

Present: President: Bill Hunter, Vice President: Laura Janas, Secretary: Natalie Santy, Grace Groot, Linda Rider, Jane Hahn, Lisa Maslyn, Darolyn Fischer

Not present: Treasurer Bob Woodhouse, President elect: Karilyn Valesko-Foster

Roll call was taken at 4:31 PM

No one was present for Public Comment

The Secretary's report was reviewed, and one name was misspelled; Laura moved to accept the report with the correction, Darolyn seconded, all voted aye.

The Treasurer was absent, but the unreviewed reports will be supplied and reviewed at the March meeting.

The Director reviewed his report, library traffic has been a little slow, staff have been working on cleaning items out of loft and "weeding" collection. The library is not in need of crafting materials or other items at this time. Will accept more book donations for the sale as it gets closer to June. Continually reviewing programming scheduling and staffing. There has been a change to outreach with the nursing home, as requested by nursing home staff, books can still be requested by residents and delivered but not DVD's and other materials. The director has been working on year end reports.

Natalie made a motion to approve the Director's report as written, and Jane seconded. All voted aye.

One item noted is that youth programming attendance was lower than the same time last year, Director noted that likely due to weather, as these are the after school programs.

Other Director-related discussion:

Darilyn questioned the reason posted for the library being closed due to cold weather on 2/7/26, as it was posted as due to school activities being cancelled, but was due to cold weather, staff illness and travel advisory. The Director made note as in the past the board and he have discussed closing independently of the school, depending on the reason for the closure of school.

It was brought up that it may be good for the library to be open on some of the bank holidays during the year, such as President's Day, and any staff that get paid holidays could use floating holidays. The Director said he could look into this.

The Director provided a “Circulation by hour” summary report which summarized the circulation desk activity broken out by hour, on average for the year. This showed that the library is consistently busy for the hours it is open, and that there aren’t any times with significantly lower activity.

Old Business:

The fire extinguisher and alarm inspection was completed last week, The old system passed for now with some “help”. The new system is scheduled to be installed next week by S & G Systems.

The boiler inspection is due, the Director will be contacting the insurance company to send one out as they will cover the cost, instead of the library having one from the state come.

New Business:

FFRPL Grant (Tummons Grant) This is coming up and we will be applying for it again. It is only for the purchase of books. For the 2027 cycle we will consider purchasing some e-books to add to the digital collection.

Lisa made a motion to Approve the 2025 FFRPL Grant Expenditures of \$4238.28, Linda Seconded it. All voted aye.

Paychex had reached out to follow up regarding time and attendance/payroll. The Director let them know we do not need any services at this time.

Natalie brought up the email sent to all trustees from Ron Kirsop at OWWL from 1/21/26. Ron will be sending these Trustee Briefings to all library trustees within OWWL periodically to let us know of action items to check in with our director about. It was reviewed with the director, and he mentioned that he will be reviewing the need for an employee handbook. We currently have employee policies, but no actual handbook.

Linda made a motion to adjourn the meeting, Laura seconded. All voted aye. Meeting adjourned at 5:07 PM

Minutes respectfully submitted by Natalie Santy.