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 Tuesday, January 14th, 2025, beginning at 6:37pm.

Board Members present: Anita Jones/President; Tina Rogers/VP; Andrew Zuber/Treasure, Jessica Marrin/Secr; Amy Hatch, Trustee. Also in attendance Anne Fuller/Library Director,

APPROVAL OF MINUTES: November 19, 2024 - Reg. Mtg.2024 November, Meeting Minutes MFL

December 9, 2024 - Reg. Mtg.2024-December MFL Meeting Minutes

*Removed Rebecca from the minutes as new trustee and added rates of pay for director, assistant, and substitute per board.

Motioned to Approve November and December meeting Minutes, Amy and 2nd by Tina.

REPORTS: Library Director:

-Anne is still learning to run reports.

-The board agreed that Anne will get paid for meetings she attends outside normal business hours.

-While Loretta is working from home she needs to track her hours.

-Discussed Lilac Festival tentative date of 5/10/2025

- Came up with some ideas to cut down on printing cost, print B&W on Lilac paper and upload a picture slideshow at the fire hall–make the pictures digital to view instead of printing in color

-Discussed ideas to create more patrons to visit the library–Insurance Navigation, Hobby Months…

Treasurer's Report: December, 2024 Payroll:$2203.35 (increase of $500-$600 due to cross training of new director Savings Bal: $62,862.73 Checking Bal:$1,422.13 North Country Community Foundation:$$5,857.32 Received $35,000 from SJ School District

*Meraki Equipment was more than expected; it is 5 years worth of service.

*Tax payments will automatically come out when payroll comes out/every paycheck

Motion to approve, Jessica and 2nd by Anita

OLD BUSINESS:

- Copier-ABS cashed the libraries check for $739.16 on 12/31/2024–we were credited 50% off–we are current and good, our renewal with ABS is in June.
- Discussed starting in April getting quotes from other copier companies to see what there is to offer
  - Can we confirm that all library stations are defaulted to B&W– Anne confirmed all computers have been defaulted to Black and White
  - Newsletter - Status of postings, in-house copies–Newsletter has been posted and a few copies have been made for in-house viewing
- Additional Trustee/Trustees search-Anita suggested asking Tiffany Graves–Canidate must live in SJ School District

NEW BUSINESS:

- Oswego Children's Museum - Renewal is $205 ($60 increase)-The board has decided to keep the Oswego Children's Museum Pass; Motioned to approve by, Anita, 2nd by,Jess.
- Andy also confirmed all park passes have been renewed.
- Substitute hours: Story Hour planning compensation–Kathy should continue to document the hours she puts into planning for story hour outside of her scheduled hours–Anne will request outreach material from NCLS to help with programming and planning.
- Approve Annual *Strategic Plan:* Removed Rebecca and updated goals. Motion to approve, Tina and 2nd by Andy
- Annual *Conflict of Interest* signatures: Required of all staff & Board members. Director will have copies available at the meeting. *All in attendance signed and returned to Anne*
- Review/Update: *Emergency Closings* Policy: Reviewed.

- Review/Adopt: *2025 Video Conference/Virtual Meeting* Policy
  Resolution for Virtual Meeting/Video Conferencing
  -Motion to approve the above documents by, Andy and 2nd by Amy

ONGOING BUSINESS/REMINDERS:

- **2025 Annual Trustee Training:** Forward acknowledgement email or certificate to Anne.
- **PERMA Training Status: Sexual/Workplace Harassment**
  - Will need to add Anne to our link for completion, or show proof of completion elsewhere.
  -Anne will check to see if Loretta is in the system so she can complete training.
- Continuity: Saved Document names (*Year-Month, document name, MFL*)

BOOK CLUB: (at the Library, 9 AM)
~ January 11, 2025: *The Women* by Kristen Hannah
~ February 8, 2025: *Counting Miracles* by Nicholas Sparks

NEXT MEETING DATE: Tuesday, Feb. 11, 2025 at 6:30 PM

Meeting adjourned at 7:45pm.