MEETING AGENDA OF THE BOARD OF TRUSTEES
MANNSVILLE FREE LIBRARY
106 LILAC PARK DRIVE ~ MANNSVILLE, NY 13661

Date: Tuesday, October 15, 2024 at 6:30 p.m. **Meeting Type:** Regular
APPROVAL OF MINUTES: Sept 10, 2024 - Reg. Mtg.
PUBLIC COMMENTS: Public comments will be limited to fifteen minutes of the total meeting.

REPORTS:
Library Director
Treasurer's Report: September, 2024 (Preliminary 2025 Budget due next month)

OLD BUSINESS:

- Security Cameras: Installed 9/26/24; bill from Village to follow
- Newsletter - Review for mailing
- NCLS Annual Meeting: October 2, 2024, Harbor House @ Clayton, NY
- Halloween plans… All set!
- Village Christmas/Tree Lighting: Sat. November 30, 2024
- **EXECUTIVE SESSION - New Director Search**
  - ❖ Discuss candidate references; choose those to interview (Committee: Anita & Tina)

  Interviews: 1st Rnd - Oct 21-30; 2nd Rnd (library visit w/Loretta) - Nov 5, 7, or 12

NEW BUSINESS:

- Welcome New Board member: Kayla Gayne (finishing out Zeb Pollock's term to _____)
- ***Library Director 2024 Eval***: Emailed to Trustees 10/8/24; **PLEASE Submit by 11/1/24**
- ABS Copier Overage - Presentation/Discussion: Chris Angello - Advanced Bus. Systems Rep
  Invoice was sent to us for $1478.33 on 8/27/24
  - 2024 Contract was $363 (7/1/24 - 6/30/25). Did not include any meter readings
  - 2023 Contract was $330 (7/1/23 - 6/30/24). Did not include any meter readings
  - 2022 Contract was $300 (7/1/22 - 6/30/23). Did not include any meter readings
  - 2022 Contract
  - 2021 Overage Bill of $334.38 (7/1/20 - 6/30/21). Color overage of 2675 pages
  - 2019 Contract
  - Need to discuss color usage and plan:
    - Newsletter was 3292 copies (823 newsletters, 4 pages each)
    - ABS proposal to print & fold newsletter for us, if we pay current bill
    - 400 - Lilac Festival Printouts
    - Future contract proposals: ABS…?; Quotes from other vendors - Usherwood, Northern Copy Products, Eastern Managed Print Networkj
  - $140 per month for a new unit - 7800 color annually
  - Are all desktops defaulted to black & white? Do public patrons print in color?

ONGOING BUSINESS/REMINDERS:

- Trustee Training: Once completed, forward acknowledgement email or certificate to Jean.
- PERMA Training Status: Sexual Harassment - Are ALL completed yet?
- Continuity: Saved Document names (*Year-Month, document name MFL*)

BOOK CLUB: (at the Library, 9 AM)
~ October 12, 2024: *Beyond That, The Sea* by Laura Spencer-Ash
~ November 9, 2024: *Braided Lies, A Thousand Islands Castle Mystery*, by Catherine D'Agostino

NEXT MEETING DATE: Tuesday, Nov. 12, 2024 at 6:30 PM