



**Friends of Marcellus Free Library  
Special Board Planning Meeting July 10, 2024  
Martha Lollis Room - 9:30 am**

President Jackie Smith called the meeting to order at 9:30 am

**Welcome:** Jackie thanked everyone for taking over in her absence at the June meeting.

**Attendance:** Present: Jackie Smith, President; Domenick Patti, Vice President; Michele Merwarth, Corresponding Secretary; Jim Shake, Treasurer; Barbara Patti, Recording Secretary; Audrey Kearney, Director

Absent: Karen Pollard, Director, Donna Merchant, Deputy Treasurer

**Reports:**

**Presidents Report:** Jackie requested an extension until August as she is still waiting on final figures for financials and Book Nook & Sunshine reports.

**Secretary:** Michele suggested changes to the June 2024 minute, Barb will make those revisions. Jackie made a motion to approve the minutes per revisions being made; Michele seconded. Talk re: minutes - One set of minutes to include names making motions, one copy without. Copy without should go to Sara @ MFL to be posted on website. Minutes should be distributed to the Board in both WORD & PDF formats, once approved they should be uploaded to Google drive. Suggested that we go back to using the laptop that Jake purchased for Friends use. Jackie will reach out to Sophia.

**Treasurer:** Once June financial are completed Jackie requested Jim forward them to complete her President's Year End Report. Asked Jim to email reports for January to June so she has final reports for all those months.

**Membership:** Michele reported that we have 197 members, up 34 from last year.

**Advocacy:** Dom reported on the Sustainable Library Initiative. A suggestion was made to the trustees to incorporate this into our library, but they put it on hold. Dom also stated that we're looking for middle school and high school library volunteers.

**New Board Orientation/Conflict of Interest/Membership Fees:**

Jackie will update green books and folders and return at August meeting. All members in attendance signed the Conflict-of-Interest form and renewed their Friends memberships. Those not in attendance will be followed up with @ the August meeting.

## Annual Independent Financial Review

Jim to contact Amy Sandgarten about doing this review again (she completed it last year). Donna Merchant, our new Deputy Treasurer has accounting experience and is a possible replacement for Jim next year. Jim mentioned it may be better for the Friends to switch to QuickBooks for our monthly bookkeeping needs versus the spreadsheets he has been using. Cost may be prohibitive; Jackie will talk to Martha/MFL for feedback and to find what they're using.

## 2024/2024 Planning & Programs

Agreement to hold meetings on the third Wednesday of each month at 1:00 pm.

Planning & programming matrix began with dates and programs penciled in. Follow-up was assigned and plans will be finalized at the August meeting.

Michele submitted Paulette Quinn for the NYLA Daniel W. Casey Award, and she was accepted. She will be awarded at one of the fall meetings, TBD.

We will need to have sign-ups ready at the September meeting for: hospitality, book sale and NFLW membership drive.

Crunch tickets were received for the basket raffle AFTER the raffle occurred. The board agreed to donate them to MFL for their annual fundraiser, which all were in agreement would raise the most funds.

Michele will handle the membership letter, brochure and program finalized after the August meeting. Jackie would like to follow up with unpaid memberships via email and PayPal but must 1<sup>st</sup> work out the details of making that happen.

Jackie shared samples from 4imprint for book totes & sticky books to be purchased for membership perks, gifts and advertising for the Friends. The book totes could also be sold in the Book Nook. Also talked about pens and decals and calendars. Motion made by Michele and seconded by Audrey to allow Jackie to spend up to \$1000 on purchase of book totes & sticky pads. Motion passed.

## Jackie's recommendations for 2024/25:

- Information Security Matrix
- Board Exit Procedures
- Gmail management
- Storage area organization
- FMFL website update to include Friends registration/renewal and payment processing via PayPal.

**Next planning meeting August 10<sup>th</sup>, 9:30am**

Respectfully submitted by

Domenick Patti/Jackie Smith