

Mt. Morris Library **ANNUAL MEETING** Minutes

Monday, January 13, 2025

5:00 PM

Trustees present: Stephanie Gehrig, Colleen Proctor, Donna Todd, Roselyn Rudney, Gary Moore, and Joanne Privitera
Trustees excused: Jon LaDelfa

Annual Meeting called to order at 5:05 pm by VP J. Privitera

Motion to approve 2024 Annual Meeting Minutes by G. Moore, 2nd by D. Todd: Motion carried (6 ayes)

ELECTION of OFFICERS for 2025-2026

Motion by G. Moore, 2nd by R. Rudney to accept the current slate of officers for the 2025/2026 year: Motion carried (6 ayes)

- President: Stephanie Gehrig
- VP: Joanne Privitera
- Secretary: Colleen Proctor
- Treasurer: Jon LaDelfa

Motion by D. Todd, 2nd by J. Privitera to accept the current slate of committee members for the 2025/2026 year: Motion carried (6 ayes)

Committees

FINANCE: Gary and Jon

BUILDING/MAINTENANCE: Donna and Gary

PROGRAMMING: Ro and Stephanie

PUBLIC RELATIONS: Stephanie and Colleen

PERSONNEL: Stephanie, Colleen, and Jon

- **Meeting Dates** for 2025
 - February 10, 2025
 - March 10. 2025
 - April 14, 2025
 - May 12, 2025
 - June 9, 2025
 - July 14, 2025
 - August 11, 2025
 - September 8, 2025
 - October 13, 2025
 - November 10, 2025
 - December 8, 2025

Annual Meeting date: January 12, 2026

Motion to accept the 2025 Meeting Dates by D. Todd, 2nd by C. Proctor: Motion carried (6 ayes)

Motion to adjourn Annual Meeting at 5:10 pm by G. Moore, 2nd by R. Rudney: Motion carried (6 ayes)

Mt. Morris Library Board Minutes

Monday, January 13, 2025

5:00 PM

Trustees present: Stephanie Gehrig, Colleen Proctor, Donna Todd, Roselyn Rudney, Gary Moore, and Joanne Privitera
Trustees excused: Jon LaDelfa

Meeting called to order by President Gehrig at 5:12 pm

Motion to approve minutes from December 9, 2024 meeting by D. Todd, 2nd by J. Privitera: Motion carried (6 ayes)

Director's Report - Items discussed with some needing clarification at February's meeting

- Remove time limit on Bathroom Policy
- Look at types of accessibility projects that could fall under new grant
- More info needed as to why cleaning twice a month by commercial company
 - What are the current cleaner's duties? How many hours does he work? Is the staff doing light cleaning?
- Like the idea of "party" for sharing updates

Old Business

- Self-Assurance Forms will be passed out at next meeting as copier was down

New Business

- Code of Conduct
 - Need to add language for public bathroom usage - remove "five minute" language
- Conflict of Interest - to sign at February meeting
- Code of Ethics/Conduct for Trustees - to sign at February meeting
- Age of minors using public computers
 - Discussion: Is there a filter/guard on computers?
 - Board felt 3rd grade (8 years and up) are fine to be unaccompanied
- Thank you note from Jane Ellis for Christmas was read

Motion to enter Executive Session at 5:38 pm for discussions regarding proposed, pending or current litigation by J. Privitera, 2nd by C. Proctor: Motion carried (6 ayes)

Motion to exit Executive Session at 5:44 pm with no action taken by G. Moore, 2nd by D. Todd: Motion carried (6 ayes)

Motion to Adjourn at 5:45 pm by D. Todd, 2nd by R. Rudney: Motion carried (6 ayes)

NEXT MTG: February 10, 2025 at 5:00PM

Mt. Morris Library Board Minutes

Monday, February 10, 2025

5:00 PM

Trustees present: Stephanie Gehrig, Donna Todd, Roselyn Rudney, Gary Moore, and Jon LaDelfa

Trustees excused: Joanne Privitera and Colleen Proctor

Others present: Fernanda Astiz, Director

Meeting called to order at 5:04 PM by President Gehrig

Motion to approve January 10, 2025 minutes by G. Moore, 2nd by D. Todd: Motion carried (5 ayes)

