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

The regular meeting to include an executive session to discuss annual reviews of the Board of Trustees was held Tuesday, November 11th, 2025, beginning at 6:34pm.

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

APPROVAL OF MINUTES: October 14, 2025 - Reg mtg

REPORTS: Library Director's Report: October, 2025

-2026 Plan to have table at the firehall for Halloween

-Visits are up

-After 2 years patrons card will expire, patron will have to make contact

-Would like to invite some new speakers to peak different patron interests, DEC–Hunting and Fishing (Jayla White– possibly)

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

Minimum wage increasing to $16/hr

Increase in Director's Hours/Increase of Loretta's Hours

Payroll minimum wage increase $2,000 increase from 2025

Lowered Book Collection/ Anne's Book orders are lower than previous years

Checking account Balance $1,439.21 Savings account Balance $35,624.64 Payroll $3,114.85

Northern New York Community Foundation Balance $6368.92 (quarterly as of 9/30/2025)

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-Parade @ 4
- 2025 PERMA Risk Assessment: Clarification of "Safety Committee" requirements

  -Appointment of Perma Safety Officer-Board has Appointed Anne

  Motion to Approve by Jess, and 2nd By Amy

  ~ 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?

  -Seek new renters insurance carrier for contents/shed (Eastern Shore, Wordens)-Put on January Agenda

NEW BUSINESS:

- Finalize for 2026: Library closure dates & Board meeting dates

Closure dates: July 3rd & 4th 2026 Motion to Approve by Tina, 2nd By Tiffany

- 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

Anne has vacation time to use before January 1st

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)

Regularly Meeting Adjourned at 7:43pm

EXECUTIVE SESSION: 2025 Annual Library Director Evaluation & 2026 Contract

Executive Session began at 7:46pm

Kathy-Minimum Wage

2025-$15.50/hr to $16/hr for 2026

Loretta

2025-$16.05/hr to $16.55/hr 2026 minimum wage increase

Anne

2025-$19.00/hr to $19.75/hr 2026

Motion to approve wage increases by Anita, 2nd by Andy

Executive session adjourned at 8:05pm