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

Date: Tuesday, Dec. 8, 2025 at 6:30 p.m. **Meeting Type:** Regular

APPROVAL OF MINUTES: November 11, 2025 - Reg mtg

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

REPORTS: Library Director's Report: November, 2025
Treasurer's Report: November, 2025; 2026 Budget Review for Vote & Approval

OLD BUSINESS:

- Library Website Refresh: Review in December
- Library Logo: Roughs from BOCES
- Patron Responsibilities or Circulation Policy update:
  ~ Add NYLA/NCLS Bulletin Board policy & 2-year Member Renewals
- 2025 PERMA Risk Assessment: Library Director is Safety Committee reporter
  ~ Begin documenting Monthly Inspections: Emergency Lights & Fire Extinquishers
  ~ Library Contents Insurance: Look into Renter's Policy/Shed Insurance in 2026

NEW BUSINESS:

- Finalize/Review for 2026: Board meeting dates; Trustee terms & Positions serving
- Policies to review &/or adopt in 2026: HAZCOM; BBP; Public Health Emergency Plan
- 2025 Library Assistant & Substitute Evaluations: Review for discussion - Director

ONGOING BUSINESS/REMINDERS:

- **PERMA Training Status: Sexual/Workplace Violence & Harassment**
  ~ All are completed, EXCEPT Anita's is yet to be finalized by PERMA. Working…
- **2025 Annual Trustee 2 Hrs of NCLS Training:** Status of members' completion

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

~ Dec 6, 2025: *Little Women* by Louisa May Alcott
~ Jan. 10, 2026: *The Extraordinary Life of Sam Hell* by Robert Dugoni

NEXT MEETING DATE: Tuesday, Jan. 13, 2026 @ 6:30 PM. Annual Mtg, followed by Monthly Mtg