MEETING MINUTES 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, October 14th, 2025, beginning at 6:37pm.
Board Members present:Anita Jones/Pres.;Tina Rogers/VP;Andy Zuber/Treas.;Lacy King Also in attendance, Anne Fuller/Director
Excused: Jessica Marrin/Sec; Amy Hatch; Tiffany Graves

APPROVAL OF MINUTES: September 9, 2025 - Reg mtg Motion to Approve by Andy, 2nd By Lacy.

No Public Comments

REPORTS:
Library Director's Report: September, 2025
-Anne has added a few things to the stats report–ebooks
-Library held an Author book signing
-Attended annual meeting
-Anne's class is now done
-Possibility of table at Aux. Bazaar–Anne will look for Mannsville Library Banner
-Anne will work on staff evaluations
Treasurer's Report: September, 2025
Checking account Balance $4,311.65 Savings account Balance $37,621.50 Payroll $1,668.67
Northern New York Community Foundation Balance $6,368.92 (quarterly as of 9/30/2025)
Motion to approve, Tina, 2nd by Anita

OLD BUSINESS:

- Community Survey -
  - Need to Update Tiffany's Last Name
  - Open until Halloween and Pinned at the top of Facebook and webpage for patrons to be directed to
- Annual newsletter - Review Google Form/Hard Copy
- M-M Elem "Fall Fest" -11 new registrations–it was FUN
- Status of Halloween festivities/supplies-Anne will order bags for
- Library Website Refresh: update–Loretta is working on website updating
- **2025 Annual Trustee 2 Hrs of NCLS Training:** Status of members' completion

NEW BUSINESS:

- 2025 PERMA Risk Assessment: "Safety Committee" needed?
  ~ New Policies to Adopt: HAZCOM; BBP; Public Health Emergency Plan
  ~ Monthly Documented Inspections: Emergency Lights & Fire Extinquishers
  *Anita/Anne checking with village about BBP policy/other safety policy's that we need
- Village Christmas Celebration & Tree Lighting: Sat. Dec 6
  - We provide tablecloths, have from previous year-looking into buying books from scholastic to hand out

ONGOING BUSINESS/REMINDERS:

- **PERMA Training Status: Sexual/Workplace Violence & Harassment**
  ~ Training has been assigned to Anita & Tina

BOOK CLUB: Oct 11, 2025: *How to Sell a Haunted House* by Grady Hendrix
Nov 8, 2025: *The View from Lake Como* by Adriana Trigiani

NEXT MEETING DATE: Wednesday, Nov. 12, 2025, 6:30 PM (Tuesday is Veteran's Day)
meeting adjourned at 7:50p