

Montour Falls Memorial Library • Board Meeting Minutes

Wednesday, November 19th at 4:30pm

*Requires board vote

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

Trustees Absent: None

Others Present: Jessica Westlake

Meeting called to order 4:32p

- Approval of Minutes: Jen motioned to approve the minutes from October. Noah seconded. All approved.
- Public Expression
None.
- Treasurer's Report: Noah motioned to approve the Treasurer's Report. Jen seconded. All approved.
 - Normal activity for the month.
 - Personnel Wages*: Bruce motioned to begin the Executive Session. Katherine seconded. All approved starting executive session at 4:50p. Board discussed personnel wages and fitting within the tax cap resolution. Bruce motioned to end executive session. Noah seconded. All approved ending executive session at 5:00p. Voting on option C 3% across the board, with 10-15 hours advertised for YC position at \$18.50 per hour. Bruce motioned to approve. Noah seconded. All approved.
- President's Report
 - Volunteer Hours: Jen will send email for the Board to respond to with their volunteer hours.
 - Trustee Handbook: Assignments will be given for chapters for pages to review and to be discussed at meeting.
 - Confirm 2026 Board Meeting Dates*: Move to 3rd Thursday of month at 4pm. Bruce motioned to approved. Noah seconded. All approved.
 - Additions to Holiday Closures and Paid/Unpaid*: The Board discussed the possibility of closing the library for following holidays, as library attendance is lower these weekends. Possible pushback on closures was discussed. Board agreed to table vote when they've had a chance to review policies, look at other holidays, and consider what is paid/unpaid.
 - Saturday, April 4th, 2026 – Easter Weekend
 - May 23rd, 2026 – Memorial Day Weekend
 - Saturday September 5th, 2026 – Labor Day Weekend
- Committee Reports
 - Building & Grounds Committee. Did not meet
 - Finance/Executive Committee. Did not meet
 - Fundraising/Grants/Community Relations Committee. Did not meet
 - Historical Records & Artifacts Committee. Did not meet
 - Personnel/Nominating/Policies Committee. Did not meet, but have been discussing

- Director's Report
 - Cornell Elves Program: Jess has received information on the child and their wish list. Board members will provide Jess their monetary donations and then she'll shop after Thanksgiving. \$25 each. This amount nearly covers the minimum requests and Jess recommends considering more in the future to guarantee everything on the recipient's list.
 - NYLA Session Attendance: Pre-conference-Building Project Bootcamp; Essential Skills for Trustees; Program with Rizz – Engaging with Teens; How to Empower Teens Through Internship; Strengthening Community Connection: Friends Groups in Library Advocacy
 - Upcoming closures: 26th-29th Thanksgiving. STLS Gather & Grow December 5th. December 24th-27th Christmas. New Year's Eve and Day
 - VoIP and computer upgrades: Just need to sign, scan, and email service agreements.
 - Staff Reports
 - Amy applied for and was awarded 2026 Infinite Sums Rural & Small Libraries Cohort Grant
 - Lisa attended first NYLA.
 - Casey continues D&D program.
 - Volunteer Appreciation: Jess explained that this is usually done in December, but the library calendar is full. The Board discussed whether this is something trustees can oversee with assistance from staff, or future Friends of the Library. Volunteer appreciation week is April 19th-25th, and was discussed as a possible date. Jess has meeting next week with people who want to do a fundraiser for the library.
 - Amazon Business Prime Account: Jess received a demo on Monday. It is offered through NYS Library System and would be paid by invoice. Discounts available for certain purchases. For the collection, the library would only use it for titles they can't find through current vendor(s). Use as usual for office/cleaning/program supplies
 - Swan Morss Insurance & Henry Dunn Inc. Part of The Dunn Group – Ancillary Benefits*: For staff over 30 hours, dental, vision, [etc.]. This would not be any additional cost to library. Jess discussed that this could promote staff longevity. Bruce motioned to allow Jess to move forward. Noah seconded. All approved.
 - Grants
 - American Library Association (ALA): No updates.
 - Foundation for Southern Tier Libraries: No updates.
 - Anagnost/Summer Learning Program: No updates.
 - Construction Aid (Halco): No updates.
 - Infinite Sums Rural & Small Libraries (New!): Amy applied for \$10,000 dollars and was awarded. Will cover all expenses for two conferences and three programs.
 - Sustainable Finger Lakes Neighborhood Mini-Grant Program for Keuka & Seneca Watersheds (Rain Garden): Applied.

The Board discussed posting Amazon Wishlist (or Walmart registry) and sharing with the community. This would possibly include items like sensory toys and small furniture for kids' room.

The Board discussed advocating for more Board members, and what backgrounds would be of value, such as an attorney or paralegal.

The Board to appointed Bruce the Treasurer for another term. Jen motioned to approve. Bruce seconded. All approved.

No other terms are up at this time.

- Bruce motioned to adjourn. Noah seconded. All approved. Adjournment 5:29p