheduled and staggered so that library can stay open
 - employees shouldn't work over 40/week
 - two persons in the library at a time when during open hours (including volunteers) to meet patron needs and for security

Motion to approve changes to P&P Manual: Cindy Second: Rhonda

All approved

President's Report

Committee Reports

- Finance Committee *did not meet*
- Personnel Committee – communicated via email
- Building and Grounds Committee *did not meet*
- Fundraising Committee met May 11 to discuss book sale plans and open house
- Historical Records and Artifacts Committee *did not meet*
 - Comment by Heidi: Library should have presidential election memorabilia

Public Expression – none

Motion to adjourn: Phil Second: Heidi All approved

Montour Falls Memorial Library
Minutes of Trustees Meeting
July 27, 2022

Trustees present: Heidi Berghoff, Elaine Dalrymple, Kelly Dietz, Cindy Emerson, Karen Martin, Sam Shama, Ann Sibley

Others Present: Emily Smith (Director) Marcia Douglass (former board member)

Trustees absent: Marian Saks, Rhonda Stephani, Phil Cherry

Meeting called to order by Sam Shama at 5:02 PM

Minutes from May 2022 submitted by Kelly Dietz were reviewed and approved. *No minutes from the June 2022 board meeting because there was not a quorum.*

Motion: Ann
All approved.

Second: Cindy

Treasurer's Report for June submitted by Marian Saks.

Motion to approve: Elaine
All approved.

Second: Cindy

Treasurer's Report for May submitted by Marian Saks.

- Payroll under budget by \$1645
- Still need to raise \$4205 before end of year
- \$11,916 remaining for collection purchase (general)

Motion to approve: Karen
All approved.

Second: Ann

Committee Reports:

Finance Committee – *did not meet*

Personnel/Nomination/Procedures Committee – *did not meet*

Building and Grounds Committee – *did not meet*

Fundraising/Community Relations Committee – *did not meet* (but see related notes under “programming” and “public comment” below)

Historical Records & Artifacts Committee – *did not meet*

Library Director's Report

Accomplishments

- More patrons through the door
- Events going well
- Hired clerk

- Now have summer intern
- Manual updated
- Safety procedures in place

Facility maintenance

- Need a new toilet (recently caused the library to close and still doesn't function well, Also low, so not very ADA compliant)
- Front door needs attention to its hardware and glass is loose.
- Grant improved for insulation in basement and attic. (state will pay \$42k, library must pay \$18k) Now must submit detailed application with bids. Received estimate from Halco/Snug Planet; have sought other bids.
- Fired All Star cleaning crew. Was paying \$400/mo. They were leaving door open regularly, didn't do a good job.
- Hired Jess's daughter Ayla temporarily for \$200/mo, which is working out well. Will continue with Ayla on a trial basis.

Personnel

- Alexandria (Children's Librarian) would like to shift from 14 hours/week to 15 hours.
Motion to approve through to Dec 2022: Heidi *Second: Cindy*
All approved.
- Bereavement time is not listed in manual.
- Would like to revisit sick leave and vacation time policy. For example, change to paid personal time instead of vacation time to be used for personal needs (illness, appointments, etc). Board suggests sending matter to the personnel committee to propose new language.

Policy and position on collection dispute, public criticism

- Given national rise of public questioning of library collections, should we revisit the Collection Dispute Reconsideration policy? General consensus: A process is in place, which puts us in a good position. Current policy: A member of the public can ask for a book to be removed by filing a request. The request is discussed and decided by the Board.
- June Pride event attracted inflammatory comments by a community member on the library's Facebook page. The comments were removed, and the person was banned from posting to the page.
- Director notes how frequently members of the community voice appreciation for the library as an inclusionary space.
- Board members reaffirm the purpose of the library as a repository of information for, and accessible to, all people.

Programming

- Summer Learning Program numbers high: 120 (Collaborating with Summer Reach Program of CCE)
- "Yoga in the Library" is growing (Tuesday mornings, 8-9am)
- Received donations \$100 + \$500 for Havana Art Series and \$500 from Arts Council

- Raised \$4k in June

Looking ahead:

- Library will host Orchestra of the Finger Lakes (3 musicians) July 30
- “Rethinking Thanksgiving” event, speaker from Onondaga Nation
- Plans to revisit Early Lit program to increase young patrons and cultivate a life-long relationship to library, appreciation for books
 - Help develop skills such as sight reading, fine motor skills, etc
 - Talking to speech language pathologist about holding 4 weeks of classes about music and language for young people and their families (\$80 per family for 4 sessions)

President’s Report

- Proposal to not meeting in August because historically it is difficult to reach a quorum. Committees are encouraged to meet in the meantime.
- Still seeking new member who will take on treasurer. Heidi is in discussion with a potential volunteer.

