

Portville Free Library
Monthly Trustee Business Meeting October 19, 2026

Roll Call and Call to Order:

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

Others in attendance – Mark Hendrix – Cetera Wealth Services – Mark provided us with a copy of the September quarterly statement summary, and discussed the composition and performance of our American Funds endowment. He also recommended that we consider moving enough funds into the two U.S. Government funds to cover two years of expenses as a hedge against market volatility. Although the U.S. Gov funds returns are among the lowest of the funds in our portfolio, they are also the most stable. He can also set up automatic quarterly disbursements from those funds into our checking account, which should yield a better return than the CBNA account interest.

Meeting was called to order by Pres. Ronda Pollock

Secretary's Report:

- September 14, 2026 minutes – Accepted as presented

Treasurer's Report:

- The report for September 14, 2026 was accepted as presented.

Manager's Report:

- Gia George MacCartney will be here on November 14
 - We will start advertising on Facebook immediately. We will also put an article in the Olean Times Herald.
 - We have a copy of her new book in our collection.
- Bolivar-Richburg's Library Club (19 in grades 6-12) came for a tour
- Movies have been started again on Saturdays. Attendance has been in single digits so far.
- Clock discussion with Dan Hale – He's not willing to do it, but will help someone with advice, etc. Barb will arrange for the Village bucket truck to help with changing the time once DST takes effect.
- September 2026 Circulation update – Total 1351, up 11 from last year, up 66 from last month.
 - Adult fiction 323, down 1 from last year, up 16 from last month.
 - Adult nonfiction 31, up 7 from last year, down 13 from last month.
 - Juvenile fiction 670, up 10 from last year, down 23 from last month.
 - Juvenile nonfiction 212, up 87 from last year, up 59 from last month.
 - Attendance was 541, down 158 from last year, down 55 from last month.

Committee Reports:

- Parking Lot – Heather has been working with Matt Zarbo, Square Engineering Director of Engineering, to work up a consulting proposal for creating complete specifications for the parking lot to be used for the solicitation of bids. Bill will also be involved.
- Portrait – No news.
- Historical Marker – The webinar was not informative, so we don't really know what is required. Beth will work on an application for submission by November 2nd. The worst that can happen is that they will bounce it back with information about what else is required.
- Building Construction (remodel) – Heather visited Chris Cooke Architecture at Cassadaga and picked up the revised plans for the Hill Wing and the basement of the original building. Next up is making decisions about what and when, along with setting up a budget.

- During the discussion, the question of getting more income from the William Dusenbury Trust was raised. Bill will contact Brian McIlroy, the Village treasurer and see if they have made any progress on moving the trust from CBNA to another entity that can generate better returns.

Old Business:

- Betty's memorial – Ronda received a recommendation for Mike Beckerink, a cabinet maker, from Joe Snyder to make furniture for the circulation room that can be used to neaten up the room. The staff needs to determine what and where and how by the next board meeting. Members of the board may also submit ideas.

New business:

- Collection Development policy – Tabled until the next meeting.
- It appears that minimum wage will remain at \$16 for 2027.

Adjournment: Terri moved to adjourn, second by Bob. Carried.

Next meeting: Next Meeting November 16, 2026

Respectfully submitted

Bill Sponsler, Secretary