



**Marcellus Free Library
Board of Trustees' Meeting
Meeting Minutes APRIL 4, 2024—6:45 PM**

Trustees present: Kathryn Dennis (President), Dennis Robillard (Vice President), Jeremy Pellizzari (Treasurer), Mary Drabot (Secretary), Shane Ventura, Michelle Hubbard, Guy Donahoe

Also present: Sophia Brandt (Director), Jackie Smith (Friends of MFL President), Sara Randolph (Circulation Coordinator)

Meeting Called to Order by Kathryn Dennis at 6:50 PM.

Additions/Changes to Agenda. None

Review and Approval of Minutes from March 7, 2024. Motion to approve March minutes made by Shane. Seconded by Jeremy. March minutes approved unanimously.

Director's Report.

Local & System Updates

- OCPL has begun working on strategic planning with Stillwork Consulting. Member directors will need to complete a survey.

Library Updates

- The School Budget hearing will be May 13th at 6:00 PM at the high school. Board members should try to attend.

Programs, Services, Collections

- Eclipse news: 131 patrons have registered for eclipse glasses and 56 have registered for the Eclipse Viewing Party at MFL.
- The Peeps Diorama Competition was a hit. There were 29 entries and 111 ballots submitted to decide the 1st and 2nd place winners in each category.
- Adult Non-Fiction had a makeover to improve browsability. Color coded signage will help patrons navigate the shelves without needing to visit the online catalog.

Staff & Volunteers

- The new employee handbook was distributed at March's staff meeting. An HR One consultant will review the handbook with staff at the April meeting.
- The Programming Librarian position has been posted to the library's website as well as emailed to the NYLINE listserv.

Library Stats

- To date, the library continues to perform better than 2023, though the 10% increase seen in overall circulation and visitors has decreased a bit in comparing March 2024 to March 2023.

Committee Reports



Friends:

- Busy time coming up: Olde Home Days book sale. Basket Raffles.
- No tent this year at Olde Home Days; determined little return for the amount of work.
- Like last year, there is no Chair for the Basket Raffle; responsibilities will be shared as in 2023. Reaching out to sponsors has already begun, with an emphasis this year on obtaining more corporate donations.
- Recent funds to the library include \$500 for the Eclipse Viewing party and \$300 to Barefoot Bob's Astronomy program.
- Approval received to purchase rotating Christmas Tree stand.
- Friends Nominating Committee established in March and consists of: Michele Merwarth, Past President & Corresponding Secretary, Dominick Patti, Vice President, and Audrey Kearney.
- Open positions for the 2024/2025 fiscal year include: 1) Recording Secretary 2) Deputy Treasurer 3) Social Media Chair 4) Basket Raffle Chair
- Other notable activities: Social Media campaign is planned for National Libraries Week, 4/7-4/13. Started to research FMFL branded 'swag' items for next fiscal year membership drive.
- Next meeting is 4/18. The meeting will be entirely focused on the basket preparation.

Buildings and Maintenance:

- KS Electric Services, LLC (Keith Smart) presented a proposal to add additional exterior receptables. Estimated cost is \$1,985.00. These additional receptables are needed to take advantage of our outdoor space, particularly one near the amphitheater stage. Hoping the work will be completed before June 27th, as a band is scheduled to perform that day.
- Guy & Sophia met with Tim from McClurg's and they looked at soffit. They will come back and get up on the roof to take a deeper look and make recommendations.
- Brick discussion: Guy spoke with Jeremy from Watson. Twenty-nine bricks still need to be engraved. Much discussion about the miscommunications from Jeremy and the time that has passed. Laser engraver is no longer in business. He has a new guy who does screen printing, but Board agrees it doesn't seem like a good investment and we want the bricks throughout the pathway to be uniform. Jeremy is holding 100 of our bricks in inventory.
- Need to decide if we want to keep working with Jeremy. Guy will continue to press him. Sophia will confirm how much we have paid him to date; we paid him a retainer up front and need to determine how much has been paid down.
- Chess Tables: Shane presenting table options and recommendations. After discussing various options, Board agrees to a conditional 'yes' on the Concrete Classics (most reasonably price and they offer a 10% courtesy library discount), once Shane confirms that square benches match up with the color of the tables.

Development:

- The committee met to discuss planning for a fund-raising gala to take place in late September/early October. Venue criteria includes: capacity to hold at least 75 people for a sit-down meal, catering must be available, alcohol must be an option, can handle a PA system/music, preferably a band and/or comedian.



- After meeting and making some calls into possible venues, it was decided that sites with gala-style experience would be the best choice. In this case, Tuscarora or Sunset Ridge.
- Board agreed on Tuscarora – Peter will work within our budget, indicated a deposit is not necessary and has the experience we are looking for.
- Board agreed to the date of Sunday, October 13, 2024. Most likely from 5:00-8:00 PM

Finance:

- The balance sheet remains strong. Continuing to manage cash transfers to maximize high yields in the money market account at M&T.
- Need action on how to best recognize the June Ast bequest. Sophia will be speaking to a family member. The aim is to something lasting and useful. One of Sophia's ideas is building an outdoor children's play area. Is there room? What are the other obstacles?

Personnel/Policies:

- New Employee Handbooks have been distributed to the staff. HR One will review with staff in April.

Nominations:

- No response yet from Maggie McSweeny, who had previously indicated she might be interested. She does social media for McClurg and would bring good experience to the Board.

New Business

- Fundraiser Dinner venue – Board agreed to commit to Tuscarora
- Electrical for Amphitheater – Board agreed to move forward with KS proposal
- Chess Tables (and Chair) – to be decided at May meeting.

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

Old Business

The Annual Report has been accepted.

Adjournment. Motion to adjourn meeting made by Mary. Motion seconded by Jeremy. Motion unanimously approved. Meeting adjourned at 8:35 PM.

Minutes recorded by: Mary Drabot

Next Board Meeting Date – Thursday, May 9, 2024