

Montour Falls Memorial Library
Minutes of Trustees Meeting
January 21, 2023

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

Others present: Emily Smith

Trustees absent: none

Meeting called to order by Sam Shama at 5:05PM.

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

Motion: Elaine
All approved.

Second: Cindy

Treasurer's Report for November, 2022 submitted by Marian Saks.

Motion: Elaine
All approved.

Second: Phil

Operating Budget for 2023 submitted by Emily Smith.

Motion: Cindy
All approved.

Second: Elaine

Director's Report

Now tracking Early Lit differently

- Storytime down but families still coming in, so new tracking method is better at capturing this as well

Programming

- Music and movement very well attended—will continue
- \$5000 matching
- "Craft and Hobby program" --possible collaborating with 3 other small libraries

New website!

- Lots of traffic and sign-ups for newsletter

Request to change check signing policy:

Motion to change to check signing policy to allow Director to sign checks \$800 or less, unless to oneself.

- Motion: Kelly
- All approved.

Second: Phil

Request to revisit how paid time/days off and related policies accrues. Adjustments need to be made so that library does not find itself in a position of not being able to pay a staff member if they were to leave with their accrued vacation days. Must establish a “use it or lose it” policy.

Phil forwarded draft from 2021 for reference.

President’s Report

Basement cleanout: Proposes Emily proceeds with clean out if bids do not exceed \$700

Motion to approve up to clean out up to \$700:

- Motion: Cindy Second: Phil
- All approved.

Motion to approve 3 new members of the board: Michelle Tilden, Katie Serrine, and Jen Fisher.

- Motion: Phil Second: Elaine
- All approved.

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

Historical Records & Artifacts Committee – did not meet

Public Expression – None

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

Next Meeting – Wednesday, February 22 at 5:00pm

Minutes respectfully submitted by Kelly Dietz

Montour Falls Memorial Library
Minutes of Trustees Meeting
March 21, 2023

Trustees present: Phil Cherry, Elaine Dalrymple, Kelly Dietz, Cindy Emerson, Jen Fisher, Sam Shama, Katie Sirrine, Michelle Tilden

Others present: Emily Smith, Jess Westlake

Trustees absent: none

Meeting called to order by Sam Shama at 5:00PM.

Minutes from Feb 2023 submitted by Kelly Dietz were reviewed and approved.

Motion: Elaine
All approved.

Second: Phil

General discussion

- Clarification about public availability of library's by-laws, mission statement
- New board members will receive copies of by-laws, policies and procedures

Treasurer's Report

Motion to approve: Elaine Second: Cindy
All approved.

Director's Report

Misc Updates

- February was slowest month in terms of patronage due to holidays, weather, short month
- Basement was cleaned! and other winter projects completed
- Website is up-to-date and active, with calendar of events
- Yearly report to the state submitted
- No news on NY State's construction aid grant

Going Forward

- Newsletter will start going out more regularly
- Programs scheduled through August
- New hours: Beginning in May, will be open Saturdays until noon. As things get busier, will have evening hours
- Personnel: met with Brian of STLS to clarify and adjust PTO and other personnel policies

Upcoming needs/plans

- Continue to review policies
- Re-form library committees

- Spring book sale
- Help needed:
 - Organize the vault (take inventory, etc)
 - Attic clean-out, in anticipation of construction grant
- Devise 5-year strategic plan
 - Create process of evaluation (community survey, etc)

President's Report

Welcome and thank you to new Board members. Thanks to Michelle Tilden for taking on the treasurer role.

Motion to approve Michelle as treasurer

Motion: Phil Second: Cindy

All approved.

Proposal: Board should meet with representative from STLS before a future board meeting regarding a topic that will serve board interests and satisfy board member requirements (for example, on library strategic planning).

Clarifications re:

- What counts as a quorum when members attend remotely.
- Board member and leadership role term limits

Committee Reports:

Discussed which committees need new membership. Emily will send out list of committee members and committee-related policies.

Finance 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*

Personnel/Nomination/Procedures Committee – worked on revision to paid time off policy

General discussion of paid time off (PTO) policy revisions

- Upshot: No changes for now. It was decided that more time is needed to compare proposed revisions with existing policy and consider best way forward. Personnel Committee will take comments and continue to revise.

