

ESSENTIAL CLUB FREE LIBRARY, CANASERAGA

MINUTES – Quarterly Board of Trustees Meeting

January 14, 2026

ORGANIZATIONAL MEETING

Call to Order

Open Discussion (Public and/or Visitors) - None

Minutes of Previous Meeting – October 8, 2025, and November 12, 2025 -Budget; APPROVED
Discussed and APPROVED utilizing a consent agenda for meeting minutes approval going forward.

Treasurer's Report

- Min wage increased to \$1600
- School funds received \$42250
- Verizon POTS – plain old telephone line info coming, checking if long distance charges etc.
- NYSEG – update on delivery organization for electric
- \$200 donation from Kylee Harvey-Mana. Thank you note sent

Director's Report

- Fire extinguishers checked and certified.
- Amazon Business Account – STLS libraries are utilizing to purchase books and supplies. Sarah presenting to Trustees for discussion
 - Ami – often have a 2-year free incentive with subscription fee after.
 - Trustees requested to know what the fee would be; could it be based on size of library; any penalty for ending the subscription at 2 years.
 - Amazon business account on hold pending further details
 - Baker/Taylor closing and no longer an option
 - Ingram – current distributor for books. Orders are not timely. The book order from November has not been received yet.
 - Ami will f/u with other distributor options for book ordering
- Summer reading theme – “Unearthing a Story”. Sarah anticipates having the program in August
 - Performers at beginning and end of the month and low-key activities in between. Potential at the school, fire hall, or library backyard.
 - Trustees would like to keep programs at the library if feasible
- Grant exploration – STLS has a pool that Sarah is looking into as well as other options. Trustees are supportive of grant identification and reviewing for funding assistance.
- Open House 2026 – discussed having the open house coincide with the end summer reading program which would be the last weekend in August 8/28. Ongoing discussion

Old Business

- ▶ Light fixture upgrades –
 - Pending – Tina France
- ▶ Donation Request to AES Solar – Need to identify who the “new” solar owner/company is

- Tina Karnes to see what she can find out
- ▶ Town of Burns – Historian request for participation in centennial celebration events
 - Trustees discussed participation in the Memorial Day events. Ongoing conversation.
- ▶ Down Tree – update on determination of who is responsible (library or village property)
 - Tree was on village property, and they have been removing the downed section with the potential of removing the whole tree.

New Business

- ▶ Policy/Procedure Approvals and Reviews
 - NEW for adoption
 - Internet Usage Policy - APPROVED
 - Open Meetings Policy - APPROVED
 - Public Comment Policy - APPROVED
 - Whistle Blower and Ethical Behavior Policy - APPROVED
 - Library Code of Conduct/Patron Behavior - APPROVED
- ▶ Revision of library hours
 - Request to change Thursdays from 2-7p to 1-6p. APPROVED
 - Sarah will update Facebook, the library porch sign, and the website
- ▶ Posting 2026 Board Meeting Dates/Times – notification to be public on library community bulletin board, in local newspaper, and on website/Facebook page.
 - Will annually post on the website and Facebook page. There is no local newspaper to post or advertise to.
- ▶ Website – through STLS. Needs updating, other options
 - The libraries website is through STLS and Kendall (STLS) came out to meet with Sarah. They will continue to update, review and refresh the site to reflect current Board, meeting dates, and services.
- ▶ Designated 2026 Holidays/closures - Follow STLS closures or designate own.
 - Trustees discussed and APPROVED if regular library open day falls on the holidays in bold, the library will close. Closure occurs by 4pm on Christmas and New Year's Eve.
 - Clarify in personnel policy if paid/not paid – Personnel will not be paid for closed holidays.
 - New Year's Day** – Thursday, Jan. 1, 2026
 - Martin Luther King Jr. Day – Monday, Jan. 19, 2026
 - President's Day – Monday, Feb. 16, 2026
 - Memorial Day** – Monday, May 25, 2026
 - Independence Day** – Friday, July 3, 2026
 - Juneteenth – Friday, June 19, 2026
 - Labor Day** – Monday, September 7, 2026
 - Indigenous Peoples' Day – Monday, October 12, 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 – Door is not functioning.
 - Tina Karnes will order and arrange installation
- ▶ Annual Training/Reviews
 - Conflict of Interest-Disclosure of Interest Form Completion – forms distributed for completion and return. Need to be on file for all Trustees and staff.
 - Sexual Harassment – needs to be completed for 2026. Able to use from outside organizations
 - Sarah will check with STLS for course

- ▶ Vote for Officers; Oaths
 - President - Tina France
 - VP - Janet Dusinger
 - Secretary – Tina France
 - Treasurer – Tina KarnesAPPROVED, No objections
- ▶ Upcoming Tasks
 - School Budget Vote –
 - Sarah will complete the letter to request \$1500 this year
 - Annual Report to NYSED – Community
 - Plan in the works to complete

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

Adjournment

7:30pm

Announcements/Next Meetings

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