

Watkins Glen Library Board of Trustees

Minutes

June 23, 2025

The Watkins Glen Public Library trustees meeting was convened at 5 PM on June 23, 2025. Present were Kelly Povero, Judi Richards, Aimee Dars Ellis, Stacey Edwards, Amanda Postma, Kristin Hazlitt.

Aimee made a motion to accept the May minutes, Kristin seconded. All were in favor.

Treasurer's report.

There have been challenges wrapping things up with the school. Diana Crane took the invoices from last week but then said that they were not going to process. Bruce from Chemung Canal Trust Company proposed a resolution which was accepted by all and resulted in invoices being paid. Not 100% sure how the 2025 fiscal year will be closed out—likely will not apply past year's invoices to the fiscal year, anything not paid by June 30 will likely hit next fiscal year. We do get to keep the same bank account number.

Kristin made a motion to accept the Treasurer's report, Amanda seconded. All in favor.

Finance officer appointment—Kristin nominated Amanda for Finance Officer and Aimee seconded. Amanda accepted. All were in favor.

Director's Report (attached):

Busy May! FOWL virtual meeting last Thursday. Erin Shawkey stepped down as President but will stay on the board. If you know anyone who might be interested, please bring it up to them. Lots of good fundraising ideas discussed--FOWL merchandise, dog toys. FOWL preparing bookmarks and postcards for the book sale. Aimee will donate postage. Thank you! Maybe host a Friends mixer—recruit new members or leadership. Kelly will share the minutes when she gets them.

Nick will visit in July from Ithaca Environmental and Construction Group regarding musty smell. Hard to find reputable organization. They have multiple offices. \$400 site visit. Use that as a credit for any future costs. Will check where the leak happened in the closet. Running air purifiers which seems to help. Stacey will drop off second dehumidifier.

Building Donation fund—Kelly was supposed to meet on Thursday with CFS—will discuss high yield savings account. Kelly will still be working under the old resolution. Have only met with John Coulombe once.

Fire alarm monitoring is completely obsolete. \$400 quote was wrong, the correct quote is \$1757. It has to be done.

Aimee did a policy summary spreadsheet. Will prioritize this for July.

Director's and Officer's insurance—waiting for quote.

BARC is obsolete. This was the system that allowed patrons to get books from TC3, SUNY or participating libraries. TC3 person retired and not enough use to justify backfilling. STLS is looking into alternatives. We were fairly heavy users but still only 3-10 items a month.

Present HVAC project tomorrow to STLS Construction Aid Review Committee for State Construction Aid. Thank you Welliver for getting the quote!

We were not awarded Rotary grant for Civil War. Applied for Walmart foundation grant. Program will happen regardless. 6 books and 7 different discussions. Want to start in the Fall. Books are all used but want to reimburse Dr. Gary Emerson for research and time.

WSKG, via Emily Swan (has done art programs for us before) graphic artist, brought us program supplies. Nice connection to WSKG.

Summer Learning is open with about 30 people signed up already. Most programs will be in person Wednesdays at 3pm. Art Club will move to Thursdays.

Mrs. Watkins (painting) moved to Montour Library for safe storage.

Aug 23 Book sale, Kelly's Kitchen will be here again. Accepting book donations!

Kelly was asked to be chairperson for the Chamber of Commerce. Chairperson and many others will not continue on the Executive Board in 2026. Kelly is eligible to do it so they will start training her up in July.

Chamber received three star accreditation. Only 6 chambers in the US that are three stars. They have been working on it for over a year.

Bruce Boughton is handling our accounts from CCTC. Rebekah Carroll getting budget into QuickBooks. Kelly met with two people for PayChex and can log in and start training now. Thank you, Peggy Albee, for doing the paperwork and organizing on your vacation! \$1477 and budgeted \$1500. May be a little more but allows staff to still do everything on the computer.

Policy Updates:

Reviewed the revised bylaws. Aimee went through some corrections as Kelly edited. Adopt the "Cuba Library" language for President's Duties. Amendments to these bylaws were discussed—chose to incorporate the "Cuba Library" again. Kristin made a motion to adopt the bylaws based on the changes agreed upon tonight. Aimee seconded. All were in favor. Final copy will be distributed via email and on the website.

