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, March 11th, 2025, beginning at 6:32pm.

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

APPROVAL OF MINUTES: 2025-2-11 Meeting Minutes, MFL Motion to Approve, Jessica, 2nd By: Andy

REPORTS: Library Director's Report: February 2025

-Anne spoke of The Easter Egg Hunt scheduled for Saturday April 19th, she will create a sign up sheet, Facebook event, and Andy will purchase pre-filled eggs. Jessica will bring paper bags!

-Kathy and Anne will both be at the Library for the event

NCLS in "in talks" of wanting to add all library staff to a list to cover shifts at other surrounding libraries–the board expressed concern of: Our payroll charges $4/person/month, and asked NCLS about reimbursement and pay rate. How do our subs feel about going to other libraries–we are okay if they want to help, we would like to put other subs "on hold" from subbing in Mannsville.

Upcoming Event-FB event created for Cornell Energy Talk-3 people signed up

Mannsville Elementary asked us to donate a basket for their one book, one school event that kicks off in April-The board approved a budget of $50 towards the basket.

Treasurer's Report: February, 2025

Payroll:$2171.34 Savings Bal: $55,872.25 Checking Bal:$2198.86.13 North Country Community Foundation:$5,857.32

Motion to approve, Anita, 2nd by Jessica

OLD BUSINESS:

- Annual Report review/update-The report is completed Motion to approve by Andy, 2nd by Lacy
- *NCLS Book Recycling Event*-We are passing in participating in this event but we will accept recycling, Anne will contact NCLS for bins for books to be turned into
- New Copier contracts (begin search now for June, 2025)- A letter will be created and sent to vendors (ABS, Usherwood, & one other vendor)
- May 10, *Village Lilac Festival*: Updates/Budget-Saturday 10-3
    - There will be a balloon animal artist, Rachel Roberts Photog and Megan Beattie has asked/offered to table at the library to help and promote her disney travel agency
- Sexual/Workplace Harassment training: Anne & Kathy
- Additional Trustee/Trustees search? New Trustee-Lacy King, Tiffany Graves was asked to attend our April Meeting
- Public postings of Board Mtgs & Closure dates: Completed

NEW BUSINESS:

- Review/Adopt: *Independent Contractor Agreement* &/or *NYS-DOL Ind. Contractor Agreement*
  -The board decided to keep the NYS DOL IND Contractor agreement to use-it has been updated. Motion to approve by Jessica and 2nd by Lacy
- *Record of Employment*: Revised document, for review & approval: Motion to Approve by Tina, 2nd by Andy
- Patron loans issue: discussion & *Circulation/Inter-Library Loan* policy review:
  Patron/Overdue-Loan Return Issue Discussed- Currently this family has privileges restricted to library use only until books are returned and or damages are paid in full.

*Our current policy allows 20 books to be borrowed–can we lower the #--if we plan to update our lingo the policy Anne will check with NCLS to see what we should do legally for the book qty and ask what we can do to "flag" the violator.

*Anne asked for a motion to approve sending certified letter for overdue items (one being a pass that is limited to a 1 week loan and has a fine attached if not returned within the stated time–it is now expired but the patron still possess it) to the overdue patrons, Motioned to approve by Tina, 2nd by, Jessica.

ONGOING BUSINESS/REMINDERS:

- **2025 Annual Trustee Training:** Forward acknowledgement email or certificate to Anne. afuller@ncls.org
- **PERMA Training Status: Sexual/Workplace Harassment**
  -Ask Loretta for Dates completed

BOOK CLUB: (at the Library, 9 AM)

~ March 8, 2025: *Remarkably Bright Creatures* by Shelby Van Pelt

~ April 12, 2025: *The Heaven and Earth Grocery Store* by James McBride

Meeting adjourned at 7:53pm