



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

Meeting held Wednesday September 25, 2024

Trustees present: Jen Fisher, Noah Bump, Elaine Dalrymple, Phil Cherry

Others Present: Jess Westlake

Trustees absent: Bruce Boughton, Sam Sharma

The meeting was called to order by Jen at 2:59 PM.

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

Public Expression – None present.

Treasurer's Report – Jen explained that Bruce was unable to attend and she briefly reviewed the financial reports with the group. There being no discussion on the financials, Elaine then motioned approval of the financial reports and Noah provided a 2nd. Motion passed unanimously.

President's Report - Following on the discussion about the financial reports, Jen then relayed that finance committee met earlier in the day and that Bruce felt that there were now adequate financial resources and reserves available to proceed with the Halco project. Jess reported that she had been in touch with Tom McGarry, Chairman of the village's planning board and briefed him on the Halco project, and noted that Tom would hopefully be getting a letter of support to us in a few weeks, and that it shouldn't be a problem. Phil motioned to authorize Jess to sign a contract with Halco pending receipt of a letter of support from the Village of Montour Falls planning board. Noah provided the second. The motion was approved with all in favor.

Jen then reviewed the draft letter and fundraising materials with the group and asked for any comments or potential changes to be brought to her attention as soon as possible. The hope is to get the fundraising letter out ASAP.

Committee Reports

- Buildings and Grounds – Did not meet, however Phil and Jess have had several discussions concerning library buildings and grounds issues over the past month.
- Finance – Met earlier in the day. Discussion focused on the availability of funds for the Halco project.
- Fundraising/Grants/Community Relations – Did not meet
- Historical Records and Artifacts - Did not meet.
- Personnel/Nominating/Policies – met on September the 10th to discuss personnel issues.

Director's Report –

Jess reviewed her report with the Board noting the end of a great summer Learning program and several other highlights:

- The library has received some new technology and a new computer from Southern Tier library system.
- The strategic planning process is ongoing and Jess has been working with Brian at STLS at

determining next steps.

- The group then discussed 3 new policy drafts including one on the Freedom of Information law, one on the challenging library materials and a capital fund policy. Jess and Jen requested that trustees review these drafts and provide any comments at your earliest convenience. It was noted that these policies were drafted by and provided by STLS and should be ready for adoption by local libraries.
- The book sale is slated for October the 5th during the harvest festival and Jess is seeking some volunteers to help set up and take down as well as work during the sale. The library will be open from 11:00 to 7:00 that day and the book sale will go from 12:00 to 7:00, in keeping with the festival schedule.
- Elaine asked about the porch on the east side and there has been no action from the village as yet. Jess also brought up that the electric problems in the building may end up being a priority due to safety concerns. Jess noted that we are hoping the village will address this issue soon.

Adjournment – Motion made by Phil. 2nd by Elaine. The motion passed unanimously at 3:43 PM.

Next Meeting – Wednesday, October 23, 2024, at 3:00 PM.

REMINDER - November's meeting date was moved to 11/20/24 due to the Thanksgiving Holiday and the December meeting was moved to 12/11/24 due to Christmas.

Minutes respectfully submitted by Phil Cherry