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

Date: Tuesday, May 13, 2025 at 6:30 p.m. **Meeting Type:** Regular

APPROVAL OF MINUTES: April 8, 2025 - Reg. Mtg

PUBLIC COMMENTS: Public comments will be limited to fifteen minutes of the total meeting.

REPORTS: Library Director's Report: April, 2025
Treasurer's Report: April, 2025

OLD BUSINESS:

- *Easter* activities recap: SUCCESS, in spite of the weather!
- May 10, *Village Lilac Festival* Recap
- New Copier RFP: 2 Proposals received (Contract starts on July 1 2025)
    - Vendors:
        - Advanced Business Systems - Chris Angello <cangello@abstech.com>
            - Kyocera Ecosys MA3500cifx
            - Purchase Price - $1635.90
            - Service Agreement includes all parts, labor, service calls, preventative maintenance calls, and toner cartridges
            - Service Agreement - $450 annually
                - 7,500 monochrome prints annually (Overage $0.022 per page)
                - 3,960 color prints annually (Overage $0.12 per page)
            - This copier has automatic meter reads to ABS and will automatically ship at 10% toner
            - ABS may escalate service rates in the 3rd year of service. ABS caps the increase at 10%
        - Usherwood Office Technology - Javier Fonseca <jfonseca@usherwood.com>
            - HP Color LaserJet Managed MFP E47528f
            - Purchase Price $1,999.00
            - Monthly Service Plan includes 625 monochrome and 167 color pages. $33.85 per month ($406.20 annually - 7500 B&W, 2000 Color)
            - Overages:
                - B/W: $0.0195
                - Color: $0.1300
            - Usherwood Connect IT (network related service and support) is included, meaning there will be no charge for IT issues related to your device (i.e., setting up a network folder, installing a new print driver for an end user, etc.).
        - Northern Copy Products - Watertown - sales@northerncopy.com
            - No Response

- Status of SH/WV&H training: Add Kathy; Tiffany's work doc? Dates: Anita, Tina, Loretta?
- Museum Passes/Patron loan issues:
    - ~ Review *Museum Pass* & *Circulation/Inter-Library Loan* policies
    - ~ Patron requests for adding the *Syracuse MOST* to our collection

NEW BUSINESS:

- Further discussion of screen/projector for library & community presentations
- Fund to support employees & trustees (illness, bereavement, etc). Book Shed/Donations??
- Community Survey - review past formats, when & how for distribution
- Begin thinking about annual newsletter - date, formats, distribution

ONGOING BUSINESS/REMINDERS:

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

BOOK CLUB: (at the Library, 9 AM)

~ May 3, 2025: *Here One Moment* by Liane Moriarty (note date change)

~ June 14, 2025: *Half Broke Horse*s by Jeannette Walls

NEXT MEETING DATE: Tuesday, June 10, 2025 at 6:30 PM