

**Portville Free Library**  
**Monthly Trustee Business Meeting April 13, 2026**

**Roll Call and Call to Order:**

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

Meeting was called to order by VP Terri Batt

**Secretary's Report:**

- March 9, 2026 minutes – Accepted as presented.

**Treasurer's Report:**

- The report for March was accepted as presented.

**Manager's Report:**

- Annual Report – The new software is in, and data is being entered.
- Cindy update – Return date remains the end of April.
- Book orders – No change, no orders received. Consequently, we're buying more from Amazon.
- Nativity stable – Jim Molyneaux will build a replacement that is simple and foldable for easier storage.
- Mushroom program – Only four people attended. The cost to the library was \$200.
- March 2026 Circulation update – Total 1403, up 79 from last year, down 21 from last month.
  - Adult fiction 304, up 24 from last year, up 72 from last month.
  - Adult nonfiction 56, down 15 from last year, down 21 from last month.
  - Juvenile fiction 658, up 34 from last year, down 30 from last month.
  - Juvenile nonfiction 183, up 55 from last year, down 6 from last month.
  - Attendance was 509, down 28 from last year, down 99 from last month.

**Committee Reports:**

- Parking lot – No new information from the engineer. CCLS will request that our completion date be extended to 12/31/2027 in their project update report to NYS.
- Air conditioning – No response from NYS yet. The remodeling/repurposing project may require changes to what equipment will be required, and where it will be located. We can amend the project as necessary, including the completion date. We will have to cover any increase in costs.
- Remodel – Chris Cooke has developed a first pass concept, which Heather will see soon. The purging of the contents of the main floor of the Hill Wing continues.
- Basement floors – Chris Cooke has not provided any recommendations yet.

**Old Business:**

- Job descriptions – Motion by Barb, second by Terri, to approve the job descriptions for the Director/Manager, Children's Librarian and Circulation Clerk with modifications. Carried
- Confidentiality policy and User Card Application Form – Motion by Bob, second by Bri, to approve the policy as presented, and the application form with minor modifications. Carried

**New business:**

- Cemetery budget - Chestnut Hill Cemetery Association has requested that they be allowed to withdraw a maximum of \$12,850 from the principal funds of their Special Trust Account to meet the shortfall in their budget for fiscal year 2026. No action was taken because of questions about who the new trustee institution is and some of the values in the budget. The letter from the library to the Surrogates Court requires trustee information, etc.

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

**Next meeting:** May 11, 2026

Respectfully submitted,

Bill Sponsler, Secretary