Kelly read the attached banking resolution. Made changes to incorporate the duties Rebekah Carroll is executing. Amanda made a motion to adopt the Banking resolution as read. Kristin seconded. All were in favor.

A decision was made to postpone the strategic plan review until July. All should review independently before the July meeting.

Old Business

- Construction Aid—used a Frey and Campbell estimate secured with Welliver’s help for the basis of the application, included Barton& Loguidance and Paving quotes. Brian Hildreth called to say: that they had more applicants than ever before—16 libraries. Will have \$1.2MM to disburse. They have had access to other money before if not used by other library systems. Brian is trying to make the money fit so asked for our priorities—resubmitted without the paving quote. We might get \$120k to \$130k towards the project. Presenting the project tomorrow. If STLS approves us, we start the State Aid process.
- Kelly will forward email from Barton& Loguidance answering our questions on their RFP. Stacey made a motion to allow Kelly to enter into an agreement for the Barton&Loguidance proposal scope for a not to exceed amount of \$70k. Amanda seconded. All were in favor.
- Lorry Johnson revised some items on the job description. Kristin made a motion to accept the Civil Service maintenance worker job description as is, Amanda seconded. All were in favor. Kelly and Judi signed it so it could be submitted. Maybe we will hear in a month or two whether the state accepts the position.

New business—none.

No executive session.

Next meeting: Tuesday, July 8, 2025 at 4:30pm. Kristin will not be here. Stacey nominated Kristin for Vice President, Amanda seconded. Kristin accepted the nomination. The vote will be held next month.

Stacey made a motion to adjourn at 6:14pm, Amanda seconded. All were in favor.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

July 8, 2025

The Watkins Glen Public Library trustees meeting was convened at 4:30 PM on July 8, 2025. Present were Kelly Povero, Judi Richards, Aimee Dars Ellis, Stacey Edwards, Amanda Postma. Kristin Hazlitt was absent.

Aimee made a motion to accept the July minutes, Stacey seconded. All were in favor.

Treasurer's report.

No financial report...yet. Anything invoiced that was not paid on June 18, 2025 will reflect on FY26. Kelly is tracking for her information which invoices are 2025. Amanda made a motion to discuss treasurer's report next month. Aimee seconded. All were in favor.

Director's Report (attached):

End of year reported statistics are higher than last year!

Lorry Johnson has submitted the Maintenance position to NYS Civil Service for creation. She is waiting for them to approve and create the job.

STLS has approved for the WGPL to request \$125,758 towards the HVAC project in this funding cycle. Applications to NYS are due in August. Kelly needs to connect with Frey & Campbell to see if they can expand the quote they provided based on Taitem's Energy Audit. The Taitem report is not an acceptable contractor submission even with the contractor's quote. We will hold off on parking lot paving for now. We will get Frey and Campbell to split up their quote into IMRRC and library to allow for us to submit a lower project amount. The 34% in state funding was less than we had hoped for.

Kick-off with Barton & Loguidice will take place at the library on Friday, July 11 at 1:00pm. Kelly talked to Ryan of B&L—anything on the agenda that we would like to include? Stacey will get back to Kelly. Steven from B&L was here today doing scans. Getting specific questions for staff and Mark (IMRRC) to let them be prepared for the providing input to B&L. Kelly thinks that they might be onsite before Friday.

Summer Youth employment begins July 7 through August 13. Shyanne C. will be back for her third year! She just graduated high school!

WGPL is partnering with CareFirstNY as they host their first Good Grief Camp in Schuyler County (have done in Steuben and Tompkins County in past years). Kelly will be doing a special Storytime at the event on August 14 and will assist with the Grief Carnival on August 15. The goal is to provide a space for children to learn about processing grief, while also understanding that it is okay to be sad and still have fun.

The Fire Alarm Monitoring System was replaced in late June so we are all up to code for the next inspection.

Traveler's Insurance provided us two (2) different quotes for Directors and Officers Insurance (attached in packet):

- \$1,239 total (3-year agreement) – D&O Insurance only: protects board members, trustees, and library officers against claims of wrongful acts, errors, or omissions made in the course of their duties, also provides coverage for defense costs.
- \$3,088 (3-year agreement) – includes EPL insurance, or employment practices liability insurance: helps provide coverage for defense costs and damages related to various employment-related claims, including allegations of wrongful termination, discrimination, workplace harassment, and retaliation.