- Main change regards accrued PTO, given concern that library may face challenges if long-time employee who has accrued significant PTO takes it all without regard to staffing needs.
- Emily: Director's preference is to not need to ask or require reason for taking time off (e.g. sick day, personal time, etc).
- Religious holidays should be included in a way that they do not impact staff PTO, and allow staff to take off non-Christian holidays that are not federal holidays. Alternative is to create a "floating holiday" option.
- Jess: Staff has needed to save vacation time to take off days around holidays (e.g. Christmas), when these fall on days when library is open.
- Emily: Brian at STLS raised the point that fair PTO is a way to compensate staff for the fact that libraries, including MFL, do not provide health insurance.
- Seniority policy: How long staff needs to work before getting additional hours of vacation, and to what extent can vacation time be accrued.
- Could revisit proposal to have minimum of two staff members
- May be helpful to have library open on some federal holidays

Katie: Will look into process of creating a Friends of the Library. Would like to talk about it in the future.

Public Expression – None

Adjournment – Motion: Phil Second: Katie Time: 6:49 pm
All approved.

Next Meeting – Wednesday, April 19, at 4:45pm

Minutes respectfully submitted by Kelly Dietz

Montour Falls Memorial Library
Minutes of Trustees Meeting
April 19, 2023

Trustees present: Phil Cherry, Elaine Dalrymple, Kelly Dietz, Cindy Emerson, Jen Fisher, Sam Shama, Katie Sirrine, Michelle Tilden

Others present: Emily Smith, Jess Westlake

Trustees absent: none

Meeting called to order by Sam Shama at 4:50PM.

Minutes from March 2023 submitted by Kelly Dietz were reviewed and approved.

Motion: Cindy Second: Michelle
All approved.

Treasurer's Report

Motion to approve: Elaine Second: Jen
All approved.

Director's Report

Misc

- Proposal to change the format of Director's reporting to focus on:
 - Circulation
 - Holds for other libraries
 - Items added (related to spending)
 - Who's coming into the library
 - Meeting space
 - Special programs

Phil: monthly snapshot of circulation and patronage is not as useful. A graph that shows trends in circulation and patronage would be informative.

Emily: post-Covid is the time to start tracking.

- Patrons are up.
- Programming up.
- Use of library for meeting space.

Going Forward

Upcoming needs/plans

- Policy review
 - Filming policy / First amendment audit

Montour Falls Memorial Library | Board Meeting Minutes
July 2023 • Meeting Held on August 23, 2023

Trustees present: Sam Shama, Elaine Dahlymple, Cindy Emerson, Phil Cherry, Michelle Tilden

Others Present: (Staff or public attendees) Jess Westlake

Trustees absent: Katie Sirrine, Kelly Dietz, Jen Fischer

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

General Library Report: see Director's Report by Emily Smith

- Emily's last day is 8/2
- The Board of Trustees voted to 8/8 ayes to offer Jess Westlake the position of Library Director. Jess has accepted the position effective 8/3
-

Treasurer's Report for June 2023 submitted and approved by Emily Smith

Motion: Elaine *Second:* Cindy All approved.

- Emily will meet with Sam, Elaine, and Jess to draft a 2024 Budget

Committee Reports

Finance Committee – did not meet but will meet soon to discuss 2024 budget and C. Lee funds will be moved into General for collections

Policies & Personnel Committee – did not meet

Building and Grounds Committee – did not meet

Fundraising Committee – did not meet

Historical Records & Artifacts Committee – did not meet

New Business

- Move C. Lee money into general. Elaine will contact Chemung Canal.
- Programming and services

Adjournment Motion: Phil *Second:* Elaine All approved

Next Meeting: Wednesday, September 27 at 5pm

Minutes respectfully submitted by Jess Westlake

**Montour Falls Memorial Library
Minutes of Trustees Meeting**

Meeting held September 27th, 2023

Report for August 2023

Trustees present: Sam Shama, Elaine Dalrymple, Cindy Emerson, Phil Cherry, Jen Fisher, Katie Sirrine

Others Present: (Staff or public attendees) Jess Westlake

Trustees absent: Michelle Tilden

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

Minutes from July 2023 submitted by Jess Westlake were reviewed and approved.

Motion: Cindy Second: Elaine

All approved.

Treasurer's Report presented by Jess Westlake was reviewed and approved.

Motion: Elaine Second: Jen

All approved.

