



**Marcellus Free Library
Board of Trustees' Meeting
Meeting Minutes DECEMBER 5, 2024 – 6:45 PM**

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

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

Meeting Called to Order by Kathryn Dennis at 6:51 PM.

Additions/Changes to Agenda None.

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

Director's Report

Local and System Updates

- Executive Director at OCPL, Dawn Marmor is retiring in February 2025. The OCPL Board is searching for her replacement.

Library Updates

- The Friends decorated the library for the holidays. And Ms. Stephanie and Ms. Kristin have been busy transforming the children's space into Narnia. Channel 9 News stopped by to cover the event.

Programs, Services, Collections

- Many new and regular programs for the month of December. Highlights include Knitting for a Cause Drive (802 hats received!), Legislative Breakfast taking place Friday, December 13th, and the Geminid Meteor Shower with Barefoot Bob, also on December 13th.
- A new collection of children's puzzles will soon be available for circulation.

Staff & Volunteers

- Staff are currently working on their self-evaluation forms for year-end reviews.
- The staff holiday party will take place the afternoon of Friday, December 6th before the Holiday Open House.

Library Stats – Key Takeaways

- Library traffic has been increasing at an average rate of 6.9% so far in 2024.
- So far this year, we've had a total of 473 programs in the library with a total program attendance of 10,250



- Physical materials circulation is down 2.8%; Libby circulation is up 18.6%; Hoopla circulation is up 22.4%

Committee Reports

Friends:

11.20.24 Membership Meeting

- 20 in attendance
- Membership is at 162 with 14 new members
- Gift giving sales are going well, Book Nook to reopen 1/13
- Facebook followers up to 225 from 185 thanks to new social media chair, Anne Hatcher
- Funding request approved and disbursed for \$250 for Holiday Open House refreshments
- Make & take ornament craft event

Goings on

- 12/6 was "decorate the library" day
- 1/06 is "undecorate the library" day
- Next regular meeting January 15th, 1:00 – with guest speaker Jo McNally followed by membership "Soup Social".

Nominations Committee:

- Two candidates (Marissa Cameron and Kathleen (Kate) Welch) remain interested.

Buildings and Maintenance:

- Brick Pavers
 1. Dave Reilly did an onsite visit. Suggested fix is using spacer bars; checking with Paragon Supply for guidance. Also determined the new pavers are a diff size than the originals and that is the root cause of spacing issue. Waiting on response from Dave re: input from Paragon and estimate to fix
 2. Corey Ramsden did an onsite visit, no input from Corey re: estimate to repair; SV to follow up for estimate on paver fix and table installation
- Roof repair - Welch construction did an onsite inspection; requested building plans for roof dimensions before providing quote; suggested that material used for soffit is prone to disrepair as is the Fascia. Suggested replacing fascia with metal. Quote will include recommendations. If building plans are not available, John June will return to obtain measurements
- Chess Table installations – Welch construction can do the installations. SV sent pictures of tables with dimensions and will follow up for an estimate
- Window cracks – need to revisit plan for repair. Cracks remain under each window
- Musical instrument park – no update

**Development:**

- All board members have mailed out the fundraising letters and Sophia reports that donations are starting to come in.
- For next year, will consider creating printed forms that a patron can fill out regarding their donation options.
- The January newsletter will publish list of donors from 2024.

Finance:

- The balance sheet remains strong.
- Employee Retention Tax Credits – three of the four employee retention tax credit checks have been received to date.
- Nearly all expenses are trending favorable to budget.
- Thompkins meet with Jeremy, Kathryn and Sophia. They do not recommend any changes be made to the portfolio at this time.

Personnel/Policies:

- Board to review Unattended Child Policy updates, and to vote on at January's meeting
- Board to review NYS No Gun Signs & Gun-free Zone Policy, to be voted on in January .

New Business

- Motion to accept 2025 Budget as presented made by Jeremy. Motion seconded by Shane. Motion to accept 2025 Budget unanimously approved.
- Motion to accept 2025 Board Meeting Dates are presented made by Mary. Motion seconded by Michelle. Motion to accept 2025 Board Meeting Dates unanimously approved.
- Motion to accept 2025 Library Holiday Schedule made by Michelle. Motion seconded by Shane. Motion to accept 2025 Library Holiday Schedule unanimously approved.
- Discussed Third Party Custody Agreement via Wilmington Trust. Kathryn will sign it; the agreement is mandatory as the library is a government entity.

Questions/Comments from the Public. none

Other Business none

Adjournment. Motion to adjourn meeting made by Shane. Motion seconded by Michelle. Motion unanimously approved. Meeting adjourned at 7:53 PM.

Minutes recorded by: Mary Drabot

Next Board Meeting Date – Thursday, JANUARY 30, 2025