

Montour Falls Memorial Library • Board Meeting Agenda
Wednesday, February 26th at 5:30pm • Trustee Training with STLS at 4:30pm

The meeting was called to order at 5:19 PM.

- Approval of Minutes

Minutes from January 2025 meeting were reviewed and approved. Treasurer B. Boughton motioned, Vice President N. Bump seconded. All approved.

- Public Expression

None.

- Treasurer's Report

Vacuum cleaner expenditure has been resolved.

Treasurer B. Boughton explained the budget to new trustee.

- Carryover*

There is an estimated \$52,000 carryover. \$20,000 for Halco estimate, \$10,000 to use for collections, and \$3,000 for service agreements. Motion to approve by Vice President N. Bump. Seconded by Trustee K. Herleman. All approved.

- Signatures for Chemung Canal Trust Company*

Will do another time.

Trustee K. Herleman motioned to approve Treasurer's Report. Vice President N. Bump seconded. All approved.

- President's Report

Following a library staff leaving, Director J. Westlake stated that the open position needs to be restructured and a new job description written. She's looking at advertising two vacant positions. The Board agreed to wait for more information before moving things in the budget.

Director J. Westlake also said she is trying to get volunteers from the Arc of Chemung/Schuyler.

Treasurer B. Boughton provided details on the CSS Workforce NY Youth Program.

- Review committees and chairs

We need one more member for Historical Records & Artifacts Committee and Personnel/Nominating/Policies Committee. Trustee K. Herleman agreed to be on Historical Records Committee. Vice President agreed to help with Personnel/Nominating/Policies Committee.

Treasurer B. Boughton discussed the need for more trustees. Looking for people with legal background, buildings and grounds experience, and fundraising experience.

Board also discussed identifying people to start a Friends of the Library group. This discussion included the possibility of partnering with other libraries in the county, possible conflicts of interest, and possibly working with the schools and Cornell Cooperative Extension.

- Executive Session for Personnel*

Called into session at 5:49p. Treasurer B. Boughton motioned. Vice President N. Bump seconded.

Personnel updates discussed.

President J.L. Fisher motioned to end executive session at 5:54p. Vice President N. Bump seconded. All approved

- Committee Reports

- Building & Grounds Committee
- Finance/Executive Committee
- Fundraising/Grants/Community Relations Committee
- Historical Records & Artifacts Committee
- Personnel/Nominating/Policies Committee

- Director's Report

- Annual Report

This was submitted on 2/22/2025. Treasurer B. Boughton motioned. Vice President N. Bump seconded.

- Halco Update

Halco will be returning to finish the room they did not complete. There is a duct system in that room they may be able to use. They may need to file an extension.

- ALA Grant

Library staff applied to ALA grant.

- Library Advocacy Season

Advocacy cards were provided to all board members and asked to return in two weeks.

- Trustee emails

Director suggested having a Gmail account for library emails.

Next meeting is March 26th at 4:30p.

- Adjournment

Treasurer B. Boughton motioned to adjourn at 5:58p. Seconded by Vice President N. Bump. All approved.