We don't appear to have added this to the budget. We will discuss next month when Kristi returns. Kelly recommends the Board consider the D&O + EPL insurance. It would be paid in full in 2025 so there would be no cost in 2026 or 2027 – essentially making the cost \$1,030 per year. Brian Hildreth in March had mentioned bonding for the Treasurer. Kelly will talk to Brian Hildreth to understand bonding and which option may be best. Kristi may have input. Aimee will follow up as well. This discussion tabled until next month.

Awarded \$3,500 Community Arts Grant from the ARTS Council to fund Art in the Glen 2025-26 featuring adult workshops and the bi-monthly Art Club. Another Fall flower arranging class. Maybe a dumpling making class. And other great classes!

Summer Learning registration remains open. The kick-off party is July 9 at 3:00pm—Flower Party kick off. Activity packs are out.

Annual Book Sale is Saturday, August 23 from 10am-4pm.

All Schuyler Library Boards are interested in hosting a mixer but have requested to do it in the fall (September or October) when it is less busy. Kelly will send an email out with some dates!

FY 2026 Financial Transition

- Accounts have been switched over. We are waiting on the arrival of our checks—late Thursday afternoon did an expedited order for checks. Kelly will try to set up ACH payments for major things due. Meeting with Rebekah Carroll/Statements Accounting on Wednesday.
- Savings account is accruing some small amount of interest. We have notifications set to alert Kelly when balance falls below a certain amount. Set up so automatic transfers (with no fee). Bruce Boughton is supposed to look into high yield interest accounts.
- Kelly now has access to the bank account. It will be her responsibility to move funds from the savings to the checking account each month to ensure we have enough for expenditures. She will also now be responsible for making the deposits twice per month at Chemung Canal. Moving forward, she will ask a staff member to perform a second count of the deposit to verify amounts.
- Paychex is all set up and working. Waiting on NYS Dept. of Labor to assign a new ER# (state registration) to finish up the tax setup.
- May have to borrow from ourselves to cover until taxes come in each year—from the start of the fiscal year until about October.

Investment Updates

July 2025 - \$100k (Chemung Canal)

June 2026 - \$60k (CFS)

Dec 2026 - \$40k (CFS)

Mar 2027 - \$30k (CFS)

\$26k liquid in CFS – no minimum requirement balance.

Policy Updates:

Aimee compiled a list of recommended policies--95 suggested policies were put in the spreadsheet. Recommended review every five years. The spreadsheet does not list what we actually have. Some of the 95 policies may need to be combined, some we may not want. Kelly needs to sort through the files to see what we have and what we need.

Board reviewed Financial Controls Policy. Reviewed and took notes, will redistribute and vote on it next month.

Strategic Plan Review

Great stuff happening and some gaps to be filled! Happy with the progress. Physical space goal of 1 walk through has not been completed. Stacey will provide sample checklists—or actually Amanda will provide as NYS publishes for schools as an excel list. This can be the starting point for creating our template. Plan to do walkthrough at the beginning of the meeting in the fall, including both the IMRRC and the Library.

Kelly would like the following strategic goals done by the end of the year: conference room after hours access, notary public for Kelly (could be a good winter project). Ordering a new laptop now.

Kelly will update the online strategic plan: Note that the review was complete and where we are at for each goal. Add another column with commentary on ones that we were not able to make progress on. Can even just copy the update from the Director's Report into a new column.

Old Business

- Construction Aid already discussed.
- Investment update discussed
- High yield savings—
 - CFS does not offer high yield savings accounts. John Coulombe said we would need to go with a bank for that. We are limited to where we can keep this money because it is public funds. Online-only accounts like SoFi are not available to us. Under [N.Y. General Municipal Law §10](#), "public funds can only be deposited in banks or trust companies authorized to do business in New York and designated by the library board" - SoFi, for example, is considered a national bank and it is recommended we use local, if possible, with a physical location. Can't use Credit Unions—they can't invest tax funds. Local governments have a limited number of investment options available. Ask Rebekkah as well. Check rates at Chase, Bank of America, etc.
 - A money market account might be the best high yield savings option for us. These are FDIC insured so would fall within our policy.
 - [Chemung Canal Money Market Accounts](#) (Prestige Business Insured Money Market Account) - Rates not listed- Minimum Deposit of \$25,000 (\$15 service charge applied if balance falls below this amount).

