

Montour Falls Memorial Library • Board Meeting Minutes DRAFT

Wednesday, August 27th, at 4:30pm

*Requires board vote

Trustees Present: Jen Lyn Fisher, Noah Bump, Bruce Boughton, Amanda Wiley

Meeting called to order at 4:30p.

- Approval of Minutes
Bruce motioned to approve the minutes. Noah seconded. All approved.
- Public Expression
None.
- Treasurer's Report (June & July)
Jen motioned to approve Treasurer's Report. Bruce seconded. All approved.
- President's Report
 - Update the monthly amount for transfer of funds.*
From \$13,500 to \$15,000. Jen motioned to approve the transfer. Noah seconded. All approved.
 - Purchase of new circulation computer, staff computer, and two staff laptops including STLS Service Agreements for each device and any other existing device(s); estimate has been requested.*
Motion to purchase, pending STLS. Not to exceed \$5000. Noah motioned. Jen seconded. None opposed.
 - Purchase NYLA conference registration for 3 staff*
 - Purchase and Book lodging for 3 staff to attend NYLA 2025.*
Jen motioned to approve purchase of NYLA conference registration and lodging. Noah seconded. All approved.
 - Mileage reimbursement to 1-2 staff to attend NYLA.*
Board discussed reimbursing \$.70 per mile round trip from home on record to and from event. Carpooling highly encouraged (voted with meal reimbursement).
 - Meal reimbursement to staff while attending NYLA.*
Board discussed this would be based on federal per diem rate of the city where training is being conducted at 50% for travel days and 100% for conference days per person. In Albany \$86 dollars per day. Jen motioned to approve. Noah seconded. All approved.
Board discussed director creating a travel budget for 2026.
- Committee Reports
 - Building & Grounds Committee: Did not meet
 - Finance/Executive Committee: Will schedule Budget Meeting at a future date. Finance Meeting will be held on September 8th at 11a.
 - Fundraising/Grants/Community Relations Committee: Did not meet
 - Historical Records & Artifacts Committee: Did not meet
 - Personnel/Nominating/Policies Committee: Jen and Jess met. Discussed items in Director's report.
- Director's Report (Presented by Board President)
 - Ingram Use for Library Personnel: Board members are allowed to use Ingram account for a discount. Noah suggesting pre-paying.

- Adding Trustee Handbook and Policy & Procedures Manual to Agenda: Board discussed adding this to allow for policy updates.
- Strategic Plan: Tabled to discuss at next meeting.
- Total Monthly Trustee Volunteer Hours: Breakdown provided to trustees in email. Trustees are to provide their hours to Director and President. The Board also discussed hours required and what can count towards these hours.
- Staff Reports: No updates at this time.
- Grants
 - American Library Association (ALA): No updates at this time.
 - Foundation for Southern Tier Libraries: No updates at this time.
 - Anagnost/Summer Learning Program: This grant has ended. Director will report at next month's meeting.
 - Dollar General Literacy Foundation for Summer Learning Program: No updates at this time.
 - Construction Aid (Halco): No updates at this time.
- Adjournment

Jen motioned to adjourn the meeting. Noah seconded. All approved.
Meeting adjourned at 5:04p.