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 13th, 2026, beginning at 6:37pm. Board members present: Anita Jones/Pres.;Tina Rogers/VP;Andy Zuber/Treas.;Tiffany Graves/trustee; Lacy King/Trustee, Amy Hatch/Trustee Also in attendance, Anne Fuller/Director

No Public Comments

Approval of Minutes Sept 2026Regular Meeting Minutes, MFL
-Update Lacy from "virtual to excused" from meeting
Motion to approve by Amy, 2nd by Lacy

REPORTS: Library Director's Report: September, 2026
-Received a signed copy of "Samantha" by Marietta Holley from Kathy Strader
-Received Story Time Supplies donation by a
-Book shed is closed, we only have 3 totes of books to open back up in the spring
-Setting up at MFD with a table at halloween and at the Bizarre (21st)
-Adams Library–each library walking in six-town Parade to represent each town library 12/12
Treasurer's Report: September, 2026
Checking account Balance$5,220.34 Savings account Balance $41,498.27 Payroll $1,544.96
Northern New York Community Foundation Balance $6,822.63 - (Quarterly Statement Ending 6/30/26) - Increase of $461.36 Endowment Fund $59.73- (Quarterly Statement Ending 6/30/26)
Motion to approve by Tiffany, 2nd by Jess

- Preliminary 2027 Budget discussion

-Updated pass budget, increased to allow for new pass for future availability

OLD BUSINESS:

- NCLS Annual meeting: October 13, 2026 - Highlights

-Sam Morgan, Adams Library Director, Director of the Year
-Mental Wellness Focus
-Put the meeting on radar for August for next year

- M-M Elementary *Fall Fest* activities

-Well attended, new patrons, Anne took QR code for patrons to scan

- Update on transition to *Eastern Shore Ins. Agency* for MFL property & liability insurance

-Signed documents, waiting on Mackenzie to follow up, Anne and Loretta will look for email to put "change of brokerage on MFL letterhead"

- Village Christmas Celebration: MMFD Firehall, 4:00 PM, Sat. Dec. 5, 2026
- Final Review Public Health Emergency Plan for revision & adoption, Motion to approve changes and updates by Tina, 2nd by Amy
- Discuss purchase of 3-D Printer: Options/Cost

-Anne will speak to the gentleman from Norfolk library about his policies with 3D printing before we purchase a printer ourselves.

NEW BUSINESS:

- New hire: Substitute/Children's Programming, Beth Comins, also works at Henderson Library, familiar with NCLS programming/Library Systems

-Kathy is resigning for story time at the end of October, but remaining as a sub when she returns in the Spring/Summer

-Beth's contract will start in November, Andy will send Anne the folder with the paperwork that needs to be filled out

- Annual Performance review: ***Library Director*** (**in email; complete by Mon. Oct 26**!)
- Annual Performance reviews: ***Library Assistant; Substitute*** (Completed by Director)
- MFL Logo: Thank-You cards, Tote bags

-Anne will look into Vista Print for Thank you Cards, or shop around if need be

- Writing Group every Thursday
- Calendar Invites for "weeks in review"
    - Crow Party 6-7pm

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) (Anne checked and did inspection 10/13/2026)
- Policies to review &/or adopt in 2026: HAZCOM; BBP;
  ~ Tabled until receiving new Insurance policy providers' requirements

BOOK CLUB: Oct.10, 2026: *Kin by Tayari Jones*

NEXT MEETING DATE: Tuesday, Nov. 10, 2026 @ 6:30 PM
Meeting adjourned 7:55pm