Motion to approve Treasurer's Report by D. Todd, 2nd by R. Rudney: Motion carried (5 ayes)

Motion to approve Director's Report by G. Moore, 2nd by R. Rudney: Motion carried (5 ayes)

New Business

- **Motion** to move the October 13th meeting date to October 6th due to holiday by R. Rudney, 2nd by D. Todd: Motion carried (5 ayes)
- Duct Cleaning
 - schedule cleaning with Wrightway Duct Cleaning from Wyoming, NY in the amount of \$1,080.00
- Professional Cleaning of library
 - Look for someone local or use Warren's from Wyoming Co. in the amt. of \$65/cleaning
- FFRLP Grant Letter - Stephanie and Fernanda to sign
- Fernanda's Monday work schedule
 - Fernanda will work remotely on Mondays and Wednesdays. She will attend Bd. meetings
- Inclement weather closings
 - Fernanda will update policy to reflect library's closure when MM School is closed
- When the library isn't busy, light cleaning should be done by the clerks. This might include swiffering books/shelves, vacuuming, emptying garbage and/or light cleaning of the bathroom.
- Fernanda reported receiving an intimidating call on Friday, January 31st, 2025. While she does not consider this incident to be serious enough to be reported to the local enforcement office, she did fill out a concerns report.
- Suzanne from OWWL will be invited to May 12th meeting to discuss Construction Grant

Old Business

- Code of Conduct
 - **Motion** to approve Bathroom Code of Conduct by D. Todd, 2nd by R. Rudney: Motion carried (5 ayes)
- Trustees need to sign Conflict of Interest and Trustees' Code of Conduct
 - *please return signed copy at next meeting if not already turned in*
- Age of minors using public computers discussion
 - Under age 8 must be accompanied by adult

Programming updates (See Fernanda's Report)

Motion to enter Executive Session at 6:04 PM for "discussions regarding proposed, pending or current litigation" by G. Moore, 2nd by J. LaDelfa: Motion carried (5 ayes) - Fernanda asked to stay

Motion to exit Executive Session at 6:05 PM by G. Moore, 2nd by R. Rudney: Motion carried (5 ayes)

Motion to Adjourn at 6:05 PM by D. Todd, 2nd by J. LaDelfa: Motion carried (5 ayes)

NEXT MTG: **March 10, 2025** at 5:00PM

Mt. Morris Library Board Minute

Monday, March 10, 2025

5:00 PM

Trustees present: Stephanie Gehrig, Colleen Proctor, Donna Todd, Roselyn Rudney, and Jon LaDelfa

Trustees excused: Joanne Privitera and Gary Moore

Others present: Director, Fernanda Astiz

Meeting called to order at 5:02 PM

Motion to approve minutes from February 10, 2025 by D. Todd, 2nd by R. Rudney: Motion carried (5 ayes)

Motion to approve Treasurer's Report by D. Todd, 2nd by C. Proctor: Motion carried (5 ayes)

Motion to approve Director's Report by J. LaDelfa, 2nd by R. Rudney: Motion carried (5 ayes)

New Business

- **Motion** to approve State Report by J. LaDelfa, 2nd by D. Todd: Motion carried (5 ayes)
- Sexual Harassment Video will be shared with you - discussion at April Meeting for requirement
- Please review "Clerk Duties" document shared by Fernanda for next meeting
- Suzanne from OWWL will present Construction Grant information at May meeting

Old Business

- Signing/turning in of forms
- Cleaning updates
 - Warren Cleaning trial going well

Programming updates

- Program attendance hasn't been great
- Focus on Grab and Go packets
- Photography Workshop for grades 3-12 coming soon
- "The Arts" is Summer Reading Theme

Motion to enter Executive Session to discuss personnel at 5:37 PM by J. LaDelfa, 2nd by D. Todd: Motion carried (5 ayes)

Motion to exit Executive Session at 5:42 PM by C. Proctor, 2nd by R. Rudney: Motion carried (5 ayes)

Motion to accept Jon LaDelfa's resignation from MM Library Board with regret and gratitude by D. Todd, 2nd by C. Proctor: Motion carried (5 ayes)

Motion to Adjourn at 5:44 PM by R. Rudney, 2nd by C. Proctor: Motion carried (5 ayes)

