



## Friends of Marcellus Free Library Meeting - 1 PM

Friends of the Library Community Room - March 28, 2024

President Jackie Smith called the meeting to order at 1:00 pm

### Welcome:

Jackie reminded everyone to sign in & record their volunteer hours.

### Attendance:

Present: Jackie Smith, President; Michele Merwarth, Corresponding Secretary; Jim Shake, Treasurer; Audrey Kearney, Director; Karen Pollard, Director; Domenick Patti, Vice President; Diana Osborne, Recording Secretary

Absent: Debbie Grousset, Deputy Treasurer

Total Attendance: 18

### Reports:

Secretary: The February 2024 minutes were previously distributed to board members. Motion was made, seconded, voted on and passed. Minutes will be sent to the library for posting on the FMFL page.

Treasurer: Jim Shake presented the financial reports for February & current balances. Gave budget estimates for actual and projected amounts for the current fiscal year. Each director received the statements. He said that we are running ahead of projections on memberships and book nooks for this fiscal year. Expenses seem to be in line with projections. NYS sales tax was filed and paid on 16 March 2024. The reports will be filed as read.

Membership: Michele Merwarth reported that current membership stands at 180 members, with 1 new member since our last report. Any new memberships that renew after April 1st will be applied to the next year. She is going to put renewal papers down in the library as well as mailing them out.

Advocacy: Domenick Patti reported that he took a webinar with NYLA about the Sustainable Library Initiative. The library can be a hub for the town during a disaster. He presented it to Sophia and she presented it to the trustees and they eventually want to do it, but they are not sure when in the foreseeable future it would happen. Secondly, on 2/28 he attended a FLS/NYLA webinar "National Friends of the Libraries Week" and distributed the notes to the board. FLS/NYLA will be offering "Preparing Friends for Succession Planning" webinar on 4/09, Jackie, Michele and Domenick are all registered to attend. (FLS/NYLA has many seminars specifically to help Friends of Libraries with a wide variety of topics including marketing, etc).

Board of Trustees: Jackie Smith sent the Director's Report from March 7th to the board members. The octagon table outside is there and they are working on some chess tables as well. Thomas is leaving

Marcellus library for an opportunity in Liverpool. MFL is seeking a Programming Librarian that can fill both the vacancy left by Thomas as well as the open Children's Librarian position. The next meeting is scheduled for Thursday, 4/04 @ 6:45pm.

Book Nook: Dottie Levy reported that she is very pleased with the numbers and appreciates the helpers during her absence. She submitted the volunteer hours that were worked while she was away. The Book Nook needs donations for the book sale for Olde Home Days; we will waive the one box maximum donation until further notice. Dottie will be heading up the book sale for Old Home Days this year; Linda Garner is moving but she will still do the sign up sheet for volunteers. Michele gave Dottie the list of contact information for volunteers. The Book Nook donated 2 boxes of books to the Syracuse VA Medical Center, they sent us a thank you letter for our contribution.

Sunshine: Audrey Kearney reported that through Sophia, she ordered 2 memorial books for Kathryn Kerr, a long-time Friends member.

Historian: No report from Paulette Quinn.

### **Business:**

P&P review discussion of Social Media Chair job description, tasks, etc.: Jackie Smith said the board would like to revisit the job description after the chair resigned yesterday. Michele Merwarth agreed to continue to do it through the end of this fiscal year. Jackie recommended that the board begin the discussion over email to have the description ready before nominations this spring.

National Library Week/Library Workers Day: Jackie Smith reported that Library Workers Day is April 9th this year, and we would like to do something for the library staff. We discussed a floral arrangement, and Paulette volunteered to purchase (\$50 budget) and deliver it. There is no campaign planned for National Library Week, the board members agreed to work via email to put something together.

FMFL branded promo items discussion: Jackie asked if anyone has experience with merchandise companies. Diana offered to send Jackie links to the companies she has used. Jackie would like to price out some Friends "swag" for the members and guest speakers in the 2024/25 fiscal year.

Board member terms: Michele asked which board members will return, Jackie yes, Domenick yes, Diana might not be able to, Michele yes, Jim yes, Audrey yes, Karen yes, Dottie yes, Paulette yes. Deputy Treasurer, Debbie Grousset is the only position expiring. We will potentially need to fill the Recording Secretary, Social Media Chair and Deputy Treasurer. Past President, Michele will head the nominating committee, more to follow at the April meeting.

### **MFL Request for Funds**

Rotating Christmas Tree: The library has requested a 360 degree rotating Christmas tree stand that is currently on sale for \$49.99. Motion to approve pending checking the size of the trunk of the tree to fit the item, seconded, voted and all in favor of purchasing whether it was on sale or not at the time of purchase. Jackie will order after verifying it will fit the existing Christmas tree.

Request for Funds: The Library is having an eclipse viewing party Monday, April 8th, 2-4pm. and has submitted a funds request for sponsorship of the event (includes crafts, activities and refreshments) for \$500 and an additional request for \$350 for Astronomy with Barefoot Bob. Motioned to approve, seconded, all in favor, vote passed. Registration for the event is online and the library is offering 1 free

pair of eclipse glasses per family. They are looking for 4-5 volunteers starting at 1:30pm. Dottie, Betsy, Domenick, and Jackie volunteered.

#### OHD Basket Raffle/Book Sale:

Chairs & volunteers: As with last year there was no volunteer to chair the basket raffle so Jackie will run lead and a team of volunteers will work with her to complete the required tasks. Jackie reported on the items solicited so far, there has been significant outreach to large businesses and companies to get donations, and are waiting to hear back. She asked the board and members to look at the list and see if they can help make more outreach and call on the local businesses who wish to contribute.

Vote on sponsorship/placements: The board recommended to pause doing the tent on main street this year. Motion to donate \$100 as in prior years for the placemats, seconded, all in favor, motion was carried.

Tasks & timelines: Jackie presented the timeline for what activities need to happen through the end of June. Volunteers signed up for various tasks.

Master Donation List: Jackie passed around the master donation list and anyone who signs up to solicit donations will be added to the master donation list and it will be circulated weekly via email.

#### Adjournment

With no further business, the meeting was adjourned at 2:21 pm for the scheduled activity.

#### Activity:

Book Page Bouquet - Members who wished to stay will do the make and take craft activity presented by Paulette Quinn.

Submitted by Diana Osborne, Recording Secretary