

**Meeting of the Library Board of Trustees**  
**Mannsville Free Library**  
**106 Lilac Park Drive**  
**Mannsville, NY 13661**

The regular meeting of the Board of Trustees was held in person on Thursday, December 15, 2022, beginning at 6:35 p.m.

Board Members Present: Anita Jones/President; Andy Zuber/Treas; Valerie Deon/Sec; Tina Rogers; Amy Hatch; Jessica Marrin. Also present, Jean Appleby/Library Director

Approval of Minutes: November meeting minutes were approved as written; motion by Anita, 2nd by Andy

Public Comments: No public in attendance.

**Director's Report:**

95-adults      29- Youth      27-Comp.      15-Storytime

- New littles came to story hour because of the information in our newsletter.
- No E-Rate yet, no reply for our review of the by-laws, and still waiting for a quote replacement for patron computers.
- Still working on grants for our extra costs for books, programs, purchase more park passes and computers.
- Max DeSignore/Northern New York Community Foundation, will be coming to our January meeting to discuss the benefits of the endowment through their organization.
- Loretta has been participating in the online training courses through NCLS. f
- The website is getting more traffic with the new information, but it seems to be down more than up as they are having server issues.
- Met with Perma virtually to keep our safety record up-to-date and keep our rate where it is.
- Our book club is a group of 8. We are reading "Farmer Boy" by Laura Ingalls Wilder.

**Treasurer's Report:**

- [2022-11 Treasurer Report for November 2022 Transactions - Google Docs](#) Total expenses for November \$2,289.70, payroll \$1,227.86
- Account Balances:
  - **Savings:** November Ending Balance: \$36,122.20
  - **Checking:** November Ending Balance \$3,199.32
  - Motion by Tina to approve Treasurer's report, 2nd by Amy; all in favor.
  - Budget discussion [2023 Budget](#)
  - Received \$5K from Barclay's office
  - \$30K from SJCS hit our account on Tuesday 12/14
- Budget: [2023 Budget - Google Sheets](#)

- Agreed rate for Library Assistant will be \$14.75 as of January 1, 2023; substitutes will be paid minimum wage (as of 1/1/23 \$14.20/hour)
- Director paid holidays: 5/27/23, 7/4/23, 11/11/23, 11/22-24/23, 12/26/23
- Library Assistant paid holidays: 7/4/23 & 12/26/23
- 2023 closed dates: May 27, July 4, November 11, 23 & 24, December 26

Motion to approve Treasurer's report and 2023 budget by Val, seconded by Jess; all in favor.

**Old Business:**

- Completed review of Library Director evaluation & updated contract for 2023
- LD will complete assistant/sub evals
- Village office/library sign on hold until Village budget is complete
- Discussed additional training requirements for Trustees for 2023 available from NCLS online (2 hours)

**New Business:**

- PERMA recommends "Workplace Violence Prevention & Work Capabilities" training; trustees to complete and supply documentation to president for filing.
- Endowment with Northern NY Community Foundation presentation in January
- Policies/Plans for 2023 review & update - add to January, 2023 agenda
- Will create Library Assistant contract

**BOOK CLUB:** (at the Library, Saturday Mornings @ 9 AM)

~ January 14, 2023: *Farmer Boy* by Laura Ingalls Wilder

**Next Meeting Date**

The next regular meeting of the Board will be Tuesday, January 10, 2023 at 6:30 p.m in the library.

Motion to adjourn made by Val, seconded by Amy; all in favor. Meeting adjourned at 7:52 p.m.