



**Marcellus Free Library  
Board of Trustees' Meeting  
Meeting Minutes – DECEMBER 9, 2025 @ 6:45 PM**

**Trustees present:** Dennis Robillard (President), Guy Donahoe (Vice President), Jeremy Pellizzari (Treasurer), Mary Drabot (Secretary), Michelle Hubbard, Hank Roane

**Also present:** Sophia Brandt (Director), Dominic Patti (Friends of MFL Director), Sara Randolph (MFL Staff), Lisa Blystone (Friends of MFL Treasurer), Renee Alexander (guest)

**Additions/Changes to Agenda**

**Meeting Called to Order by Dennis Robillard at 6:47 PM.**

**Review and Approval of Minutes from March Meeting.** Motion to approve November 2025 Minutes made by Jeremy. Motion seconded by Kathryn. Motion unanimously approved.

**Director's Report.**

Local and System Updates

The System Director's Retreat is scheduled for Tuesday, January 6, 2026, at the Rosamond Gifford Zoo. Tor Loney from the State Library will be presenting on NYS Annual Reports. We will also be spending time brainstorming our new System Plan of Service and reviewing proposed changes to the MOU.

Staff & Volunteers

In November, volunteers contributed 31.5 hours of service. The staff holiday party was held on December 5<sup>th</sup>.

Library Stats – Key Takeaways

**Library traffic** increased by **8.5%** compared to December 2024.

**Overall circulation** rose by **5.9%** year over year.

- **Physical materials circulation** increased by **0.6%**.
- **Libby circulations** were up **14%**.
- **Hoopla circulations** grew by **65%**.

**December Programs:** **56** offered, with a total attendance of **914 participants**.

**Committee Reports:**

**Friends:**

- Reached membership goal of 200 Friends members
- Final number for the Fall Book Sale came in at about \$2500.



- Friends decorated and helped staff the Holiday Open House and did a book giveaway during the event.
- Next monthly meeting will discuss vacancies of VP, and Secretary/Membership Chair. There will be discussion about switching and/or combining some of the roles.

#### **Finance:**

- The balance sheet remains very strong.
- The 2026 budget will be voted for approval at this meeting.
- Finance committee met with advisors at Tompkins; target allocations and investment mix unchanged.

#### **Nominations:**

- Sophia introduced Renee Alexander. Renee has filled out her application for board membership and the Nominations Committee will be meeting with her in January before the annual meeting.

#### **Development:**

- Board members picked up Annual Fund Drive Letters and all have been signed/addressed and mailed out.

#### **Building & Maintenance:**

- Guy gathered information about replacing or destroying the solar panels and a decision about them will be made in conjunction with roof replacement in near future. It is most likely that it is more cost effective to destroy them; they are not garnering significant savings.

**Personnel/Policies:** no updates

#### **Old Business**

- Vote on 2026 Budget Proposal: Motion to approve 2026 budget made by Hank. Motion seconded by Guy. Motion unanimously approved.

#### **New Business**

- Vote on 2026 Board Meeting Dates: Motion to approve 2026 meeting dates made by Guy. Motion seconded by Hank. Motion unanimously approved.
- Vote on 2026 Library Holiday Schedule: Motion to approve 2026 holiday schedule made by Mary. Motion seconded by Guy. Motion unanimously approved.
- Vote on 2026 Library Staff Meeting Schedule: Motion to approve 2026 staff meeting schedule made by Michelle. Motion seconded by Hank. Motion unanimously approved.



- Holiday Bonus Vote: Motion to approve 2025 bonus structure made by Guy. Motion seconded by Hank. Motion unanimously approved.
- Executive Coaching Proposal Vote: Motion to approve coaching proposal made by Michelle. Motion seconded by Hank. Motion unanimously approved.

**Questions/Comments from the Public.** None

**Adjournment.** Motion to adjourn meeting made by Jeremy. Motion seconded by Guy. Motion unanimously approved. Meeting adjourned at 7:17 PM.

Minutes recorded by: Mary Drabot

**Next Board Meeting Date – Tuesday, January 27, 2026 @ 6:45, preceded by Annual Meeting @ 5:45**