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, March 10th, 2026, beginning at 6:35pm.
Board members present:Anita Jones/Pres; Tina Rogers/VP;Andy Zuber/Treas; Tiffany Graves/Trustee; Lacy King/Trustee; Also in attendance, Anne Fuller/Director and Kevin Townsend from Eastern Shore Ins. Agency
Excused:Amy Hatch/Trustee
No Public Comments
The meeting began at 6:35pm
At the beginning of the meeting Kevin Townsend explained the insurance quote that Eastern Shore Insurance Agency proposed for the Library and its contents. We discussed the options that were presented to the board. When Kevin left, the board continued to discuss and wrote down questions to send to Kevin for further review/discussion.

APPROVAL OF MINUTES: Feb 10, 2026 - Reg Mtg Motion to approve by Tiffany, 2nd by Tina.

REPORTS: Library Director's Report: February, 2026

Anne reported that programing was slower do to weather and holiday closures
-Extra school break activities had been requested but lack of participation, "float day" did happen
-Light in back parking lot has been fixed

Treasurer's Report: February, 2026

Checking account Balance $3156.37 Savings account Balance $59643.66 Payroll $1854.99
Northern New York Community Foundation Balance $$6,512.84 - (Quarterly Statement Ending 12/31/25)
$57.22 - Endowment Fund - (Quarterly Statement Ending 12/31/2025
Received NNY Community FOundation Grant $1000.00–Asked Anne to make a wish list of "furniture" or items for the library, computer chairs, open sign, rolling shelving…
Motion to approve by; Jessica 2nd by Tina

OLD BUSINESS:

- 2026 Annual Report progress–new vendor is still unavailable, but NCLS spreadsheet is available for us to upload
- Lilac Festival update: May 9, 2026
- Library Website Refresh: Status

Loretta has changed the theme/New font/background-Lists (easier to read), updated menus, calendar/events, link to facebook updated

- Library Logo: Discuss design uses for Library
- Patron Responsibilities update: Awaiting NYLA/NCLS Patron Bulletin Board Use guidelines
- 2025 PERMA Risk Assessment: Review Eastern Shore IA quote with Kevin Townsend for Contents/Shed Insurance:See above

NEW BUSINESS:

- Author's Note: optional contact for new book orders–Will discuss at April's meeting
- Patron/Library email fraud incident

Board Meeting Changes–May 5th 2026 and December 1st 2026

ONGOING BUSINESS/REMINDERS:

- **2026 Trustee Cont. Ed. training (2 hrs, min.):** Status of members' completion

~ NCLS Upcoming trainings & registration site

~ M-HLS Trustee Handbook Series: Offerings to fulfill Trustee CE hours

-Additional offerings of CE's

- **PERMA Training Status: Sexual/Workplace Violence & Harassment**
- Monthly Inspections: Emergency Lights & Fire Extinguishers
- Policies to review &/or adopt in 2026: HAZCOM; BBP; Public Health Emergency Plan

  ~ Tabled until receiving NCLS samples, or reviewing new policy providers' requirements

BOOK CLUB: (at the Library, Second Saturday, 9 AM)

~ Mar. 14, 2026: *Sisters Under the Rising Sun* by Heather Morris

~ April 11, 2026: *Atmosphere* by Taylor Jenkins Reid

NEXT MEETING DATE: Tuesday, April 14, 2026 @ 6:30 PM

Meeting adjourned at 8:23pm