- [Community Bank](#) - Same info as CCTC above - rates not listed. Visions FCU does not have good rates (less than 2% for the amount we would put in).
- Aimee volunteered to go to FOWL meetings. Aimee can also be provided with the library key so they are not limited on their meeting times to when Kelly is available.
- Discussed the book sale—Monday clean up is the real challenge. Scouts can only come Th 6:30 during their meetings. Brainstormed other connections to young people or strong volunteers for a Monday.

New business:

Aimee took the Oath of Office.

No executive session.

Next meeting: Tuesday, August 12, 2025 at 4:30pm.

Stacey made a motion to adjourn at 6:26pm, Amanda seconded. All were in favor.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

August 12, 2025

The Watkins Glen Public Library trustees meeting was convened at 4:40 PM on August 12, 2025. Present were Kelly Povero (via telephone), Judi Richards, Kristin Hazlitt, Stacey Edwards, Amanda Postma. Aimee Dars Ellis was absent.

Amanda made a motion to accept the July minutes, Stacey seconded. All were in favor.

Treasurer's report.

Talked about the end of year financial report and the way that the school credited the remaining funds—it shows as a charge to the contractual line. Makes the report look strange but the check from the school with remaining funds is in hand. The value of the check made sense. We do not have the July report yet. Getting Rebekah connected to CFS. In the future Hector details will be removed from the financial report and grants will not be an issue—they will carry over. Kristin made a motion to approve the FY2025 financial report, Stacey seconded. All were in favor.

Briefly discussed the financial transition. Seems to be going well. Staff are communicating with Kelly.

Director's Report (attached):

Pretty good July numbers. DVDs are down. Will be interesting to see if they pick back up in Fall and Winter.

Lots of library cards being opened—probably 50/50 with visitors and people who had never had a card. Summer reading is in full swing.

TruGreen pesticide service—didn't know why we were using this service when we reviewed the budget several years ago. We now have a lot of weeds. Can't weedwhack—there are too many stones. TruGreen will service us today or tomorrow, and again in September. Haven't used them in well over a year. Weeds just started coming up. Will note the cost for the next meeting.

Kyle Percey sent tax bill verbiage. Looked good to us--breakdown between us and Hector. The school will send separate checks for taxes—one to Watkins and one for Hector.

August 22 the Construction Aid application is due. Kelly is following up with Frey and Campbell for revised quote. Will send a draft summary to Amanda and Stacey.

Annual Book Sale is Saturday, August 23 from 10am-4pm. Early access for FRIENDS at 9am. Postcards have gone out. Can sign up at the door for Friends. Will get out some social media posts.

Gary Emerson's Civil War program will kick off in September. 7 sessions, 6 books. Classes are 98% full. More interest than the space we have. We have the books now so less expensive to do the same program again in the future.

All Schuyler Library Boards are interested in hosting a mixer but have requested to do it in the fall (September or October) when it is less busy. Kelly will send an email out with some dates to Aimee first. Hector did hire a new director. Director meet and greet end of August or beginning of September.

Summer learning—in the last week of the program. Cancelled globe party tomorrow but will do in the future. Jumbo yard games purchased will become part of the library of things. Incorporated experiments and STEM activities this year--skittles rainbow, cup activity. Wednesday in person attendance has been lower. Other libraries noticed this as well.

Cookbook Club is back! Had to adjust the dates slightly with Civil War program.

Will do website strategic plan updates this fall.

SNAPED, in the past, has offered programs and standing display. Will dissolve September 30 due to the program being cut.

STLS is coordinating PBS documentary screening (came out end of April). Really showcases what happens at libraries, Kelly had heard great things. STLE is trying to schedule free showing in each community. Sept 17 screening at Glen Theater.

Policy Updates:

Met with Rebekah on Financial Controls policy. She is going to pull together and send some policies to Kelly to use as possible templates. This will be reviewed next month.

