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

The regular meeting of the Board of Trustees was held Tuesday September 9th, 2025, beginning at 6:32pm.

Board Members present:Tina Rogers/VP; Jessica Marrin/Sec;Andy Zuber/Treas.;Amy Hatch; Lacy King; Tiffany Graves; Also in attendance Anne Fuller/Library Director, Excused: Anita Jones/President

APPROVAL OF MINUTES: 2025-August, Regulary Meeting Minutes, MFL Motion to approve by Amy, Second by, Lacy

REPORTS: Library Director's Report: August, 2025

-Audio book section has been removed and some of the other books have been moved around to allow for more space

"Spring Cleaning"-Windows and Screens Cleaned, refrigerator cleaned and sanitized, Two blue totes full to go to the recycler with NCLS

-Three volunteers for the summer program had great feedback and they would like to come back

-Charolotte Besaw will be back in October to do a Tote bag workshop–older kids/adults (bring your own sewing machine)

-Anne will check with NCLS about being able to pay "presenter's" or volunteers to reimburse for supplies that they have provided on their own–we don't currently have a "set rate" to be able to pay.

-New York State History Section is being amped up–Jess will let 4th grade know that this section is available at the library

-Local Author doing at book signing on 9/18, Thursday 4-7 at the library–author will do a reading and donated her published book to the library

-Anne throwing a Crow party, dress in Goth and bring a tiny shiny trinket, not expensive–cheaper the better, a social gathering

-Anne felt we do not enough adult programing, we gear towards the kiddos–a designated hour to adult programming, for an example an hour later on a weekday, once a week–worth trying to see the attendance, example: slow stitching, social hour, craft night,impromptu book club (talk about the book an individual is reading), silent book club, as patrons attend we may have more ideas or different crowds that will attend.

Motion to to approve extending Wednesday hours by an hour, Amy, Second by Jess

Christmas party tentative December 6th.

Treasurer's Report: August, 2025

Checking account Balance$2,983.10 Savings account Balance $41,618.17 Payroll $1,839.26

Northern New York Community Foundation Balance $6,070.28 (Quarterly Statements)

Motion to approve by, Tina, Second by Tiffany

OLD BUSINESS:

- Community Survey - Anne and Loretta made a few changes to the wording on the current survey, it has been made into a google form for online platform and will have available for hard copies at the library–Survey will be due on Halloween
- Annual newsletter - Loretta has been following other library's formats and most are one page block format–that will be ready to roll out
- Regis. Drive at M-M Elem "Fall Fest" - Oct 3: Order magnets w/Library hours?--Board decided to nix the hours on the magnet, but do address, phone number, facebook link
  -Create our own logo for magnets or shirts–maybe we could collaboratively come up with something
  -Jess will reach out to Boces for a "logo" possibility
- Finalize plans/orders for Halloween festivities-Anne will be at the library, regular hours–Anne will be at the library and set up by 4:30 to hand out candy and "merch". Andy will order candy from Walmart.
- NCLS Annual Mtg: Monday, Sept 15, 2025 @1000-2pm Harbor Hotel, Clayton NY Anne & Tina attending

NEW BUSINESS:

- NCLS Laptop Bill This is from a laptop Jean requested in 2023–ANdy said that it will be paid
- NCLS Trustee Survey–Trustees should fill out
- Library Website update: Loretta would need to figure out how much time this would take her and Anne will let the board know–need to follow up with NCLS to see if they are involved with the website design–do they have a set format/can we only use their development tool–Anne and Tina will talk to others at the annual meeting to see what they can tell us
- Library Logo: publications, t-shirts, etc.--see above re:logo design

ONGOING BUSINESS/REMINDERS:

- **2025 Annual Trustee 2 Hrs of NCLS Training:** Status of members' completion/certificates to Anne. ***WHO STILL NEEDS TO COMPLETE THESE HOURS?*** **Need to complete by January**
- **PERMA Training Status: Sexual/Workplace Violence & Harassment.**
  Local admin still needs to assign training to Anita & Tina! Anne sent info for Tina and Anne
  Continuity: Saved Document names (*Year-Month, document name, MFL*)

BOOK CLUB: (at the Library, Saturdays, 9 AM)

~ Sept 12, 2025: *The Measure* by Nikki Erlick

~ Oct 11, 2025: *How to Sell a Haunted House* by Grady Hendrix

NEXT MEETING DATE: Tuesday, Oct. 14, 2025, 6:30 PM

Meeting adjourned at 7:53pm