Montour Falls Memorial Library • Board Meeting Minutes
Thursday, May 21st, 2026 at 4pm

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

Trustees Absent: Katherine Herleman, Bruce Boughton

Others Present: Jessica Westlake

Meeting called to order at 4:02p.

- Approval of Minutes. Jen motioned to approve minutes. Noah seconded. All approved.

- Public Expression. None

- Treasurer's Report. Bruce was unable to attend the meeting today. Board had a question about the checking account that will need to be addressed when he returns.
    - Bookkeeper Update. Current bookkeeper and Jess are meeting with new bookkeeper. They will be reviewing job the description and contract with her. Board members were invited to join the meeting.
    - External Audit with CPA Update. Jess spoke with the company that does the library's taxes to get an estimate. She described two audit options and the group discussed which option would meet requirements. Group agreed on which audit would be the best option for the external audit. We're making moves and can plan to take it out of next year's budget.

- President's Report
    - Trustee Handbook – Review Library Policy & Development

- Committee Reports
    - Building & Grounds Committee. Did not meet.
    - Finance/Executive Committee. Did not meet.
    - Fundraising/Grants/Community Relations Committee. Did not meet.
        - Jess spoke with a potential candidate to lead the Friends of the Library. The group discussed other options for Friends of the Library.
        - The woman who makes and sells soaps is waiting to get Clover set up, then she'll bring the soaps to the library.
        - Jess also shared that the library will have a book sale the weekend of the Fireman's Carnival.
        - Jen suggested doing a book vending machine and the group discussed options for where to get a vending machine and other logistics.
        - Jess gave update about Blind Date with a Book, which is still going well.
        - Jess is looking for an old gumball machine (for stickers, trinkets, etc.).
        - Jess also discussed giving patrons "suggested" donations.
    - Historical Records & Artifacts Committee. Did not meet.

- Personnel/Nominating/Policies Committee. Did not meet.

- Director's Report
    - Budget Vote Results. Library received requested amount. The group discussed ways to justify budget proposals in the future – being transparent about improvements that the community asks for and how much that would cost; campaigning; out-of-the-box advertising; Tik Tok trends; and interviewing community members, or posting positive quotes from community members, etc. Group also discussed lack of public education and how to get their interest.
    - Closed and Paid Policy Revision Notes 2026. Jess would like to update language of current policy to make it more flexible for holidays and paid time off for staff. Budget supports paid holidays for staff, but will need to discuss with Bruce and the bookkeeper about where the budget is for paid holidays and where it would be taken from. Other language needs to be updated for titles. Other formatting and edits need to be made. Board will possibly vote on changes at next meeting.
    - Spring CE. Jess discussed activities, sessions, and keynotes. She will be presenting 1:45p-2:45p.
    - Staff Reports. Continuing to prep for summer programs and activities.
    - Grants. No significant updates.
    - Jess discussed library operations and internal projects, including a returned hotspot, upcoming closures for the library, a meeting she had with Heather from the Historical Society about revising Research Request Form, and recent Narcan training the library staff had.

- Adjournment
    - Jen motioned to adjourn meeting at 4:45p. Noah seconded. All approved.