- Request to add monthly expenditures with a remaining dollar amount and/or percentage of the budget column
- Need Statement of Activity to include the remaining dollar amount
- When do we receive the tax money and what account does it go to?
- Add/Update Visions Federal Credit Union contacts to include Jessica Westlake, Michelle Tilden, and Jen Fisher. Cindy Emerson and Marian Saks will be removed from the Visions account. Minutes will be taken to Visions to start this process. The people named will be contacted by Visions to provide and sign the required documents.
- Inquire to Jeff Greuber; bookkeeper about line item 6000
- Schedule a finance committee meeting and include Jeff

Early Literacy Report – Not submitted

Library Director's Report presented by Jess Westlake

Committee Reports:

Finance Committee – did not meet

Personnel/Policies/Nominating Committee – did not meet

Building & Grounds Committee – did not meet

- Deposit and paperwork submitted to Halco; waiting on start date

Fundraising/Community Relations Committee – via email

- Book Sale October 5th • 10am – 5pm; October 6th • 10am – 3pm; October 7th • 12pm – 5pm
- Jen will reach out to schedule trustee volunteers
- Jess will reach out to Library volunteers and coordinate with Jen

Historical Records & Artifacts Committee – did not meet

President's Report

- Kelly Dietz resigned effective 9/20/2023
- Secretary position is 3 years and entails taking minutes, distributing minutes, and posting them as required
- Cindy Emerson's term is over at the end of this year.
- We are currently over the minimum number required members
-

Public Expression – none

Adjournment – Motion: Phil Second: Cindy Time: 5:46pm

All approved.

Next Meeting – Wednesday, October 25th, 2023

Minutes respectfully submitted by Jess Westlake

Montour Falls Memorial Library

Minutes of Trustees Meeting

Meeting held October 25, 2023

Report for September 2023

Trustees present: Samuel Shama, Elaine Dalrymple, Michelle Tilden, Cindy Emerson, Phil Cherry, Jen Fisher

Others Present: Jess Westlake, Hannah Rosier

Trustees absent: Katie Sirrine

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

Minutes from September 2023 submitted by Jess Westlake were reviewed and approved.

Motion: Cindy Second: Phil

All approved.

Treasurer's Report presented by Jess Westlake was reviewed and approved.

Motion: Phil Second: Elaine

All approved.

- Remove total over-budget column as well as percent of budget column in the Budget vs. Actuals report.
- Jess has two people in mind for Trustees to fill the Treasure position.
- We are seemingly missing school district taxes as of September.
- Reach out to the Blowers Expenditure funds.
- New collections were ordered last week, so collections budget is nearly spent.

Early Literacy Report presented by Jess Westlake was reviewed and approved.

- Storytimes are still offered as scheduled.
- Resumed story times at HeadStart.
- First grade classes from BC Cate came over for a tour of the library and 27 library cards were processed.
- Tanglewood event was attended by over 90 people.
- Alexandra Appel will be doing a Halloween story time on 10/31.
- Infant CPR and story time will be presented by Southern Tier Pregnancy resource center on 11/7.

Library Director's Report presented by Jess Westlake

- Director's Report was reformatted.
- Last month (September), CIRC stats and patron stats were down due to children going back to school.
- Visitor stats have increased.
- We have 3 adult volunteers with regular weekly hours.
- 7 story times, 12 children, 20 adults.
- Cirque Us program met on Friday, September 1st with decent numbers.
- Write Your Story with Dr. Carol Mikoda meets on Thursdays to positive feedback. Jess is looking into finding a grant to keep the program going.
- Phase 1 of Construction begins Monday, November 13. Jess will meet with the foreman.

- Mayor James Ryan and code enforcement have been invited to meet with the foreman for construction project.
- Closed days are 10/27 for Gather & Grow training, 11/1 & 11/2 for NYLA, as well as 11/13-11/18 for construction. Reduced hours are 10:00 AM – 2:00 PM on Tuesday, 10/31 and Friday, 11/3.
- Winter hours will be updated to:
Monday 10:00 AM – 7:00 PM
Tuesday 10:00 AM – 5:00 PM
Wednesday 10:00 AM – 5:00 PM
Thursday 10:00 AM – 5:00 PM
Friday 10:00 AM – 3:00 PM
Saturday 11:00 AM – 2:00 PM
Sunday CLOSED
- We made \$900 for book sale.
- Training Hannah on WordPress for Website maintenance.
- Solar eclipse glasses are available.
- Reminder to use STLS emails.
- Jess submitted everything Visions asked for, Jess is waiting to hear back from them.
- Jess will begin attending Village Board meetings in December.
- MedProject is an upcoming service to provide free mailing resources for medication.
- Greeting card station will be set up at the library.
- Hannah will introduce a cursive writing program.
- Upcoming macrame & polymer clay workshops, as well as new book clubs.
- HeadStart home base program is looking at making visits ongoing.
- Hannah will start a musical story time at B.C. Cate in the new year.
- Website has been fixed.
- ARC looking for volunteer sites, we are prospective after new year.
- Construction aid has stayed the same.
- Book to Film Club, Yoga, and Write Your Story are recurring programs still ongoing.
- 11/8 at 6:30 there will be a poetry reading for veterans at the MFL.
- Movie equipment will be re-evaluated for Movie Night, resulting in a possible extension of Friday hours.
- Jess would like to do a volunteer thank-you party on 12/2 at 12:00 PM. Possible dish-to-pass. Thank you cards for volunteers and possibly gifts.
- Front door lock system needs attention.
- Unclaimed funds workshop has been rescheduled to a date TBD.

