

**Portville Free Library**  
**Monthly Trustee Business Meeting February 9, 2026**

**Roll Call and Call to Order:**

- Present – Pres. Ronda Pollock, VP Terri Batt, Treasurer Heather Wray, Manager Beth Marvin, Barb Fairbanks, Bri Barlow, Secretary Bill Sponsler. Absent –

Meeting was called to order by Pres. Ronda Pollock

Others attending: Bob Weber, potential board member

**Secretary's Report:**

- January 12, 2025 minutes – Accepted.

**Treasurer's Report:**

- The report was accepted as presented.

**Manager's Report: \***

- WISE – Two leaders were present for the first meeting, but no one from the public attended. The leaders didn't appear at the second meeting and once again no one from the public showed up. If no one shows up for the upcoming meeting then Beth will pull the announcement.
- Financial with Richard Esposito – There was no response for the January 29<sup>th</sup> session.
- FeedMore - The truck will only be here the 2<sup>nd</sup> and 3<sup>rd</sup> weeks of the month because one of their trucks is undergoing repairs.
- Sam Warren the mycologist will be here April 9 at 6:00PM.
- Gary Hollamby assessments – He has determined that some of the items in the library are very valuable, that some should probably not be on display because of their value, or should be secured to prevent theft. We will eventually decide what to keep, what to throw, and what we might want to send to auction.
- Emergency lighting – The FSC installers noted that the very old lighting units had rechargeable batteries that were so old that the units should be unplugged until replacements could be installed. The batteries have been replaced in two of the three units. The third unit also needs a bulb replaced.
  - The Exit signs also need new bulbs. Bob Johnstone takes care of that for us.
- Conflict of interest – Motion by Heather, second Terri to approve the replacement Conflict of Interest policy and form. Everyone signed and turned in their forms at the meeting.
- January 2026 Circulation update – Total 1379, up 295 from last year, up 169 from last month.
  - Adult fiction 261, up 40 from last year, up 4 from last month.
  - Adult nonfiction 71, up 27 from last year, down 4 from last month.
  - Juvenile fiction 715, up 165 from last year, up 171 from last month.
  - Juvenile nonfiction 152, up 79 from last year, down 6 from last month.
  - Attendance was 404, down 123 from last year, down 63 from last month.

\* Beth had one more thing

**Committee Reports:**

- Parking Lot – The project engineer for the Village sewer replacement project provided the NYSED construction department with the plans for the section that runs through the east end of the lot, explained that the construction date for that section was as yet unknown, and requested that we be allowed to delay

the start of the project beyond the 180-day requirement. NYSED has responded, saying that we can request accommodation in the March project progress report.

- AC – There has been no feedback from NYSED to date.
- Security cameras – Are installed and working. Thirteen days of digital backup is provided on the local controller. The system and cameras are always on. A time stamp is recorded whenever activity is detected.
- Remodel – Motion by Heather, second by Bri, to approve a contract with Christopher J. Cooke Architecture PC for the first phase of the project. YES – 7, NO - 0

**Old Business:**

- Job Descriptions – Terri and Bill will work with Beth to finish the necessary descriptions.
- Heather’s one more thing was to suggest a book to purchase.

**New business:**

- Data backup for staff PCs – Bill asked Beth several weeks ago to contact CCLS support for assistance in setting up a process to back up the content of the two staff PCs which are used by Beth and Deb. Mike responded with several ideas. Bill recommended that we install a Network Attached Storage (NAS) system that would automatically backup those systems on a regular schedule. The estimated cost is \$300-\$500. Motion by Barb, second by Heather. YES – 7, NO - 0
- Bob Weber agreed that he would like to join the board as a trustee. Motion by Terri, second by Barb, to elect Bob as our seventh trustee; and that all decisions made during the meeting would include his vote. Carried unanimously.

**Adjournment:** Terri moved to adjourn, second by Barb. Carried.

**Next meeting:** March 9, 2026

Respectfully submitted,

Bill Sponsler, Secretary