Public Expression

Marcia Douglass (former Board member) came with ideas for a Friends of the Library fundraising project. The MFL does not currently have FoL support.

Adjournment

Motion: Sam Second: Ann Time: 6:20pm
All approved.

Next Meeting: 5pm on Wednesday, September 28th

Minutes respectfully submitted by Kelly Dietz.

Montour Falls Memorial Library
Minutes of Trustees Meeting
September 28, 2022

Trustees present: Heidi Berghoff, Phil Cherry, Kelly Dietz, Cindy Emerson, Karen Martin, Marian Saks, Sam Shama

Others present: Emily Smith, Hannah Rosier, Jess Westlake, community member Katie Serrine

Trustees absent: Elaine Dalrymple, Anne Sibley

Meeting called to order by Sam Shama at -5PM.

Minutes from July 2022 submitted by Kelly Dietz were reviewed and approved.

Motion: Cindy Second: Karen
All approved.

Treasurer's Report for July 2022 submitted by Marian Saks.

Motion: Heidi Second: Cindy
All approved.

- Currently in the process of drawing up the budget
- Payroll under budget for July and August
- Getting close to fundraising goal
- Lot left in purchasing budget
- Collections, continuing education and advertising funds remain
- Early lit: payroll under budget, collections funds remain

Director's Report

- Patronage was going up, until school started
- Submitted PTO policy proposals to personnel committee (see July minutes for proposals)

Board member requests spreadsheet of circulation numbers, to see trends. Director will share this data.

President's Report

- Asks for a board member to take on treasurer role for one year. Sam will take on the treasurer role thereafter b/c his tenure as president is up in one year.
- Board member Rhonda Stephani met with Sam Sept 12, resigned on Sept 16.
- Subset of the board will meet 9/29 to discuss challenges to August Drag Queen Story Hour fundraiser held for the library, and to consider how best to handle future challenges as a board. Will present any recommendations to the rest of the board.

Related discussion:

- Director reminds the board that policies are in place that spell out the process for public challenges. Will circulate policies to board members.

- Board members request that the director let the board know about fundraisers or other events held in support of the library by external parties, and/or library programming in cases where staff anticipates negative public reactions. Board members want to be informed in case members get direct questions from community members; and to better support the library and the staff.

Committee Reports:

Finance Committee – did not meet

Personnel/Nomination/Procedures Committee – did not meet, but will meet soon to review proposed PTO policy

Building and Grounds Committee –

- Met to discuss construction aid grant, which has now been submitted. Expected to hear back from state about approval between Feb-July 2023.
- Will get new ADA compliant toilet

Fundraising/Community Relations Committee –

- Received local history books to sell as fundraiser from Richard Owlet, town historian
- Suggestion to follow up with former board member Marcia Douglass who proposed Friends of the Library-style fundraiser

Historical Records & Artifacts Committee – did not meet

Public Expression – None

Adjournment – Motion: Marian Second: Phil Time: 5:52pm
All approved.

Next Meeting – Wednesday, Oct 26 at 5:00pm

Minutes respectfully submitted by Kelly Dietz

Montour Falls Memorial Library
Minutes of Trustees Meeting
October 26, 2022

Trustees present: Phil Cherry, Elaine Dalrymple, Kelly Dietz, Cindy Emerson, Marian Saks, Sam Shama

Others present: Emily Smith, Jess Westlake

Trustees absent: Anne Sibley, Heidi Berghoff

Meeting called to order by Sam Shama at 5PM.

Minutes from September 2022 submitted by Kelly Dietz were reviewed and approved.

Motion: Cindy Second: Elaine
All approved.

Treasurer's Report for October 2022 submitted by Marian Saks.

Motion: Phil Second: Elaine
All approved.

- Payroll under budget for General and Early Lit
- Still about \$1000 to fund raise for General (\$3200 for Early Lit)
- Surplus in collections for both General and Early Lit (still as a result of Covid)
Will want to spend down

Marian presented 2023 Budget for review

Clarifying questions about needs, including

- Hours spent on Early Lit (Emily says library could use more hours for EL)
- How are hours of operation faring (library services and programming)? In comparison to other libraries and trends over time.
- How do we bolster our volunteer hours?

