



Friends of Marcellus Free Library Meeting – 11:00 am
Friends of the Library Community Room – August 10, 2023

President Jackie Smith called the meeting to order at 11:05am

Attendance:

Present: Jackie Smith, President; Michele Merwarth, Corresponding Secretary; Jim Shake, Treasurer; Diana Osborne, Recording Secretary; Karen Pollard, Director; Audrey Kearney, Director

Absent: Domenick Patti, Vice President; Debbie Grousset, Deputy Treasurer

Reports:

Secretary Report – The board agreed that the minutes from July 2023 look good. Karen motioned, Michele seconded July minutes as amended. Karen motioned to approve the June minutes and Audrey seconded. All agreed. Michele will send them to the library.

Impact report – Diana suggested that we have an annual impact report for the friends. Michele recommended the board do this for the month of October, National Friends of the Library Week. She asked Diana if she can help put it together. Diana said yes.

Treasurer's report – Jim presented the July 2023 financial report, we received income from the Book Nook proceeds. Jim presented financial report for August, and presented income for dues for '23-'24. The board accepted reports as presented.

Business & Follow-up:

Green folders/guidebook – Jackie said that library staff and board of trustees should be replaced in the green folders. She handed out the new pages, and gave them to directors. She asked the directors to replace those sheets in their green folder. Jackie collected guidebooks and said that she and Michele will update them. Diana will get a green folder today. The guidebooks will be returned.

Financial Review –Dan Ross did not respond so Jackie reached out to Lisa Blystone. Jackie told Lisa that Jim Shake would call her at his convenience. Jackie gave Jim Lisa’s phone number. We need the financial review before the next meeting on September 28th.

Finalize meeting times, programming 2023-2024 –Jackie updated the schedule based on the discussion from July 2023 meeting. Jackie presented the schedule to the board members. The meetings will take place on the 4th Thursday of the month at 1pm. Jackie said with the first library meeting being so late in September, we might need to do a book sale sign up before then. Michele said people enjoy doing the book sale so we shouldn’t have a problem. Jackie said she is going to ask Domenick to put something together for Banned Book Week Oct 1-7, 2023. Michele will put it in the news and notes as well. Karen agreed that it would be a good campaign on social media, we should do something. Jackie said National Friends of the Library Week is October 15-21st. Jackie said that having an impact statement for National friends of the library week would be good. Diana said that we should start working on it now by email. Michele said we could give pens to people who have renewed. Jackie asked if someone would like to set up that schedule? Michele volunteered to do the slots for who is needed to be in the library. During the September meeting people can sign up for a slot. November is event month and we will have a membership Secret Santa exchange -- for \$10 or less members will bring a wrapped Secret Santa gift for members that want to participate. January 4th in the morning we take down decorations. On January 25th we help the library with anything they need help with. For the February meeting, Jackie said she reached out to Mayor Curtin but has not heard back yet. She is hoping to hear back before then. March will be a great time for upcycled craft. The board members should start to think of ideas before program goes out on September 1st. National Library Week is April 7-13 and National Library Workers Day is April 9th. We will start to prepare baskets for raffle. May 23 we will prepare for Olde Home Days. Karen confirmed that Olde Home Days is May 31 June 1 & 2nd 2024.

Membership letter, brochure & program—Michele has started the 2023-2024 program brochure that will go with packets on September 1st. She updated the membership forms. She showed this to the board for approval. Jackie would like to send a membership email request as well. Jackie showed the NYPL webpage and said that she would like to do an email drive in addition to the mailed request where people can include their credit card payment. Michele presented the board with a new one-page sheet, News and Notes, created on Canva that she is going to send monthly to members. She is going to put copies in the lobby as well. Diana and Jackie both commented that they liked the layout. All board members agreed.

Membership perks/benefits—Jackie is going to price out swag for members that donate at a certain level for next year. They will include our logo. Michele read the renewal letter to the board of directors. Diana said it would be great to include in the packet a quote from someone who participated in the programs this year. Diana will work on seeing if there is anything she can find.

Insurance policy review/renewal—Jim presented that annual renewal that has come up for the total general liability coverage for this year; it is the same as last year. Jackie is going to upload

the declarations page for last year and this year to have a digital copy when Jim has finished paying. It was reviewed and renewed.

Name tags for Officers—Michele is making the name tags for the officers.

Google Drive Review—Jackie shared her screen on the projector to show the google drive. Jackie shared an information security matrix with the directors to show who has access to what in the drive. Jackie said that Michele will continue to watch the Friends email account as the main person for now. Jackie will be secondary. Jackie will send access to relevant 2324 folders to Jim and Diana.

NYLA/ALA—Jackie said the directors that can access NYLA are Jackie, Michele, Dominic, Audrey and Diana. Our subscription to ALA ran out, they are no longer doing group subscriptions, now they are individual. Jackie said that she is having a hard time getting the information she needs from ALA. She has tried contacting them several times. She will correspond with everyone between now and September on that.

MFL Friends Money Report 2022/2023—Jackie presented the expenditure report from the library. The board reviewed and Michele asked that we get an update of expenditures in September after the summer program. It will be reviewed by the board over email before the next meeting.

Two volunteers needed for September meeting refreshments—Vickie will do refreshments and snacks every month for volunteers. Jackie & Domenick will do it for the first meeting this year. One will bring snacks and one will bring drinks.

Confirm all board members have signed conflict of interest/paid 2023-2024 membership dues—Audrey signed the conflict-of-interest form. Debbie still has to sign.

Updated Village Banner sponsorship—Jackie said we did get in time to get the banner updated and shared the amount.

July FLS Friends Group Meet-Up—Jackie: Michele and I went last month. The majority of people there were from NYLA. The first hour and 15 mins discussed NYLA. The last 45 mins were round tables from other libraries. It was beneficial but we didn't get a lot of takeaways out of it. We hoped to brainstorm.

Next Meeting—September 28th 1pm – Friends Community Room

Adjournment

With no further business, the meeting adjourned at 1:00 pm.

Submitted by Diana Osborne, Recording Secretary