



**Marcellus Free Library
Board of Trustees' Meeting
Meeting Minutes January 26, 2023**

Trustees present: Kathryn Dennis (President), Shane Ventura (Vice President), Mary Drabot (Secretary), Pat Daily (Treasurer), Michelle Hubbard, Dennis Robillard

Also present: Sophia Brandt (Interim Director), Jackie Smith (Friends of MFL President), Beth Ann Piper, Michele Merwarth, Sara Randolph, Shawn Gillen-Caryl, Steve Kankus

Meeting Called to Order by Pat Dailey at 6:45 PM.

Additions/Changes to Agenda. None

Director's Report. Sophia Brandt reported.

- OCPL Strategic plan - looking for member Directors to provide input
- 90% of the NYS Library Construction Aid Grant funding came through - expense report to be submitted to state once project is complete, and then remaining 10% of funds will be issued
- Adult programming is alive and well - lots of programs planned for 2023
- Library marketing course provided insights on how to change messaging to a more active "library" voice vs voice of the person doing the messaging
- Library will open later on Feb 3rd, will post signage in library and on website

New Business

- **Vote on New Officers for 2023** Motion to accept the slate as presented in the Nominations Committee Report from Annual Meeting made by Michelle Hubbard. Seconded by Shane Ventura. Unanimously approved.
- **Vote on New Committee Assignments for 2023** - Martha Fiacchi removed from Committee Assignments as detailed by Nominations Committee Report from Annual Meeting. Motion to accept the 2023 Committee Assignments made by Shane Ventura. Seconded by Kathryn Dennis. Unanimously approved.
- **Vote on 2023 Tax Levy**
 - Discussion on tax levy proposal
 - Past 2020 and 2021 no increase due to pandemic; 2022 saw a 2% increase
 - The 2023 increase will impact the 2024 budget
 - Considerations/ justification for increase:
 - Payroll increases anticipated due to inflationary pressures and minimum wage increases



- Digital circulation and resource to increases & will drive costs
- Approval for library levy previously has been at 60% rating
- Motion to accept the proposed 2023 Tax Levy increase by Shane Ventura. Seconded by Pat Dailey. Unanimously approved.

Strategic Plan Update (Steve Kankus)

- One on one interviews with the board will be scheduled by Steve for individual input
- Circulation stats over 5 years - key takeaways
 - Trending downward over past 5 years, with a drastic decrease in 2020
 - Digital circulation not as impacted by 2020 or overall trend
 - Further evaluation is needed on what comprises the physical items circulated in consideration of what we should focus on for investment e.g. buy more best sellers vs broader interest
 - Is there a correlation between programming and circulation? Do people check out more books when they attend programming?
 - Need to evaluate the economics of increasing digital downloads
- Survey results
 - This data is collected from people who use the library
 - Goal: a broader community survey to get input from people who don't use the library
- Plan Schedule
 - Phase 1 complete
 - Portions of Phase II & Phase III are completed
 - Next steps: brief staff on survey results and data; meet with individual board members for their input

Questions/Comments from the Public.

- Suggestion to communicate about library programs and services in the *Observer* during National Library Week in April, and remind readers the Budget Vote is in May.

Adjournment. Motion to adjourn meeting made by Kathryn Dennis. Motion seconded by Michelle Hubbard. Motion unanimously approved. Meeting adjourned at 8:15 PM.

Minutes recorded by: Shane Ventura

Next Board Meeting Date – Thursday, March 9, 2023