



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

Meeting held Wednesday, March 27, 2024

Report for February 2024

Trustees present: Samuel Shama, Elaine Dalrymple, Noah Bump, Bruce Boughton, Phil Cherry

Others Present: Jess Westlake, Jeff Grueber

Trustees absent: Jen Fisher

The meeting was called to order by Noah at 3:04 PM.

Minutes – Minutes from the February 2024 meeting were reviewed and approved. Motion: Elaine;
2nd: Bruce. Motion passed unanimously.

Treasurer's Report – Bruce presented the treasurers report for February 2024. Following a brief discussion concerning the cleaning budget line (new vacuum) Sam motioned to approve the report as presented, Elaine 2nd. Motion passed unanimously.

President's Report - Jen was absent (sick) and Noah (VP and meeting Chair) tabled the item until next month.

Director's Report –

- Jess relayed a discussion she had with Brian H. about potentially waiting for a capital campaign until the fall, for fear of confusing voters with the upcoming tax levy. The group further discussed the timing of the fundraising campaign and whether it would be held in the summer or fall. Jess further discussed doing a fundraising letter campaign, which Brian suggested doing twice a year (spring and Fall). The group discussed how the status of the Village's new energy grant might impact on when we need to fundraise, and by how much. The group expressed support for the Village's efforts and hoped that, because the library building is owned by the Village, that the Village may be able to make up our funding shortfall for the HVAC replacement. Jess said she would be talking to the mayor in the weeks ahead to determine the Village's timing of new grant funds, which would then inform our decision to move forward with a capital campaign.
- The clerk position description (PD) was approved by the personnel committee earlier in the day and presented to the full Board of Trustees for consideration and approval. Bruce motioned to approve the new PD description and Sam seconded. Motion passed unanimously. Jess informed the group that she would be posting the position soon and hoped to be hiring two new part-time staff to fill the one vacancy (sharing the funding we have for one FTE at 32 hours/week). There may also be salary savings from the first quarter we can use to adjust staff hours. This approach will provide flexibility for staff to meet the operating hour challenges of the library and their own personal work-life balance.
- Jess also discussed the library's operating hours and her plan to close on Wednesdays (effective next week) on a temporary basis until new staff are hired and trained and the schools let out. The library will now be open 35 hours per week until early July, when operating hours will expand to 42. The new hours will be 10-5 Mondays, 10-6 Tuesday, Thursday, and Friday and 11-2 on Saturdays. It was informally agreed that operating hours were within the purview of the Director and no motion was made to approve these changes.
- Jess further noted that it was difficult to get some things done (like cleaning the basement or writing policies) when the library was open. This is due to the fact that we have had only 2 full-time and one part-time staff since August 2023. She will continue to persevere through that challenge to the best of her ability. Increased staffing should help.

Committee Reports

- Buildings and Grounds - Did not meet.

- Finance - Did not meet.
- Fundraising/Grants/Community Relations – Noah reported that the committee met on March 20 via Zoom and discussed the fundraising needs of the library with respect to the capital campaign for energy improvements. The committee will await the results of Jess’s discussion with the Mayor concerning possible availability of Village funds to make up our shortfall. The group also supported the idea of a letter campaign and Jess was going to get working on that as time allowed.
- Historical Records and Artifacts - Did not meet.
- Personnel/Nominating/Policies – Met earlier this day. Approved the clerk PD. Here it was also noted that the Library Bylaws need to be updated. Sam had an earlier draft from 2019 and promised to distribute it after the meeting (which he did).

Public Expression – None present.

Adjournment – Motion: Phil; 2nd: Bruce. Motion passed unanimously at 3:44 PM.

Next Meeting – Wednesday, April 24 at 3:00 PM.

Minutes respectfully submitted by Phil Cherry