NEXT MTG: April 14, 2025 at **5:00PM**

Mt. Morris Library Board Minutes

Monday, April 14, 2025

5:00 PM

Trustees present: Stephanie Gehrig, Colleen Proctor, Donna Todd, Roselyn Rudney, and Gary Moore

Trustee present via FaceTime: Joanne Privitera

Others present: Director, Fernanda Astiz

Meeting called to order at 5:00 PM

Motion to approve minutes from March 10, 2025 by D. Todd, 2nd by R. Rudney: Motion carried (6 ayes)

Motion to approve Director's Report by G. Moore, 2nd by C. Proctor: Motion carried (6 ayes)

New Business

- S. Gehrig and G. Moore will schedule to meet with Rich White, Leicester Town Supervisor regarding MM Library service contract
- **Motion** to have Fernanda dispose of old surveillance equipment by G. Moore, 2nd by R. Rudney: Motion carried (6 ayes)
- Third party use of library grounds-e.g. Catholic Charities
 - Policy to be developed that outlines use of grounds, intent, and duration. Include approval is at discretion of MM Library Board of Trustees
- Updated Policies:
 - **Motion** to approve Equal Employment Opportunity Policy by D. Todd, 2nd by R. Rudney: Motion carried (6 ayes)
 - **Motion** to approve MM Library Clerk Description, Duties, and Responsibilities Policy by D. Todd, 2nd by J. Privitera: Motion carried (6 ayes)
 - **Motion** to approve Disaster Response Policy by G. Moore, 2nd by D. Todd: Motion carried (6 ayes)
 - Fernanda will share Clerk Handbook at May meeting

Old Business

- Cleaning updates
 - Warren's cleans every Wednesday night - pleased with their job (\$65/week)
 - Duct Cleaning was performed and improvement is already noticed

Motion to enter Executive Session at 5:35pm to discuss trustee seat and personnel issue by G. Moore, 2nd by D. Todd: Motion carried (6 ayes)

Motion to exit Executive Session at 6:00pm with no action taken by G. Moore, 2nd by D. Todd: Motion carried (6 ayes)

Workshop

- Sexual Harassment Interactive Training: **Motion** made by G. Moore, 2nd by D. Todd to record training completed for all trustees present at the meeting.

Motion to Adjourn at 6:25pm by C. Proctor, 2nd by R. Rudney: Motion carried (6 ayes)

NEXT MTG: May 12, 2025 at **5:00PM**

Mt. Morris Library Board Meeting Minutes

Monday, May 12, 2025 - 5:00 PM

Trustees present: Stephanie Gehrig, Colleen Proctor, Donna Todd, Roselyn Rudney, Joanne Privitera, and Gary Moore
Others present: Director, Fernanda Astiz

Meeting called to order at 5:04 PM

Presentation

- Ron Kirsop, Executive Director of OWWL, via Zoom
 - Construction Grant Information
 - Intent to apply due May 30th with broad plan and how it will benefit the community; contractor quote is needed
 - Ron will help with narrative and application which is due end of August
 - Start work anytime after July 1, 2025 and complete by June 2031

Motion to approve March 10, 2025 minutes by D. Todd, 2nd by G. Moore: motion carried (6 ayes)

Motion to approve Treasurer's Report as presented by S. Gehrig by D. Todd, 2nd J. Privitera: Motion carried (6 ayes)

Motion to approve Director's Report by G. Moore, 2nd by R. Rudney: Motion carried (6 ayes)

New Business

- Director's position
 - Transition plan
 - Fernanda is meeting with Sharon Stanley who will be PT Library Director until a new director is named

Old Business

- none

Programming updates (See Fernanda's Report)

- Summer Reading Theme is "Color Our World"
 - Programs will be for young AND old alike

Motion to enter Executive Session to discuss personnel at 6:04 PM by G. Moore, 2nd by J. Privitera: Motion carried (6 ayes)

Motion to exit Executive Session at 6:25 PM with no action taken by C. Proctor, 2nd by R. Rudney: Motion carried (6 ayes)

Motion to Adjourn at 6:25 PM by G. Moore, 2nd by R. Rudney: Motion carried (6 ayes)

NEXT MTG: June 9, 2025 at 5:00 PM

Mt. Morris Library Board Minutes

Monday, June 9, 2025

5:00 PM

Trustees present: Stephanie Gehrig, Colleen Proctor, Roselyn Rudney, Joanne Privitera, Deb Bump and Gary Moore

Trustee excused: Donna Todd

Others present: Director, Fernanda Astiz

Meeting called to order at 5PM by S. Gehrig

New Board Member introduction

Deb Bump has agreed to sit on the Library Board. We are so happy to welcome her!