Director's Report

- New toilet!
- Many unused and unusable things in basement that need to be gone through and tossed/recycled (like furniture that isn't antique)
- Emily going to NYLA Conference in early Nov
- Programming
 - History talks
 - Havana Arts series
 - Ongoing: Yoga, Magic, D&D, Storytimes, Green Jeans in the Library
 - Halloween Party
 - Dia de la Muertos Party
 - Perry Ground Series (Onondaga Nation)

- Digital Literacy
- Adult book clubs
- Youth lit circle
- News
 - Got DEI grant for Music and Movement 0-5
 - NYS Construction AID Grant
 - Donation of Morrison books for resale/fundraising

President's Report

- Karen Martin has resigned from the Board
- 3 current members' tenure on the Board ends in January
- Ms. Fischer of Montour Falls floral shop has expressed interest in joining the Board

Suggestion was made to add solicitation for board member interest to fundraising letter

Committee Reports:

Finance Committee – met

Personnel/Nomination/Procedures Committee – did not meet

Building and Grounds Committee – did not meet

Fundraising/Community Relations Committee – did not meet

Historical Records & Artifacts Committee – did not meet

Marian had just passed out the proposed budget for 2023 when Kelly left. Phil's minutes are below:

The Board discussed the budget generally and specifically the Tax levy issue, and the pros and cons of adopting a 0-4% tax levy request. Marian motioned that the Board adopt a 3% tax levy request due to rising costs. Elaine seconded the motion and it passed unanimously.

Sam then motioned for the Board to enter executive session to discussed staff salaries for 2023. Marian seconded Sam's motion for entering into Executive session. Motion passed unanimously.

Marion motioned to exit Executive Session with Elaine second. The Board then resumed the normal meeting and announced that staff would be offered a 3 % raise for next year.

Marian announced that she would send out a revised budget next week and that we needed to vote on it at our next meeting, which was set for November 16 at 5PM in the library.

Public Expression – None

Adjournment – Motion: Cindy Second: Marian Time: 6:20pm
All approved.

Next Meeting – Weds, Nov 16 at 5:00pm in the library (a week earlier than normal because of Thanksgiving holiday)

Minutes respectfully submitted by Kelly Dietz and Phil Cherry

November 16, 2022 Montour Falls Library Board of Trustee Minutes

In Attendance: Sam Shama, President, Elaine Dalrymple- Vice Chair, Marian Saks- Treasurer, Cindy Emerson, Heidi Berghoff, Phil Cherry, Ann Sibley

Not in attendance: Kelly Deitz- Secretary

Community members: Michelle Tilden, Jennifer Fisher, Emily Smith, Jessica Westlake, and Cate Serrine

Approval of minutes from last meeting: Heidi Berghoff moves to approve, Cindy Emerson seconds, all in favor, vote in unanimous.

Introduction of community members interested in being Trustee Members: Michelle Tilden, Jen Fisher, and Cate Serrine. Board president has resumes and letters of interest and will share with all of the trustee members. Vote on trustees will be after the new year (February meeting).

Treasurers report and budget information will follow directors report and committee reports.

Directors Report: Anne Sibley has been taking the lead of FLXGives and requests the board respond and contribute to this fundraising match platform over the next 24 hrs. 11/17-18. Anne distributes templates for emails and social media and will work with library staff day-of to enhance presence.

Due to board members leaving due to term limits, all committees will need to be reorganized. Finance committee met to discuss budget for upcoming year. No other committees met and will reconvene in 2023 with new members on each committee. Members leaving the Board this year are: Marian Saks, Heidi Berghoff, and Anne Sibley. We are so grateful for their service and support as trustee members.

Personnel, Building and Grounds, Fundraising, and Historic Records committees did not meet. Treasurers report is reviewed, no questions on current financials. Budget for 2023 will still need to be voted on in the new year. Cindy Emerson will join finance committee until January. Finance committee will meet November 30th at 8 am.

Public expression: nothing additional, board of trustee candidates exited meeting.

Board of Trustee members enter executive session. Sam Shama, President, invites Library Director to attend executive session. Emily stays for the session. Board exits executive session.

Marian moves to adjourn meeting. Anne Seconds. All in favor, unanimous. Meeting is adjourned 6:30 pm.

