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, August 11th, 2026, beginning at 6:40pm. Board members present: Anita Jones/Pres.;Tina Rogers/VP;Andy Zuber/Treas.;Jessica Marrin/Sec.;Lacy King/trustee; Excused: Amy Hatch/Trustee,Tiffany Graves/Trustee and Anne Fuller/Director

No Public Comments

(July, 2026 mtg canceled, per Board vote 6/23/26)

APPROVAL OF MINUTES: 2026 Reg June Regular Meeting,MFL Motion to approve by Lacy, 2nd by Andy

REPORTS: Library Director's Report: June, 2026; July, 2026
Treasurer's Report: June, 2026; July, 2026

June:

Advance Business Copier Contract Renewal Included

Checking account Balance $2,695.43 Savings account Balance $55,658.04Payroll $1,849.32

Northern New York Community Foundation Balance $6,822.63- (Quarterly Statement Ending 6/30/26)

$59.73 - Endowment Fund - (Quarterly Statement Ending 06/30/26)

Motion to approve by Jess, 2nd by Tina

July:

Checking account Balance $3,346.96 Savings account Balance $49,666.83

Payroll $1,880.88

Northern New York Community Foundation Balance $6,822.63 - (Quarterly Statement Ending 06/30/2026)

$59.73 - Endowment Fund - (Quarterly Statement Ending 06/30/26)

Renewal for rent from village for August, hasn't changed

New Chairs have come in from Double D Ranch for Computer Table(will be on September, but has been paid)

Motion to to approve by Lacy, 2nd by Anita

OLD BUSINESS:

- Insurance Quotes:
  - Eastern Shore
    - Eastern Shore quote
  - MacIlvennie & Brown (Tandra Trowbridge):
    - D&O & EPLI quote. For $1,000,000 D&O limit and $1,000,000 EPL limit is $661 a year.
    - General liability / business personal property (CPKG) quote
  - Treasurer Review
    - Insurance Comparison
    - Formal Recommendation

Motion 1: Bind Commercial Insurance Policy

*"RESOLVED, that the Board of Trustees of the Mannsville Free Library authorizes Treasurer Andrew Zuber to execute all necessary applications and agreements to bind commercial insurance coverage with **USLI through Eastern Shore Agency** for an annual premium not to exceed **$1,940.00**, selecting Option 3 (Electronic Data) and Option 4 (Shared D&O/EPLI Limits), effective immediately."*

Motion 2: Consolidate PERMA & Surety Bond Servicing

*"RESOLVED, that the Board of Trustees authorizes Treasurer Andrew Zuber to execute the necessary Agent of Record (AOR) documentation to transfer the ongoing agency servicing and administration of the library's existing **PERMA (Workers' Compensation)** policy and **Treasurer Surety Bond** to **Eastern Shore Agency** for unified account management."*

Votes; Yes: 5 No: 0

NEW BUSINESS:

- Summer Reading programs: Status-Going well
- NCLS Annual meeting: October (Tuesday) 13, 2026, 1,000 Islands Harbor Hotel, 9:30-1:30pm
- Discuss NCLS: Member Library Fee Increase info; Trustee Info PowerPoint
  -Member fee increase previously was based on circulation now it's being based on 12% Increase by year below:

2026	$1,454.27	2027	$1,628.78	2028
$121.50		$155.81		$174.51

-Talked about going out to the ballot in the next couple of years to increase our funding again

- Review & Approve (edit sample from NCLS): MFL Financial Policy, due for 2027
  Motion to approve updates to MFL Financial Policy and adopted by the board August 11th 2026 by Tina, 2nd by Jess

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 hour
- **Required Training Status: Sexual/Workplace Violence & Harassment**
- **Monthly Inspections:** *Emergency Lights & Fire Extinguishers* (per Insurance requirements) Extinguisher checked 8/11/26 by Andy 7:33pm
- 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)

~ August 8, 2026: *The Red Tent* by Anita Diamant

~Sept. 12, 2026: *Lady Tan's Circle of Women* by Lisa See

NEXT MEETING DATE: Tuesday, Sept. 08, 2026 @ 6:30 PM

Meeting adjourned at 7:40pm