Construction Aid

We signed contract with Barton Loguidice. They sent an updated schedule which Kelly will distribute.

Directors and Officers insurance. EPL (Employment practice liability insurance) was tabled because we wanted to get Brian's opinions. Kristin thought it seemed like we needed both—the second seems like a wrongful termination insurance, the first was the directors and officers insurance. Kelly will follow up with Brian and ask the Cuba Library Director as well. Stacey made a motion for Kelly to procure Directors and Officers insurance as quoted by EC Cooper in the amount of \$435 a year. Kristin seconded. All in favor.

Stacey made a motion that the Library Director, at their discretion, shall move money between the savings and checking accounts at Chemung Canal Trust Company in support of executing the approved budget. Kristi seconded. \$100,000 in cash from the CD that just matured. Taxes due by October 1 but we are uncertain when the check will come. Expect needing \$25,000 per month to bridge the shortfall until tax monies are in-hand. This cash and the check from the school for balances as of June 18 will bridge this gap. Need to plan for next year by ensuring adherence to budget which will leave tax monies at the end of the fiscal year.

Election of Officers

The following slate was proposed by Kristin:

President Judy Richards

Vice President Kristin Hazlitt

Secretary Aimee Dars Ellis

Financial Officer Amanda Postma

Amanda second. All were in favor.

No reason to go into executive session. Judy will do Kelly's evaluation in September. In the beginning of September Amanda and Kelly will meet with Rebekah.

Sept 9 and Dec 9 meetings must wrap up by 5:40pm due to Civil War program.

Next meeting: Tuesday, September 9, 2025 at 4:30pm.

Stacey made a motion to adjourn at 5:26pm, Amanda seconded. All were in favor.

Minutes submitted by Stacey Edwards, Secretary.

WATKINS GLEN PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Date: September 9, 2025
Time: 4:15 PM

IN ATTENDANCE

Kelly Povero, Stacey Edwards, Aimee Dars Ellis, Kristin Hazlitt, Amanda Postma, and Judi Richards

APPROVAL OF MINUTES

Amanda motioned to accept the August meeting minutes. Kristin seconded. All were in favor.

TREASURER'S REPORT

- Kelly will be running financial reports going forward and will send both Excel and PDF files. In the current reports, all balances are negative because we have not received tax money. We will receive a tax payment in October from WG school. To carry us until then, Kelly moved the proceeds from a CD to our savings account.
- Our building insurance went up \$400/year.
- We are still looking for an option for interest-bearing account for savings that meet the requirements.
- As Financial Officer, Amanda will be reviewing finances. Kelly will send her at least an accounts payable report. She will also check with Rebekah about the additional options in QuickBooks.
- Due to the accounting transition, we have new account numbers: the chart of accounts was provided in our board packet.
- Kelly is trying to cut from budget lines each month to build our reserve fund.

Amanda motioned to accept the August meeting minutes. Kristin seconded. All were in favor.

DIRECTOR'S REPORT

- Physical circulation was down in August.
- Kelly was out due to illness and had to cancel last week of summer learning which the Odessa library kindly handled.
- Kelly will resend the Excel version of statistics to Stacey and Aimee for review.
- Board members need to do a physical walk through the facility in October. We need to create checklist to help us evaluate the condition of the building. Amanda has a substantial version that she will pare down for us to use.
- Kelly will be attending—and presenting at—the state library convention along with STLS colleagues. STLS is covering the cost of her registration.
- The ER number is a state number that corresponds to unemployment insurance, and our application is on hold. Kelly will reach out to her contact in the state office.
- We have received a physical copy of the 2024 STLS Annual Report, and are awaiting a digital version.
- After twelve and a half years on the library staff, Peggy is retiring on September 30. Kelly commissioned a painting of the library as a retirement gift. FOWL is paying for half. Any board member who would like may pitch in as well (\$25/person).
- Once fully staffed, Kelly plans to close for a day of staff development.
- Remnants from book sale have been sent to Thrift Books.
- The library is sponsoring a screening of Free for All: The Public Library at Glen Theater on Wednesday. Please come if you are able.

