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

Date: Tuesday, Oct. 14, 2025 at 6:30 p.m. **Meeting Type:** Regular

APPROVAL OF MINUTES: September 9, 2025 - Reg mtg

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

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

OLD BUSINESS:

- Community Survey - Review
- Annual newsletter - Review Google Form/Hard Copy
- M-M Elem "Fall Fest"
- Status of Halloween festivities/supplies
- NCLS Annual Mtg: News & Notes
- Library Website Refresh: update
- Library Logo: update
- **2025 Annual Trustee 2 Hrs of NCLS Training:** Status of members' completion

NEW BUSINESS:

- 2025 PERMA Risk Assessment: "Safety Committee" needed???
  ~ New Policies to Adopt: HAZCOM; BBP; Public Health Emergency Plan
  ~ Monthly Documented Inspections: Emergency Lights & Fire Extinquishers
- Annual Director and Assistant/s Evaluations:
  ~ Trustees see separate email for **Director Eval** to **complete by NOV. 1**
  ~ Anne: see Assistant Evaluation form used by previous Director
- Village Christmas Celebration & Tree Lighting: Sat. Dec 6

ONGOING BUSINESS/REMINDERS:

- **PERMA Training Status: Sexual/Workplace Violence & Harassment**
  ~ Training has been assigned to Anita & Tina
- Continuity of Document names (***Year-Month, document name, MFL***)

BOOK CLUB: (at the Library, Saturdays, 9 AM)
~ Oct 11, 2025: *How to Sell a Haunted House* by Grady Hendrix
~ Nov 8, 2025: *The View from Lake Como* by Adriana Trigiani

NEXT MEETING DATE: Wednesday, Nov. 12, 2025, 6:30 PM (Tuesday is Veteran's Day)