Zonta – wants to give us a grant for collections.

Friends of the Library – Katie would like to create a Montour Friends of the Library.

Committee Reports:

Finance Committee – did not meet

Personnel/Policies/Nominating Committee – did not meet

Building & Grounds Committee – did not meet

Fundraising/Community Relations Committee – did not meet

Historical Records & Artifacts Committee – did not meet

President's Report

- Sam will meet with Jess to present salary requirements & expenditures. They should present in the final meeting of the year to vote on it as a board.
- Sam would like to move the next meeting to November 29 at 3:00 PM.
- Jess will prospectively meet with finance the week of 11/13.

Public Expression – None present.

Adjournment – Motion: Phil Second: Cindy Time: 6:23pm
All approved.

Next Meeting – Wednesday, November 29 at 3:00 PM.

- Michelle has resigned her position as Treasurer/Trustee as of 10/25.
- Michelle has cited concerns and calls for further consideration and action amongst the board regarding this issue in the future.
- There is a call to reevaluate personnel policies and procedures ,and what the steps toward conflict resolution will look like.
- Phil and Elaine will be in contact to assist staff in clearing out the basement for upcoming construction the week of 11/6.
- Price not given for Phase 2 of construction. Phil would like to budget this out soon. Estimate for grand total is approximately \$80,000. Phil will reach out to HALCO representative.

Minutes respectfully submitted by Hannah Rosier

**Montour Falls Memorial Library
Minutes of Trustees Meeting**

Meeting held November 29, 2023

Report for October 2023

Trustees present: Samuel Shama, Cindy Emerson, Elaine Dalrymple, Jen Fisher, Katie Serrine

Others Present: Jess Westlake, Hannah Rosier, Noah Bump

Trustees absent: Phil Cherry

The meeting was called to order by Samuel Shama at 3:02 PM.

Minutes from October 2023 submitted by Hannah Rosier were reviewed and approved.

Motion: Elaine Second: Cindy All approved.

Budget

- Finance Committee will meet again on December 12.
- There are 4 options for Tax Levy – No increase (option 1), 2% increase (option 2), 3% increase (option 3), and a 4% increase (option 4, max allowable).
- Our figure will go to Karin Thomas at the Dutton S. Peterson Library in Odessa after we vote.
- Jess talked to Brian Hildreth regarding the budget and carry-overs; Brian recommended Option 4.
- Board has decided on Option 3, the 3% increase.

Motion: Elaine Second: Jen All approved.

Treasurer's Report presented by Jess Westlake was reviewed and approved.

- Jess will be in contact with Jeff Gruber regarding Budget vs. Actuals, January-December 2023.

Motion: Jen Second: Cindy All approved.

Early Literacy Report was not submitted. Jess will touch base with Alexandra Appel to reinforce submission.

Library Director's Report presented by Jess Westlake

- We saw an influx of tourists in the October
- The Toddler Safety Course provided great information and was well attended. We are seeing a growing interest in parental education workshops. Jess would like to expand resources for tweens and teens.
- Jen would like to investigate transit training – teaching older youth how to use the bus system.
- Spoon Ring program had an excellent turn out and great reception.
- Phase 1 of construction is complete! Phase 2 is next (heat pumps & thermostats).
- Reminder to use Jess' STLS email (westlakej@stls.org) as opposed to community@montourfallslibrary.org. Community email should be deactivated by Spring.
- Jess will meet with Jim Ryan to discuss Village items.
- Jess would like to schedule bi-monthly committee meetings. Can be conference/video calls.

- We're purchasing a 5th mobile hotspot, funded partially by Rotary. Jess is interested in purchasing more as the four we have are always checked out.
- NYLA was great! Jess and Hannah attended several educational sessions listed in the Director's Report.
- Bookbinding Workshop is upcoming.
- Jess and Hannah have several upcoming programs for 2024.
- We will be weeding, shifting staff workspaces, improving patron computer privacy, reorganizing the space for improved accessibility. We are looking to shift staff spaces next week (12/4).
- Jess attended the DAC meeting today. There were book challenges in the system. She will send out some resources about public disturbance and violating codes of conduct.

