

ESSENTIAL CLUB FREE LIBRARY, CANASERAGA

Minutes – Quarterly Board of Trustees Meeting

April 8, 2026

Call to Order Sarah Williams, Tina France, Ami Hunt, Janet Dusinberre. Absent Tina Karnes, Wendy O'Donnell

Open Discussion (Public and/or Visitors)

Consent Agenda: Minutes of Previous Meeting – January 14, 2026

Treasurer's Report: Full report deferred. Update on NYSEG delivery options were changed lowering the bill \$200

Director's Report

Old Business

- ▶ Light fixture upgrades –
 - Pending – Tina France
- ▶ Donation Request to AES Solar – Need to identify who the “new” solar owner/company is
 - Information received from Dianne Freiner Town of Burns. Letter for donation consideration sent to AES January 28; no response received to date.
- ▶ Town of Burns – Historian request for participation in centennial celebration events
 - Memorial Day Parade Participation.
 - Plan to participate with Summer Reading theme
- ▶ Website – through STLS. Needs updating, other options
 - Sarah working with STLS to update
- ▶ Designated 2026 Holidays/closures
 - Clarify Holiday Closures and staff will not be paid for closed holidays
 - New Year's Day – Thursday, Jan. 1, 2026
 - Memorial Day – Monday, May 25, 2026
 - Independence Day – Friday, July 3, 2026
 - Labor Day – Monday, September 7, 2026
 - Thanksgiving – Thursday & Friday, Nov. 26-27, 2026
 - Christmas – Thursday & Friday, Dec. 24 & 25, 2026
 - New Year's Eve – Thursday, Dec. 31, 2026
 - *On the eves the library will close no later than 4pm
- ▶ New mailbox – installation; progress update
 - Still needs to be installed. Checking with Tina Karnes if Keith can assist
- ▶ Annual Training/Reviews
 - Conflict of Interest-Disclosure of Interest Form Completion
 - Status of completion – Board and staff.
 - Completed: Michelle, Tina F, Sarah, Ami, Janet
 - Pending: Tina K, Wendy
 - Sexual Harassment
 - Status of completion – Board and staff

New Business

- ▶ STLS Proposed Free Direct Access Plan 2027-2031

- Direct Access Plan serves as a system-wide document that ensures all residents who live within our 5-county region can obtain a library card and access library services free of charge at any member library regardless of what community they live in. The plan also identifies what communities are not served, and how members should address unserved or underserved populations.
- Trustees reviewed and approved. Agreement to be signed by Tina F and return to Brian at STLS
- ▶ Sarah requested new computer chair for circulation desk. Approved to purchase if less than \$100 if required additional funds to be approved by the Board of Trustees
- ▶ Upcoming Tasks
 - School Budget Vote
 - Annual Report to NYSED – Community

Parking Lot Items:

- ▶ Building Maintenance – Short- and long-range planning for future construction grant applications
 - Gutters – several large sections have fallen off and are no longer directing rain off the roof
 - Roof – anticipate replacement in near future
 - Sidewalk to front entrance and ramp is uneven/heaving – consider patching versus replacement
 - Paved drive with parking area in back lot
 - Refinish wood floor; priority around circulation desk

Announcements/Next Meetings

- July 8, 2026
- October 14, 2026
- November 11, 2026 - Budget

Adjournment