Motion to approve minutes from May 12, 2025 by J. Privitera, 2nd R. Rudney: Motion carried (6 ayes)

Motion to approve Treasurer's Report prepared by Dennis Canary by G. Moore, 2nd C. Proctor: Motion carried (6 ayes)

Motion to approve the purchase of "encyclopedias" for children in the amount of \$2,006.00 by G. Moore, 2nd by R. Rudney: Motion carried (6 ayes)

Motion to approve Director's Report by J. Privitera, 2nd C. Proctor: Motion carried (6 ayes)

New Business

- Construction Grant Intent to Apply
 - Submitted to OWWL
- Fernanda's Farewell – Tuesday, June 17th – 5:00PM – 6:30PM
 - Paper products (Ro), Cookies (Colleen), Brownies (Stephanie), Punch (Joanne)
- Fernanda will advertise for a library clerk as Jane will resign in approximately two weeks, due to a move out of state

Old Business

- Director's position
 - Resume discussion, in Executive Session, at our July meeting

Motion to Adjourn at 5:49PM by G. Moore, 2nd C. Proctor: Motion carried (6 ayes)

NEXT MTG: July 14, 2025 at **5:00PM**

Mt. Morris Library Board Minutes

Monday, July 14, 2025

5:00 PM

Trustees present: Stephanie Gehrig, Colleen Proctor, Roselyn Rudney, Joanne Privitera, Donna Todd, and Gary Moore

Trustee via FaceTime: Deb Bump

Others present: Sharon Stanley, Interim Director

Meeting called to order at 5:01 by Stephanie Gehrig

Motion to approve June 19, 2025 minutes by D. Todd, 2nd by G. Moore: Motion carried

Motion to approve Treasurer's Report as presented by D. Todd, 2nd by J. Privitera: Motion carried

Motion to approve Interim Director's Report by G. Moore, 2nd by R. Rudney: Motion carried

No New Business

Old Business

- Director's position discussion in Executive Session
- Construction Grant Application - Deb Bump and Stephanie Gehrig will work on next week

Programming updates

- Summer reading programs begin 7/15/25

Motion to enter Executive Session to discuss personnel at 5:18pm by everyone present by G. Moore, 2nd by R. Rudney: Motion carried

Motion to exit Executive Session at 5:40PM by D. Todd, 2nd by C. Proctor: Motion carried

Motion to hire Kristina Corbett as MM Library Director with a salary of \$45,000 by G. Moore, 2nd by D. Todd: Motion carried

Motion to hire Olivia Woodworth and Kayleigh Latona at \$15.50/hour by D. Bump, 2nd by R. Rudney: Motion carried

Motion to adjourn at 5:43pm by D. Todd, 2nd by G. Moore: Motion carried

NEXT MTG: August 11, 2025 at 5:00PM

Mt. Morris Library Board Minutes

Monday, August 11, 2025

5:00 PM

Trustees present: Stephanie Gehrig, Colleen Proctor, Deb Bump, Joanne Privitera, Donna Todd, and Gary Moore

Trustee excused: Ro Rudney

Others present: Kristina Corbett, Director

Meeting called to order at 5pm by S. Gehrig

Motion to approve minutes from July 14, 2025 by D. Todd, 2nd by G. Moore: Motion passed unanimously

Motion to appoint Gary Moore as Treasurer by D. Todd, 2nd by J. Privitera: Motion passed unanimously

Motion to approve Treasurer's report by D. Bump, 2nd by C. Proctor: Motion passed unanimously

Motion to approve Director's Report by G. Moore, 2nd by D. Todd: Motion carried unanimously

- Increase hours for senior clerk from 11 to 14 hours/week
- Apply for grants when available - D. Bump can help
- Motion to approve purchase of TracPhone by J. Privitera, 2nd by G. Moore: Motion passed unanimously
- S. Gehrig will look for Employee Handbook for Kristina to give to new hires
- We have an "Overdue Fee" policy - can we add Fine Forgiveness Policy to it
- No Parking signs purchased and will be put up in parking lot
- Kristina to reach out to Kelly Bacon to see if information about keeping library's outside areas clean
- Warren's contract reviewed - contact them by email if work isn't being done

