Montour Falls Memorial Library • Board Meeting Agenda  
Wednesday, May 28th, at 4:30pm •  
\*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 4:41p.

* Approval of Minutes

Bruce motioned to approve the minutes from April. Noah seconded. All approved.

* Public Expression

None.

* Treasurer’s Report
  + Credit Card Processing: Jess and Bruce met with Clover reps. Jess is happy with the system and what it can do. She stated she’ll need to develop a policy and get approval from STLS. The Board will vote on the system when this has been completed.
  + Computer/equipment upgrades: The Board discussed upgrading computer ($900), purchasing STLS service agreements ($100 per year per device), and potentially purchasing another staff computer.
  + Personnel: Library is looking to hire someone for early literacy and youth. Bruce will connect with CSS Workforce.

Kat motioned to approve Treasurer’s Report. Noah seconded. All approved.

* Executive session.

Called into session at 4:49pm. Motioned by Bruce, seconded by Noah.

Personnel updates discussed.

Jen motioned to end Executive session at 5:09p. Kat seconded. All approved.

* President’s Report
  + Update CCTC Account: Board discuss who will have access. Jen and Bruce agreed on a date and time to update the account.
  + Jess did a training with Brian from STLS. Suggested doing an overtime policy and budget for director. Jess will follow-up.
  + Received grant for Sunset in the Stacks.
  + The Board also discussed options for days the library could close for staff trainings and other tasks.
* Committee Reports
  + Building & Grounds Committee: Reviewing construction aid grant. Jess and Kat walked through library to come up with plan for improvement. Found three priority areas: accessibility, private spaces for staff breaks and lactation space, and storage. They also discussed doing small accessibility project and looking at energy efficiency. They also stated they’re looking at structural needs. Discussed storage options considering building limitations and possibly connecting with Design Connect (Cornell). The group also discussed possible ADA projects.
  + Finance/executive Committee: Did not meet.
  + Fundraising/Grants/Community Relations Committee: Did not meet. The Board discussed people to reach out to for a Friends of the Library volunteer group.
  + Historical Records & Artifacts Committee: Did not meet.  
    Personnel/ Nominating/Policies Committee: Did not meet.
* Director’s Report
  + OMCS & Library Budget Vote Results: The budget passed!
  + STLS Spring CE: Jess presented the last session of the day. She presented on the library’s reading program, and Mr. Green Jeans was in attendance.
  + Grants
    - American Library Association (ALA): $10,000 is in the works.
    - Foundation for Southern Tier Libraries: $1,500 to go towardsFriday night teen program. Goal is to start in fall.
    - Anagnost: Awarded $1,000. Discussed going either toward Summer Learning program or teen program.
    - Dollar General Early Literacy for Summer Learning Program: Awarded $3,000.
  + Director’s Advisory Council (DAC) Updates
    - Southern Tier Library System (STLS) Proposed Cost Shares 2016-2028: Jess stated there will possibly be a vote in September.
    - NYS Budget & Institute of Museum & Library Services (IMLS): Jess reported there is a 2% increase in operating aid – we’ll receive under $2,000.
    - Additional updates: STLS is sending Niche Academy for trustees to take continuing ed courses. Jess also reported there are two new user profiles available to use for the library (EDUCATOR: for homeschoolers and teachers who want to max check-out times; WELCOME: meant for people who cannot provide an address of residence). STARCat Cup: Jess stated we will sign-up and provide a presentation on the library’s accomplishments. The winner will take the STARCat trophy. Lastly, Jess discussed the upcoming bookmark competition in June and July, where patrons can design a bookmark. Winners will get poster-size print out and libraries will receive copies of the bookmark. The library will host a craft event where patrons can come and design their bookmarks.
  + Schuyler County Trustee Mixer: Taking place on June 12th, 9:30a-11:30a.
  + Jess reported that the Hector Library is looking for a clerk, a position that would be paid $20 for 10 hours per week. They are also looking for a director, which is a 30-35 hours per week position.
  + Saturday Night Pride will be held at Odessa library this month, then the Montour LIbrary next month.
  + Staff Reports: Nothing additional to add.

Adjournment  
Kat motioned to adjourn at 6:15p, Noah seconded. All approved.