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, June 23rd, 2026, beginning at 6:32pm.
Board members present: Anita Jones/Pres.;Tina Rogers/VP; Amy Hatch/Trustee; Lacy King/trustee; Tiffany Graves/Trustee Excused: Andy Zuber/Treas.
Also in attendance, Anne Fuller/Director
No Public Comments
(Meeting was postponed from June 9, 2026 due to members' scheduling conflicts.)

APPROVAL OF MINUTES: May 5, 2026 - Reg Mtg Library 5/5/26 Motion to approve by Amy 2nd to approve by Lacy

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

REPORTS: Library Director's Report: May, 2026
Farmer's Market Voucher given if in Attendance to Vegetable Prescription Program to use at Jefferson County Farmer's market and Save-A-Lot

Treasurer's Report: May, 2026
Checking account Balance $1,123.71 Savings account Balance $55,658.04 Payroll $2,298.35
Northern New York Community Foundation Balance $$6,386.03 - (Quarterly Statement Ending 3/31/26)

OLD BUSINESS:

- Lilac Festival: May 9, 2026 - Re-cap
- "One Book/One School:" Kenny & The Dragon, at Manns-Manor Elem
- 2025 PERMA Risk Assessment: Eastern Shore-USLI quote, & their alternative quote/s;
  Current provider, MacIlvennie & Brown, quote/info (Andrew emailed them on 5/4/26)
  - Tandra Trowbridge:
    - Still waiting on quotes back for general liability / business personal property coverage. You currently have workers compensation, surety bond (for treasurer & president), and a disability policy. D&O and EPLI are not included. I was able to secure a D&O & EPLI quote. For $1,000,000 D&O limit and $1,000,000 EPL limit is $661 a year. I will be in touch once I receive the general liability / business personal property (CPKG) quotes.
      -***Table insurance quotes for August-***

NEW BUSINESS:

- Discuss from NCLS: Member Library Fee Increase info session (June, 2026)
  Percentage increase: Current $1176.95 2027→ $1159.00→2028 12% increase $1298.00–NCLS just needs a "yes" from our board that we will approve it so that they can vote on it at their meeting- Anne will contact Paula let her know that MFL is on board and OK Motion to approved by Tina, Second by Amy

- Review & Approve from NCLS: Central Lib. Plan of Service; Free Direct Access Plan; Motion to approve by Tiffany and 2nd by Jessica
  NCLS Plan of Service, 2027-31; Approval Form returned to NCLS by August 24, 2026. Motion to approve by Tina, 2nd by Lacy
- New Policy: Meeting Room & Use Agreement Form (from NCLS samples: Policy; Agreement) Motion to approve by Lacy, 2nd by Jessica
- Adams Cheese Festival: August 1–the board decided collectively as a group we would not table at this event this year
- Review NCLS, HR Day Info Session: June 9, attended by VP Tina Rogers
  - Be the employer of choice–Legal compliance, be audit ready and slow down when clicking boxes on legal documents that the library is submitting
  - Confidentiality-file original resumes-keep for a year, if hired–keep for 3 years beyond
  - HR Tool kit is created
  - Understand the difference between employee and contractor/misclassifying is a legal "nightmare"
  - Policies: 4 more required in 2027
  - Making sure staff feels safe

  –We need to follow up with questions, the library doesn't have an HR person persay–we will need to follow up with who would be responsible for filling out and submitting documents
- Mannsville Open House-Will not be attending but Anne will table at Fall fest

ONGOING BUSINESS/REMINDERS:

- Library Website Refresh: On-going
- **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

- **Required Training Status: Sexual/Workplace Violence & Harassment**

- Library Logo: Discuss design uses for Library
- **Monthly Inspections:** *Emergency Lights & Fire Extinguishers* (per Insurance requirements) *Completed 6/23/2026 by Anne*
- 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)

~ June 13, 2026: *The One Hundred Years of Lenni and Margot* by Marianne Cronin

~ July 11, 2026: *The Lost Letters from Martha's Vineyard* by Michael Callahan

~ August 8, 2026: TBD

NEXT MEETING DATE: Tuesday, August 11, 2026 @ 6:30 PM *(July mtg cancelled, per Board vote 6/23/26)*

Meeting adjourned 7:50pm