OLD BUSINESS

Construction Aid

Construction aid grant submitted for final review to STLS. The final application is due towards the end of September/early October. Because of limited state funds, we applied only for the replacement of the IMRRC HVAC. The total project cost estimate is \$253,000 with the library expected to pay half (\$127,742).

Kelly will contact the firms involved in the project to arrange a kickoff meeting. She will also consult w/the IMRRC. Kelly, Stacey, and Amanda plan a virtual meeting to discuss the parameters of the project. Stacey observed that the material submitted for bids was not as detailed as she has seen in other proposals and wants to make expectations clear.

Insurance

We received our first bill for D&O insurance – Kelly will pay it in full. Brian recommended we also take out an EPL policy. Aimee motioned that the library secure EPL insurance year for three-year term in futhree-year088. Stacey seconded. Motioned carried. Kelly will contact insurance company.

NEW BUSINESS

Personnel/Hiring

Civil Service is working on listing the job description for Peggy's replacement. The library may need to close early a few days in October due to missing coverage. Kelly would like to hire someone by November. This might give Kelly a chance to change the schedule to better meet the library's needs, possibly to beef up Friday coverage/add Sunday hours. The job description should include that the job requires evening and weekend shifts.

EXECUTIVE SESSION

None

Our next meeting is Tuesday, November 14, 2025 at 4:30 in the library conference room.

Amanda made a motion to adjourn the meeting at 5:43 p.m. Aimee seconded. All were in favor.

Minutes submitted by Aimee Dars Ellis, Secretary

WATKINS GLEN PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Date: October 7, 2025
Time: 4:38 PM

IN ATTENDANCE

Kelly Povero, Stacey Edwards, Aimee Dars Ellis, Kristin Hazlitt, and Judi Richards.
Amanda Postma absent.

APPROVAL OF MINUTES

Stacey motioned to accept the September meeting minutes with correction of typo in Old Business/Insurance paragraph. Kristin seconded. All were in favor.

TREASURER'S REPORT

- Kelly sent three different reports to Trustees, two EXCEL and one PDF. We discussed the format of these and if all three needed to be distributed. The detailed report is nice to have but probably will only be used if necessary to reference particular items or answer specific questions. Stacey would like to see budgeted amount on page 2 and monthly totals on page 3 of the PDF Treasurer's Report. Regarding the Statement of Activity, questions included if the report will include all months and if the material could be presented on single page.
- Kelly just received the LPL/Endowment quarterly report, so will distribute that next month.
- The Statement of Financial Position was difficult to prepare this year because of delayed receipt of tax monies. The funds were collected in September, and we should be receiving the payment sometime in October. The Watkins Glen and Hector libraries will be receiving funds separately.
- We will need to have separate account for the unassigned fund balance for funds that will carry over.
- Grants – pay back some of grants because of the way school handled accounting. We need to find out from Rebekah how we will see carried over grant money on statements.
- What payments are included in prepaid expenses?

Stacey motioned to accept the September Treasurer's Report. Kristen seconded. Motion carried.

DIRECTOR'S REPORT

- Kelly and other library staff around county will be volunteering at the Humane Society of Schuyler Count in two weeks as part of the STLS Great Giveback.
- Kelly is serving on an artificial intelligence (AI) committee that also includes school staff, teachers, parents, and students. She is excited to be part of this conversation because of the importance of understanding the use and role of AI. Libraries in the STLS system have had issues arising from AI, e.g., libraries accidentally purchased books without knowing they were created through AI. Additionally, the AI email summaries provide patrons incorrect information (e.g., telling people they owe money when they do not).
- The library has received five applicants for the library aide position, two with library experience. Judy will sit in on interviews. Kelly will start reviewing and interviewing candidates after the New York Library Association meeting (November 5-8).
- The building has experienced woodpecker and carpenter bee damage plus additional exterior damage and needs to have areas of damage repaired and re-stained plus a treatment in the spring to deter carpenter bees. Additionally, the men's bathroom door handle needs to be replaced. Kelly is waiting to hear from JG Franzese. If they do not respond, she will look for other alternatives.
- A new student from the WGHS is volunteering twice a week.
- Kelly would like to have a means for the library to accept electronic payments from patrons. She will reach out to Bruce at Chemung Canal to see about setting up credit card payments. In the past, there have been issues establishing non-profit accounts with Venmo, but Kelly will check with Director's listserv.
- Kelly is preparing 2027 budget to discuss in December.
- The staff has noticed that they are filling the snack basket twice a week instead of once. Kelly posted on social media requesting donations and received a great response. The library received fourteen boxes from Amazon, plus more donations from community.
- Computer traffic has been up.
- Snow plowing: Perfect Cut will provide a quote; they have \$9 million insurance policy, and service Cargill, Tops, Walmart with a reputation for being very reliable. Maybe Cargill will donate to offset the costs? The school might also be willing to take it on. We also have two students who will be willing to shovel.
- Wholesaler Baker & Tayler has gone out of business. We don't use them but as Ingram takes on libraries who did use B&T, it might affect our timeline. Our previous issues with Ingram have been fixed since Kelly talked to regional sales manager.