New Business

- Motion to approve grant and Assurances (FY 2025-2026) by G. Moore, 2nd by C. Proctor: Motion passed unanimously
- Kristina will call Rick Lee to get a quote for purchase of three (3) new cameras. Need following areas covered: Front lawn, Hut, and Lobby
- Letter to Town of Leicester will be sent to Rich White, Supervisor

Old Business

- Update on Grant
 - It's been submitted to OWWL

Programming updates

- See Kristina's report
 - Summer Reading is going well (34 kids registered this summer)

Executive Session not needed

Motion to Adjourn at 5:45pm by J. Privitera, 2nd by D. Bump: Motion passed unanimously

NEXT MTG: **September 8, 2025 at 5:00PM**

Mt. Morris Library Board Minutes

Monday, September 8, 2025

5:00 PM

Trustees present: Stephanie Gehrig, Ro Rudney, Deb Bump, Joanne Privitera, Donna Todd, and Gary Moore

Trustee excused: Colleen Proctor

Others present: Kristina Corbett, Director

Meeting called to order at 5pm by S. Gehrig

Motion to approve minutes from August 11, 2025 by D. Todd, 2nd by R. Rudney: Motion passed unanimously

Motion to approve Treasurer's report by J. Privitera, 2nd by R. Rudney: Motion passed unanimously

- Kristina will email all BOT members the bank statement, itemized bill list, and payroll information for each month.

Motion to approve Director's Report by G. Moore, 2nd by D. Todd: Motion carried unanimously

- Kristina will reach out to Rick Lee again about the addition of more cameras
- Two new signs will be posted on chairs about NO smoking and/or vaping on Library Property - if behavior continues, Board will revisit removal of chairs
- Amnesty Week encouraging patrons to return any overdue materials
- Discussion about library property and issues occurring (Hut, parking lot, chairs, etc.)
 - Letter was shared with all Board members with concerns about removal of chairs and hut
 - Board has decided WiFi will be available when Library is open
- Kristina will reach out to ARC
- D. Todd will contact Lauren Berger about closing Harvest Hut on or around October 1st. Hut will be stored in our shed and brought out again next season

New Business

- **Motion** by D. Bump, 2nd by D. Todd that the Mount Morris Library Board of Trustees affirms that the library is in full compliance with the NYS Minimum Standards for Public and Association Libraries as outlined in Commissioner's Regulation 90.2, and further directs Stephanie Gehrig or Kristina Corbett to email the Executive Director of the OWWL Library System a link to the Board Meeting Minutes once they are posted on the library's website, within two weeks of the meeting, in accordance with the NYS Open Meeting Law. Motion passed unanimously
- In-house cleaner has worked out well. A rate of \$60 will be paid with a separate invoice from her

Old Business

- Update on Grant - Gary and Stephanie are working on budget
- It was decided not to purchase an extra phone. Kristina is okay with using her cell number for registration info

Executive Session: none needed

Motion to Adjourn at 5:43 PM by D. Todd, 2nd by R. Rudney: Motion passed unanimously

NEXT MTG: **October 6**, 2025 at 5:00PM

Mt. Morris Library Board Minutes

Monday, October 6, 2025

5:00 PM

Trustees present: Stephanie Gehrig, Ro Rudney, Deb Bump, Joanne Privitera, Donna Todd, and Gary Moore

Trustee excused: Colleen Proctor

Others present: Kristina Corbett, Director

Meeting called to order by S. Gehrig at 4:56pm

Motion to approve minutes from September 8, 2025 by D. Todd, 2nd by R. Rudney: Motion passed unanimously

Motion to approve treasurer's report by D. Todd, 2nd by R. Rudney: Motion passed unanimously

Motion to move \$100,000 from Five-Star checking account and invest \$50,000 in a CD at Community Bank and \$50,000 in a CD at M&T Bank by G. Moore, 2nd by D. Bump. Board gives President latitude to invest for the number of months she sees fit: Motion passed unanimously

