



**Marcellus Free Library
Board of Trustees' Annual Meeting
Annual Meeting Minutes January 26, 2023—6:00 PM**

Trustees present: Beth Ann Piper (President), Mary Drabot, Pat Daily (Treasurer), Shawn Gillen-Caryl, Shane Ventura, Kathryn Dennis, Michelle Hubbard

Also present: Sophia Brandt (Interim Director), Jackie Smith (Friends of MFL President), Steve Kankus, Michele Merwarth, Sara Randolph, Dennis Robillard

Meeting Called to Order by Beth Anne Piper at 6:02 PM.

Additions/Changes to Agenda. None.

Review and Approval of Minutes from December 8, 2022. Motion to approve December minutes made by Shawn Gillen-Caryl. Seconded by Pat Daily. Minutes approved unanimously.

Director's Annual Report. Sophia reviewed printed report calling out key stats on circulation, programs and events.

Committee Reports

Friends:

- MFL annual meeting held- Steve Kankus presented on the strategic planning process
- NYS and IRS filing completed and quarterly sales taxes paid
- Donated \$1k to adult programming
- Assisting with children's book donations to Victims Assistance Center
- Basket raffle chair is vacant; looking to recruit a chair; will address at sub-committee next week
- Library volunteer day was 1/25 - weather impacted participation
- Next meeting is 2/22 - February is library lovers month; will present how to access and use library resources (e.g. Hoopla, Kanopy, Libby)
- Idea - maybe do Hoopla/Libby training as an adult program
- 2/28 Library advocate day - Dominick ? Will put word out for sending letters to congressmen - will include it in Feb minutes

Finance:

- The Creekwalk expense shows up in 2022 but will be offset in 2023 with the NYS Library Construction Aid Grant coming through
- No big grant or donation contributions budgeted for 2023



- Expenses were higher in 2022 - staffing was lower in 2021 due to COVID, addition of Steve Kankus (consultant) and Thomas Pettitt (adult programming Librarian) also contributed to increased staffing costs
- New personnel policy changed PTO and reduced liability for the library
- 2022 investments were challenged due to market conditions; changed financial provider who is meeting more regularly; performance is down but working within framework of our financial policy
- Financially in stable condition, have not had to take any withdrawals from portfolio
- Ordinary income - variance of -23k - personnel investment (Steve and Thomas) to improve library operation

Nominations Committee:

- New board member & Committee Chair nominations reviewed

Development:

- Annual fund drive letter raised \$14,548 so far.
- Commemorative brick fund drive raised \$7,100; will plan another brick fund drive in the spring

Buildings and Maintenance:

- Gazebo & Punch list outstanding; gazebo material delivered and sitting on pallet
- Meeting with Jeremy & Vince to be scheduled to finalize plan and commitment
- McClurg contacted to evaluate cracks around windows inside and out

Personnel/Policies:

- New PTO policy has been incorporated
- Minimum wage changed from 2022 \$13.20->\$14.20 for 2023

Vote on New Board Members: Dennis Robillard. Motion made by Kathryn Dennis. Seconded by Shane. Approved unanimously.

Questions/Comments from the Public. No questions or comments from the public

Adjournment. Motion to adjourn meeting made by Pat Daily. Motion seconded by Michelle Hubbard. Motion unanimously approved. Meeting adjourned at 6:40 PM.

Minutes recorded by: Shane Ventura