

Montour Falls Memorial Library • Board Meeting Minutes  
Thursday, February 19<sup>th</sup>, 2026 at 4pm

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

**Trustees Absent:** None.

**Others Present:** Jessica Westlake, Director

Meeting called to order at 4:01p.

- Approval of Minutes Bruce motioned to approve. Kat seconded. All approved.
- Public Expression - None
- Treasurer's Report – Received \$10,000 in grants in January.
  - Bookkeeper\* Obtained three quotes. Bruce discussed the quotes as well as how the new bookkeeper would be trained. Board discussed what we're currently paying and what the time commitment would be. It was also discussed how the role might look in the future. It would be a 12-month role. Board voted to transition to the candidate suggested by the exiting bookkeeper. Noah motioned. Jen seconded. All approved.
  - External Audit with CPA – Bruce will get an RFP out. He also discussed what the audit entails. Recommended the external audit happen as soon as possible. Bruce stated it can be done with 990 filing for this year.
  - Jen motioned to approved Treasurer's Report. Kat seconded. All approved.
- President's Report
  - New Trustees – Jen has potential new trustee. Bruce also has employee who is interested in possibly taking over as Treasurer. Jen requested we continue to look for new trustees, preferably with legal, nonprofit, and/or library backgrounds.
  - Group photo – Next meeting.
  - Volunteer Hours – It was estimated each trustee had an average of 24 hours for last year (two hours per month). It is requested that trustees continue sending hours to Jen and Jess monthly.
  - Trustee Handbook – It was requested that trustees read section on Ethics and Conflict of Interest before next meeting. Bruce asked about signing Conflict of Interest form yearly. Jess discussed handbook form, as well as internal policy. Bruce suggested doing Sexual Harassment training next month.
  - Revisions to Closed Holidays and Paid Holidays Policies\* - Board discussed determining when library is closed vs closed with pay. Jess wants to update wording in policy to make this more flexible based on what days the holidays fall. Tried to match holiday calendar with school calendar, but Jess feels it's unneeded currently, which is why she's looking for more flexible language in the policy.
  - Executive Session – Personnel\* Bruce motioned to begin executive session at 4:25p. Noah seconded. All approved.  
Board discussed pay rates, employee performance, new hire potential, and employee position details (including number of hours and hourly rates). Bruce motioned to end Executive Session at 4:46p. Noah seconded. All approved.

Voting on Lisa's pay raise. Jen motioned. Bruce seconded. All approved.  
Voting on adjusting Youth Coordinator position to 24 hours per week. Jen motioned. Noah seconded. All approved.

- Committee Reports
  - Building & Grounds Committee – Did not meet. KH discussed lobbying opportunities and options.
  - Finance/Executive Committee – Did not meet.
  - Fundraising/Grants/Community Relations Committee – Did not meet.
  - Historical Records & Artifacts Committee – Did not meet. KH discussed having geologist come to the library for free and possibly getting people from Cornell for different activities (historical and artifacts activities).
  - Personnel/ Nominating/Policies Committee – Did not meet.
    - Job Description Drafts\* Discussion moved to next meeting.
- Director's Reports
  - Staff Reports – Jess discussed Lisa and Amy's attendance at NYLA. Amy is working on Infinite Sums grant. First activity for this grant will be Pi Day. Amy's Evening Storytime has been well received. Lisa did a Blind Date with a Book. This contains 21 titles and the library has received well over \$50 from this project, which is donation driven.
  - Grants. No updates.
  - Annual Report Update – No updates currently.
  - Strategic Plan, Community Report
  - Advocacy Day & Season – Jess discussed digital postcards, as well as physical postcards. Encouraged Board to encourage handing out to community
  - Spring – Fall Hours\* Board discussed library open hours and how feasible it is to cut. Kat motioned to support June-October 8<sup>th</sup> early closure on Thursdays for Montour Falls Farmer's Market. Bruce seconded. All approved.
  - Research Requests – Jess asked about finding someone to volunteer their time to go through the files. They would work with Heather from the Historical Society to organize and categorize. Jess stated Documentary Heritage and Preservation Services for New York (DHPSNY) came in the past to discuss how to tackle. It is mostly local artifacts, but Jess stated some of it doesn't make sense to have at the library and may need to be deaccessioned to an appropriate caretaker per the Schuyler County Historical Society. Kat stated she can reach out to Cornell archeological group. Board discussed meeting with Historical Society to plan next steps. Bruce will reach out to one of the Historical Society board members.
- Adjournment

Bruce motioned to adjourn at 5:10p. Kat seconded. All approved.