- New Britain Roofing has been contacted to look at loose flashing on the north and west sides of the building. It is likely an issue with the size of pins. They are expected to be on site on 10/13.
- Kelly updated the strategic plan on website with our progress so far.
- Mr. Green Beans, one of the reading dogs, has permanently retired due to health concerns.
- Someone opened an account with Chase Bank using library name and address but it was a debit card with no opening balance. Kelly opened an inquiry with Chase. They confirmed that it was not our card and closed the account.
- Judi conducted Kelly's performance review and evaluation on 10/7. A goal for 2026 is to have our policies reviewed and published into a comprehensive handbook by the end of 2026. Kelly would like to set up an ad hoc committee to review policies before bringing them to the board for review. The goal is to review two to three policies per month.

Stacey motioned that we create subcommittee for policy development and review that will be comprised of Kelly and two trustees. Aimee and Kristi were nominated. Judi seconded. All were in favor.

- A preview of the Library of Things was posted on social media. Before we open for lending, we need to create a policy and check with insurance.
- The Emergency Response Plan is with IMMRC for review and should be ready for a vote at the December meeting.

POLICY UPDATES

Financial Control Policy

The trustees reviewed comments and recommendations from individual board members and Brian Hildreth. Before voting we need:

- To establish a petty cash procedure; Kelly will check with Rebekah who has suggestions.
- To include section on auditors per Brian's comments.
- To clarify our claims auditing process and confirm Amanda is reviewing invoices.
- To appoint audit committee (director + trustee).

Kelly will clean policy, meet with Rebekah, and send to board members for final review for December's meeting.

Kelly will put together a standing calendar of key annual board dates (e.g., vote on officers, audit committee meeting, etc.).

OLD BUSINESS

Construction Aid

Some minor changes had to be made to the grant application, but it is officially submitted. Recipients will be announced sometime between August and November 2026.

We should not pay any invoices for this project if the work isn't complete.

NEW BUSINESS

Building Walkthrough

Postponed until Amanda is able to participate.

Volunteer Opportunity

The Southern Tier Library Foundation is looking for board members (especially from our area). The foundation is grant making entity that provides unrestricted monies which is very rare. Contact Judi if you know anyone who is interested.

EXECUTIVE SESSION

None

Our next meeting is Tuesday, November 11, 2025 at 4:30 in the library conference room.

Stacey made a motion to adjourn the meeting at 5:56 p.m. Aimee seconded. All were in favor.

Minutes submitted by Aimee Dars Ellis, Secretary

WATKINS GLEN PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Date: November 11, 2025

Time: 4:34 PM

IN ATTENDANCE

Kelly Povero, Stacey Edwards, Aimee Dars Ellis, Kristin Hazlitt, and Amanda Postma. Judi Richards absent.

APPROVAL OF MINUTES

Stacey motioned to accept the minutes of the October minutes with Kristin Hazlitt's and Mr. Green Jeans' names corrected. All were in favor.