Committee Reports

Finance Committee – Met 11/28/2023. Outcome has been discussed in Budget.

Personnel/Policies/Nominating Committee – did not meet

Building & Grounds Committee – Did not meet. Katie feels as though the committee should be more involved. She'd like to learn more about the building's operating systems.

Fundraising/Community Relations Committee – did not meet

Historical Records & Artifacts Committee – did not meet

President's Report

- Hannah will be the recording secretary and there will be another secretary appointed.

Public Expression – None present.

Adjournment – Motion: Elaine Second: Cindy Time: 4:32 pm All approved.

Next Meeting – December 20th, 2023, at 3:00 PM.

- New trustees as of 11/29/2023 – Noah Bump and Bruce Boughton. They have both expressed interest in the role of Treasurer.
- We will be meeting on Wednesdays at 3:00 PM from this point forward; the goal is to have at least 10 meetings a year.
- Cindy would like us to investigate new flooring for the back, bathroom, and JUV room.

Minutes respectfully submitted by Hannah Rosier

Montour Falls Memorial Library

Minutes of Trustees Meeting

Meeting held December 20, 2023

Report for November 2023

Trustees present: Samuel Shama, Cindy Emerson, Elaine Dalrymple, Jen Fisher, Noah Bump, Bruce Boughton

Others Present: Jess Westlake, Hannah Rosier, Jeff Gruber

Trustees absent: Phil Cherry, Katie Sirrine

The meeting was called to order by Samuel Shama at 3:00 PM.

Minutes from November 2023 submitted by Hannah Rosier were reviewed and approved.

Motion: Elaine Second: Jen

All approved.

New Trustees – Noah Bump and Bruce Boughton have been accepted to be on the board. Sam would like to revisit our board induction process by later next year.

Motion: Jen Second: Elaine

All approved.

Officer Roles/Chairpersons - Bruce has accepted the role of Treasurer and will be the chair of Finance. Jen will be chair of Personnel. Buildings and Grounds TBD. The Fundraising chair is Noah. Historic Artifacts & Records chair is Elaine.

Motion: Jen Second: Elaine

All approved.

Treasurer's Report presented by Jess Westlake was reviewed and approved.

- Finance will meet with Blowers to discuss potential funding for Early Literacy. Bruce would like to attend this meeting.

Motion: Elaine Second: Jen

All approved.

Budget 2024 –

- The board has voted on a 3% increase in the budget for the tax levy.
- Cost of utilities is expected to go down.
- There may be a carry-over from this year.
- We are under for payroll and collections at the end of this year.
- All current staff members will receive a pay increase.
- We budgeted to hire additional staff in 2024.
- Hannah increased by one hour.
- We're short \$637 for the 2023 year.

Motion: Jen Second: Cindy

All approved.

Early Literacy Report has been submitted and approved.

- We've seen more regular families coming in for Storytimes, looking to increase engagement for Tuesday Storytimes.

Library Director's Report presented by Jess Westlake.

- Add Bruce Boughton to Visions Federal Credit Union account and give access to all appropriate logins and documents regarding financials.
- Thanks to Cindy Emerson for her time, generosity, and support during her two terms and role as Board President at the Montour Falls Library and beyond. This is her last board meeting. Thanks, Cindy!
- Unseasonably busy for this time of year. Higher than average patrons in the building.

Committee Reports:

- Finance Committee – Met on 12/12 and 12/19. Budget was discussed and drafted.
- Personnel/Policies/Nominating Committee – see President's report.
- Building & Grounds Committee – did not meet. Jess has presented the HALCO proposal and agreement. Phase 1 is nearly complete pending final approval and walk-through including Jess, Halco (new rep), and Tony from Village of Montour Falls Code Enforcement on January 3rd.
- Fundraising/Community Relations Committee – did not meet.
- Historical Records & Artifacts Committee – did not meet.

President's Report was presented by Samuel Shama and his proposals for officers are the following:

- Jen Fisher for President (3 years)
- Noah Bump for VP (3 years)
- Bruce Boughton for Treasurer (1 year; appointed annually)
- Phil Cherry for Secretary (1 year due to term end in Dec 2024)

Motion: Elaine Second: Cindy

All approved.

Public Expression – None present.

Adjournment – Motion: Elaine Second: Noah Time: 4:15 PM.

All approved.

Next Meeting – Wednesday, January 24 and 3:00 PM.

Minutes respectfully submitted by Hannah Rosier