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, January 13th, 2026, beginning at 6:40pm.

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

Excused:Amy Hatch/Trustee

APPROVAL OF MINUTES: November 11, 2025 - Reg mtg; 2025,November Regular Meeting Minutes-MFL Motion to Approve By, Andy 2nd By Tina

2025-December Regular Meeting Minutes MFL Dec. 8, 2025 - Reg. Mtg Motion to Approve By, Jess 2nd By Lacy

REPORTS: Library Director's Report: December, 2025

-Anne reported slower programming due to weather closures and holiday closures

-She added extra school break activities but they weren't well attended

-Light in back of parking lot has been fixed

-Would like to do a card drive for Hunter Stoeffle, a local 8 year old battling cancer, if anyone has blank cards please drop them off

-NCLS is still working on the new vendor for the Annual report, however the library can upload our information when the spreadsheet is available so it's ready when the software is ready

-Northern New York Community Foundation Awarded the Library with a $1000 grant, we started to make a "wish list" of items it could be used for, new computer chairs, open sign, rolling shelving–Anne will continue to compile a list and look up pricing..

Feb/March Wednesdays are all planned with Events

Treasurer's Report: December, 2025

Checking account Balance $2,855.02 Savings account Balance $63,633.68 Payroll $1,967.45

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

OLD BUSINESS:

- Library Website- Loretta continues to work on website to refresh and update, it has a new theme that includes and easier to read font/background-fresh looking lists, updated menus, up to date calendar/events https://mannsvillelibrary.org/
- Library Logo: Roughs from BOCES
    - Jess will get with BOCES contact to ask the boards questions and get details back to the board for follow up
- Patron Responsibilities Policy update:
  ~ Awaiting NYLA/NCLS Bulletin Board policy
- 2025 PERMA Risk Assessment:

~ Library Contents Insurance: Look into Renter's Policy/Shed Insurance in 2026

-Need to get policy from village to see what is currently covered in library under their policy

-"Renters" policy for our contents and the shed on their policy

-company will need to know rough $ figure for books, furniture, shed/contents

-Anita will work on getting a quote and talk to Paula at the Village to see if she can get what we currently have through their policy

NEW BUSINESS:

- Strategic Plan: Review, Update & Approve
  - Anita updated New Members

Motion to approve updated strategic plan by, Tina 2nd by Jessica

- Conflict of Interest: Review & Signatures-All board members signed, Anne will have Kathy sign and Amy will need to sign
- NYS/NCLS Alternative Sexual Harassment training; SH Interactive Component

ONGOING BUSINESS/REMINDERS:

- **2026 Annual Trustee 2 Hrs of NCLS Training:** Status of members' completion

  ~ ***Trustee Education Policy*** update
- **PERMA Training Status: Sexual/Workplace Violence & Harassment**
- 2025 PERMA Risk Assessment: Library Director is Safety Committee reporter.

  ~ Begin documenting Monthly Inspections: Emergency Lights & Fire Extinquishers
- Policies to review &/or adopt in 2026: HAZCOM; BBP; Public Health Emergency Plan

  ~ Table until receiving samples, or reviewing new policy providers

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

~ Jan. 10, 2026: *The Extraordinary Life of Sam Hell* by Robert Dugoni

~ Feb.7, 2026: *The Life Impossible* by Matt Haig

NEXT MEETING DATE: Tuesday, Feb. 10, 2026 @ 6:30 PM

Meeting adjourned 7:31pm