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

Date: Monday, December 9, 2024 at 6:00 p.m. **Meeting Type:** Regular
APPROVAL OF MINUTES: Nov 19, 2024 - Reg. Mtg.
PUBLIC COMMENTS: Public comments will be limited to fifteen minutes of the total meeting.
REPORTS: Library Director; Treasurer's Report: November, 2024;
Review & Approve 2025 Budget. Add Adirondack Experience?

OLD BUSINESS:

- Welcome: New Director, Anne Fuller; New Trustee, Rebecca Ruff
- Copier Discussion: Current ABS contract: 7500 B&W / 1000 Color annually
  ABS Copier Overage - Advanced Bus. Systems invoice received for $1478.33 on 8/27/24
  - 2024 Contract was $363 (7/1/24 - 6/30/25). No meter readings
  - 2023 Contract was $330 (7/1/23 - 6/30/24). No meter readings
  - 2022 Contract was $300 (7/1/22 - 6/30/23). No 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 consider:
    - 2023 Newsletter was 3292 copies (823 newsletters, 4 pages each);
      2024 Lilac Festival Printouts - 400
    - ABS proposal to print newsletter for us, if we pay current bill - VOTED DOWN
    - ABS: $140/month for a new unit - 7800 color/yr, all inclusive - VOTED DOWN
    - Kyocera MA4500ci OMNIA contract price is $3,240.25
  - ❖ Last response from ABS - Chris Angello on 12/6/24:
    I have received your email and have not forgotten about replying to your questions. I will be sending you a reply shortly that will detail the offer we have for you on the overage bill. I will also address concerns you mentioned with regard to the service renewal that is coming in June and yes, I am happy to customize the volumes for you on that renewal.
- Newsletter - Update for January mailing: Postcard w/Info & QR code to full document??
- Discuss possible new Library Saturday hours, for new Director.

NEW BUSINESS:

- Finalize for 2025: Library closure dates & Board meeting dates
- Finalize 2025 Director, Assistant, & Substitute Employment Contracts
- Review Trustee Terms of Service
- Review and Sign 2024 Substitute & Assistant Evaluations - President

ONGOING BUSINESS/REMINDERS:

- **2024 Trustee Training Status???** Forward acknowledgement email or certificate to Jean.
- PERMA Training Status: Sexual Harassment - All are completed
- Continuity: Saved Document names (*Year-Month, document name, MFL*)

BOOK CLUB: (at the Library, 9 AM)
~ December 14, 2024: *The Frozen River* by Areil Lawton
~ January 11, 2025: *The Women* by Kristen Hannah

NEXT MEETING DATE: Tuesday, Jan 14, 2025 at 6:30 PM - Annual & regular monthly meetings