TREASURER'S REPORT

- Rebekah is going to identify unassigned revenue (.e.g., for fees, dues, tote bags, etc.) and put them on a separate budget line.
- It looks like we are making interest on the savings account at Chemung Canal bank. Kelly will confirm this with Bruce when she meets with him to talk about Square payments.
- Kelly currently tracks grant funds in a separate spreadsheet, but going forward, Rebekah will put classes (or labels) under grant lines to help categorize them and show what needs to be carried over from one FY to another.
- We need to check on IMMC rent. (We only show receipt for July/August rent payments.)
- The tax check will be dropped off tomorrow. Kelly will deliver Hector library check to them. Since property taxes are due at the end of September, with late payments accepted with fee until October, we can expect the same timeline in the future. In the past, the school covered for us, but now we have to use funds from savings to "cover" costs. How should we budget and accounting for this, namely that FY starts July 1 but most of income (in form of tax payment) comes in November? Kelly will consult with Rebekah about the best course going forward. [This year, we loaned ourselves money from savings.]
- Regarding DO/EPL insurance: we had checked box to pay in full but we have received multiple bills so our EC Cooper representative is checking on this for us.

Stacey motioned to accept the treasurer's report. Aimee seconded. All were in favor.

DIRECTOR'S REPORT

- We received a \$500 STLS mini-grant to support the Understanding American Revolution class with Dr. Gary Emerson in 2026. Kelly will also apply for funding through the ARTS Council.
- Margaret Lawrence, interim director of racing center, has been hired as permanent Director.
- M. Lawrence suggested approaching Kai for snow removal since library/IMMC center parking lot is used by students who will be volunteering at IMCC.
- Kelly and Judi will be conducting interviews for the new library aide on 11/21. We have four candidates, with a potential fifth.
- NY state approved the Maintenance Worker position. The next step is to post the job at \$30/hour, part-time, maximum 260 hrs/year. Kelly will check with civil service regarding the procedure.
- We have now assigned been assigned an ER # for payroll taxes from the NY Comptroller's office.
- Kelly is taking over as chair (2026-2028) of the STLS Directors Advisory Council, pending approval.
- For FLX GIVES, the library will focus on programming (e.g., art club) instead of painting restoration.
- The Watkins Glen Chamber of Commerce SPARK Conference was successful. Kelly is on the planning committee for a Tex X conference in August 2026.
- Kelly signed a contract with JG Franzee to repair hole in soffit and put in new door handle/lock for bathrooms on the library side of the building. Kelly will check with them about date of repairs/installation.
- Day of Dead program was well-attended and well-received, and will likely become annual event, with the incorporation of an additional educational component (with Care First and Justice Center as cosponsors).
- The Library Halloween party was a huge hit. Thanks to FOWL for sponsoring.
- Instead of list of events, Kelly has provided a calendar in the board packet.

POLICY UPDATES

Financial Control Policy

- Draft of policy is with Rebekah.
- Amanda wants to set up meeting with her, Kelly, and Rebekah in January 2026.

OLD BUSINESS

Construction Aid

We are working with Barton & Loguidice, D.P.C with Ryan DaRin (account manager) and Eric. Because of challenges in communicating needs, we are behind schedule and need a hard reset. We need to do more to incorporate the Taitum report in plans. Immediately, we need to provide B&L a list of HVAC maintenance people (e.g., Seneca Air and Heat, Goaky Compton, Isaac Heating, Aarons) and they will contact them to find out what kind of equipment they are willing to service. We need to have multiple vendors able to service the equipment so we are not relying on one company for maintenance services. We want them to look at residential/light commercial, not industrial units.

Stacey will draft an email regarding the outstanding invoice.

Conflict of Interest Forms

Board members need to complete and return to Judi if they have not been submitted already.

Property Walkthrough

Postponed to January; however, in the future, we hope to move to summer months for better weather and light. Amanda has a checklist for us to use.

Director's Statistics in Excel

Aimee will review and provide recommendations about moving statistics from Director's Report into Excel.

NEW BUSINESS

Amanda moved to approve the Board Resolution in support of creating a municipal library in the Town of Hector, a copy of which was provided in the board packet. Aimee second. All were in favor.

EXECUTIVE SESSION

None

Our next meeting is Tuesday, December 9, 2025 at 4:30 in the library conference room. We will need to conclude by 5:40 for the Understanding the American Revolution program.

Amanda motioned to adjourn, Stacey seconded, all in favor. Meeting adjourned at 5:31 PM.

Minutes submitted by Aimee Dars Ellis, Secretary