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, February 11th, 2025, beginning at 6:31pm.

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

APPROVAL OF MINUTES: January 14, 2025 - Annual Mtg.

January 14, 2025 - Reg. Mtg.

Motion to Approve Annual Meeting and January meeting Minutes, Andrew and 2nd by Tina.

REPORTS: Library Director:

-Annual Report is ready to be submitted.
-Completed several workshops.
-Included copier counts in Monthly report.
-Loretta has been sending Thank You's for donations, keeping webpage and facebook accounts up to date, and other jobs that she can complete from home.
-Setup a week of School Break Activities to help bring in additional patron visits.

Treasurer's Report: December, 2024 Payroll:$1,752.83 Savings Bal: $57,867.85 Checking Bal:$3397.74 North Country Community Foundation:$5,791.46 (2024 Earnings $462.24) Received donations totalling $230.00
Motion to approve, made by Tina and 2nd by Anita

OLD BUSINESS:

- Lilac Festival May 10th.
- Sexual/Workplace Harassment Trainings are being completed and research done into exactly who needs to complete, and date they need to be completed by.
- Additional Trustee/Trustees search-discussed and will be an ongoing search we must make candidates aware of the duties

NEW BUSINESS:

- Reviewed Annual report. Motion to approve Annual Report made by Anita, 2nd by Tina.
- Discussed possibility of a NCLS book recycling event
- Discussed possibility of an additional Substitute. Also there is discussion amongst NCLS about the possibility of sharing substitutes amongst our local area libraries. Discussion will be ongoing.
- Changed November 2025 Board Meeting due to holiday. New corrected date: Wed. Nov. 12 *Also note the December 2025 meeting date was previously changed to MONDAY, December 8th.
- *Workplace Violence/Harassment* Policy: Revised and combined. Motion to approve by Andy, 2nd by Anita.
- *Informal Leave* Policy: Reviewed. Motion to approve by Tina, 2nd by Anita.
- Record of Employment Discussed. Motion to approve by Andy, 2nd by Tina.
- Freelance Contractor Contract. Discussed briefly tabled to March.
- Epi-pens in places of "public assembly" (much like NARCAN). Discussed, tabled indefinitely.

ONGOING BUSINESS/REMINDERS:

- **2025 Annual Trustee Training:** Forward acknowledgement email or certificate to Anne.
- **PERMA Training Status: Sexual/Workplace Harassment**
- Continuity: Saved Document names (*Year-Month, document name, MFL*)

BOOK CLUB: (at the Library, 9 AM)

~ February 8, 2025: *Counting Miracles* by Nicholas Sparks
~ March 8, 2025: *Remarkable Bright Creatures* by ShelbyVan Pelt

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

Meeting adjourned at 8:00 pm.