Montour Falls Memorial Library • Board Meeting Agenda
Wednesday, April 23rd at 4:30pm • Board Meeting for April per usual schedule
\*Requires board vote

**Trustees Present:** Jen Lyn Fisher, Bruce Boughton, Katherine Herleman, Amanda Wiley, Noah Bump
**Others Present:** Jessica Westlake, Angelo Diezhandino

Meeting called to order at 4:28pm.

Approval of Minutes
Bruce moved to approve; Jen seconded. All approved.

Public Expression
None.

Treasurer’s Report
Bruce reported regular operations, we are just waiting for funding. Jess stated that she spoke with Brian from Southern Tier Library System (STLS), who reported that no state funding has been received at this time. The Board discussed possible impacts of loss of Federal funding, including the Institute of Museum and Library Services. There are no immediate impacts anticipated at this time.

* Credit Card Processing
The Board discussed options for a credit card processing system for fundraising and accepting donations to the library. Bruce recommended one system in particular which has card readers that can be purchased ($900) or leased, which is Wi-Fi accessible and can maintain a 24-hour battery life when fully charged. Noah asked why use this system instead of Square. Bruce stated this system has local 24/7 support, while Square can take 2-3 days to resolve issues. Kat asked about liability concerns when running a person’s card, and Bruce responded that as long as the donation/purchase is being made in-person, there is no liability. Jess forwarded an email to the Board discussing other credit card processing systems, and the Board agreed to research the options.

Kat motioned to approve the Treasurer’s report; Jen seconded. All approved.

President’s Report

* Appoint staff\*
The library hired a new clerk. They are currently working on social media and other outreach tasks and are doing very well at this time. Jess requested the official hours for new staff to be 25 hours per week, with option to increase as needed. Bruce motioned to approve, Kat seconded. All approved.

Committee Reports

* Building & Grounds Committee – Did not meet.
* Finance/executive Committee – Did not meet, but it was discussed that they would need to meet soon to discuss internal and external audits.
* Fundraising/Grants/Community Relations Committee – Did not meet.
* Historical Records & Artifacts Committee – Did not meet.
* Personnel/ Nominating/Policies Committee – Met about bookkeeper. No changes.

Director’s Report

* Institute of Museum and Library Services funding and direct impacts – discussed in Treasurer’s report.
* American Library Association (ALA) – the library was awarded $10,000 under the Libraries Transforming Communities: Accessible Small and Rural Communities grant program. This will be used to expand the work the library does with the Office for People with Developmental Disabilities (OPWDD). The library is currently working on developing an “accessibility tasting” where people can test various adaptive equipment to see what works for them. The program will begin with the DD population only, then expand to the general public in the future.
* Foundation for Southern Tier Libraries – The grant provided was able to purchase two laptops. The library will also be expanding the hours on Friday nights with the grant money. These expanded hours are targeted towards teens, so they have a safe space to be on Friday evenings.
* STLS Spring CE – taking place Friday, May 9th at the Radisson in Corning. Board members are encouraged to register.
* Computer/equipment upgrades – A quote was provided to replace the server at the standing desk. Pending a finance committee review.
* Southern Tier Library System (STLS) Proposed Cost Shares 2026-2028 - $500,000 proposed for workflow and circulation. More information is provided in an email for Trustees to look over.
* Halco Update – The library can use the system that is still in the vault room. Halco also recommended purchasing a dehumidifier ($700) to keep in the room. Jess has reached out to the Historical Society for input and is waiting to hear back.
* Network Drops – STLS will be providing ethernet cables for approximately 15 locations within the library. Board also discussed lease agreement and construction funding.
* Schuyler County Historical Society – Jess will be in touch with Historical Society about displaying sword in the library, which is currently on a long-term loan elsewhere. Board discussed rotation frequency of historical artifacts.
* Staff Reports – None.

Board discussed the school budget vote being held mid-May. Campaign materials are being developed.

Board also discussed that Bruce will provide paperwork to add select trustees to the Library’s Chemung Canal account.

• Adjournment

Kat motioned to adjourn; Jen seconded. All approved. Meeting adjourned at 5:33pm.