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 Monday, December 9th, 2024, beginning at 6:17pm. **Board Members present:** Anita Jones/President; Tina Rogers/VP; Andrew Zuber/Treasure, Jessica Marrin/Secr; Amy Hatch, Trustee. Also in attendance Jean Appleby/Library Director, Anne Fuller/Library Director (Replacing Jean effect. 12/9), Rebecca Ruff, Prospective Trustee.

REPORTS: December 9,2024 Mannsville free Library Director's Report Jean Appleby Jean will be continuing book club at the library
11 - 2024 Payroll: $1378.22 Chkg Bal. $3,025.16 Sav Bal, $31,858.92 NNYCF:$5857.32 (as of 9/30) Motion to Approve by Jessica, 2nd by Tina.

OLD BUSINESS:

- Welcome: New Director, Anne Fuller; New Trustee, Rebecca Ruff
- Copier Discussion:**Not paying the bill until we get answers from ABS, Andy is still waiting for a response from our salesperson- next contract renewal-6/2025*
- Newsletter - Update for January mailing: Postcard w/Info & QR code to full document? *PER NCLS, the library doesn't have to physically need to mail our newsletter. Other local libraries like Pulaski Lib-Posts their annual newsletter on their website and emails to patrons and Sandy Creek Lib emails their newsletter.*

The board collectively believes with the increased outreach that MFL has done and will continue to do it is felt that electronically sending/posting (website and facebook) our annual newsletter will be just fine-we agreed to re-evaluate in a year or two to see if this is meeting our communities needs- We discussed still printing a few to have at the library incase a patron would like to have a physical copy, we can also post locally at school and post office. Motion to approve, Amy, 2nd by Jessica

NEW BUSINESS:

- Finalize for 2025: Library closure dates & Board meeting dates
  -Lib Closure dates as follows, NYD, Juneteenth, July 4th, Veterans Day, Thanksgiving day and Day after, Christmas Eve & Christmas Day, New Years Eve
  Snow Days will be paid should the library close due to weather deemed necessary by board president. We will add looking up Closing Policy to January agenda.
- Finalize 2025 Director, Assistant, & Substitute Employment Contracts

Updated 2025 Director, Assistant, & Substitute employment contracts–Paid Holidays and Emergency Closing verbiage updated on the contracts. Motion to Approve, Tina, 2nd Jess Anita will proceed to sign all three contracts. Board also discussed library hours changing if need arises.

- Review Trustee Terms of Service: Jan-Dec
  Anita 24-28, Tina 20-24, Andy 22-26,Amy 20-24, Rebecca 25-29, & Jess 22-26
- Review and Sign 2024 Substitute & Assistant Evaluations - President

Next meeting scheduled for January 14th, 2025
Meeting adjourned at 7:22pm