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

Date: Tuesday, Nov. 11, 2025 at 6:30 p.m. **Meeting Type:** Regular

APPROVAL OF MINUTES: October 14, 2025 - Reg mtg

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

REPORTS: Library Director's Report: October, 2025
Treasurer's Report: October, 2025; 2026 Budget Review

OLD BUSINESS:

- Review Community Survey: Closed 10/31/25
- Annual newsletter - Review updates (passes added), bulk mailing, emailing our patrons?
- Library Website Refresh: Review in December
- Library Logo: Review in December
- Library table at MMFD Aux Craft Fair, Sat Nov 22
- Village Christmas Celebration & Tree Lighting: Sat. Dec 6 @ MMFD
- 2025 PERMA Risk Assessment: Clarification of "Safety Committee" requirements
  ~ New Policy Requirements: Tabled for 2026, HAZCOM; BBP; Public Health Emergency Plan
  ~ Documenting Monthly Inspections: Emergency Lights & Fire Extinquishers (Village??)
  ~ Library Contents Insurance: info from Village re: their policy? Ours?

EXECUTIVE SESSION: 2025 Annual Library Director Evaluation & 2026 Contract

NEW BUSINESS:

- Finalize for 2026: Library closure dates & Board meeting dates
- Finalize 2026 Assistant, & Substitute Employment Contracts
- 2025 Library Assistant & Substitute Evaluations: Review for employee discussions

ONGOING BUSINESS/REMINDERS:

- **PERMA Training Status: Sexual/Workplace Violence & Harassment**
  ~ All are completed
- **2025 Annual Trustee 2 Hrs of NCLS Training:** Status of members' completion

BOOK CLUB: (at the Library, Saturdays, 9 AM)
~ Nov 8, 2025: *The View from Lake Como* by Adriana Trigiani
~ Dec 6, 2025: *Little Women* by Louisa May Alcott

NEXT MEETING DATE: Monday, Dec. 8, 2025, 6:30 PM (Tuesday is SJCS Concert)