Motion to approve Director's Report by G. Moore, 2nd by J. Privitera: Motion passed unanimously

New Business

- **Motion** to approve Rick Lee's quote of \$750 for the purchase of two security cameras; the quote includes installation by D. Todd, 2nd by G. Moore: Motion passed unanimously
- Ideas for Fundraising
 - Oliver's Candy, pies, chicken BBQ, Backyard Barnyard
- Christmas in Mount Morris/Village - Dec. 6th from 11:30am-1:00pm

Old Business

- Hut, parking lot, property upkeep update
 - Harvest Hut will close by the Community Garden officers by mid-October and stored on side of shed
 - Chairs will be put inside shed and we will revisit placement in the spring

Policy Updates

- **Motion** to approve the updated Loan and Overdue Charges Policy by D. Todd, 2nd by J. Privitera: Motion passed unanimously
- **Motion** to approve the Fine Forgiveness Policy by D. Todd, 2nd by D. Bump: Motion passed unanimously

Programming Updates

- See director's report

No Executive Session needed

Motion to Adjourn at 5:42pm by G. Moore, 2nd by D. Todd: Motion passed unanimously

NEXT MTG: **November 10, 2025 at 5:00PM**

Mt. Morris Library Board Minutes

Monday, November 10, 2025

5:00 PM

Trustees present: Stephanie Gehrig, Ro Rudney, Colleen Proctor, Joanne Privitera, Donna Todd, and Gary Moore

Trustee excused: Deb Bump

Others present: Kristina Corbett, Director

Meeting called to order by S. Gehrig at 5:01 PM

Motion to approve minutes from October 6, 2025 by D. Todd, 2nd by J. Privitera: Motion carried (6 ayes)

Treasurer's Report

Motion to approve Treasurer's Report by D. Tood, 2nd by R. Rudney: Motion carried (6 ayes)

- 2026 Budget - reviewed last year's budget line by line
 - Stephanie will contact Dennis Canary to review

Director's Report

Motion to approve Director's Report by G. Moore, 2nd by R. Rudney: Motion carried (6 ayes)

- Discussion about Toshiba contract

New Business

- Reminder of Trustee Education Requirement of two (2) hours due by the end of December

Old Business

- Christmas Magic in Mount Morris update - reviewed schedule of activities at library

Policy Updates

- none

Programming Updates

- Children's programs are going well

Executive Session: none needed

Motion to Adjourn at 6:30 PM by G. Moore, 2nd by C. Proctor: Motion carried (6 ayes)

NEXT MTG: December 8, 2025 at 5:00PM

Mt. Morris Library Board Minutes

Monday, December 8, 2025

5:00 PM

Trustees present: Stephanie Gehrig, Ro Rudney, Colleen Proctor, Joanne Privitera, Donna Todd, Deb Bump, and Gary Moore
Others present: Kristina Corbett, Director

Meeting called to order by S. Gehrig at 5 PM

Motion to approve November 10, 2025 minutes by D. Todd, 2nd by R. Rudney: Motion carried

Motion to go into Executive Session at 5:01 PM to discuss personnel by D. Todd, 2nd by J. Privitera:
Motion carried

Motion to exit Executive Session with no action taken at 5:04 PM by G. Moore, 2nd by D. Todd: Motion carried

Motion to approve Treasurer's Report by J. Privitera, 2nd by C. Proctor: Motion carried

Motion to approve 2026 Preliminary Budget by D. Todd, 2nd by R. Rudney: Motion carried

- Stephanie will contact Dennis Canary to review budget with him
- Finalized Budget will be approved at January's meeting

Director's Report

New Business

- Sun in the Fun Grant
 - Bathroom door and new carpet
 - Stephanie will call Dan Moran to see if a handicapped button to open the door is feasible. She will also contact Dan's Flooring in Geneseo to see options for floor

Old Business

- Christmas Magic in Mount Morris review
 - Wonderful event - at least 40 children attended
- Reminder of Trustee Education Requirement of two (2) hours due by the end of December
 - Review of Trustee Academy website

Policy Updates none

Programming Updates

- See director's report

Motion to Adjourn at 5:52 PM by D. Todd, 2nd by G. Moore: Motion carried

NEXT MTG: January 12, 2026

- *Annual Meeting* to begin at 5:00 PM
- Regular Meeting to follow

