

**Marcellus Free Library (MFL) Board of Trustees**

**Meeting Minutes of January 30, 2020**

**Annual Meeting**

**Board members present:** Martha Lollis, Steve Kankus, Deb Abbott, Pat Dailey, Gary Germain, Katie Reilly, Rachel Hendricks, and Bethanne Piper

**Also present:** Jake Widrick (MFL Director), Michele Merwarth (MFL Friends President), Stephanie Moncavage, Cheryl Ferris, Robin Browning-Bolewski, Sara Randolph, Bob Piekiet, Debbie Grousset (MFL Staff), Janet Agostini, Katie Cook, Mary Drabot, Martha Fiacchi, Shawn Gillen-Caryl, (incoming board trustees) Kate Shanahan, Kelly Moses (MCSD Librarians), Karen Pollard (Marcellus Town Supervisor), Tammy Sayre (Marcellus Town Councilor), Doug Nightingale (Marcellus Historical Society), Phil Coccia (Marcellus Parks and Recreation), Julie Abbott-Kenan (Onondaga County Legislature) Paulette Quinn, Audrey Kearney, Joan and Theresa Wieders (Friends of the Marcellus Free Library) Jean Forster (Marcellus Residents) and other members of the Marcellus Communittee.

**Call to order and approval of Agenda:** Meeting was called to order at 6:00 pm by Martha Lollis. No changes to the agenda.

Martha explained that the keynote speaker, Marc Wildman, was delayed and would be joining us soon.

**President's Report:** Martha Lollis thanked everyone for coming. She outlined many projects undertaken by the board this year including updating policies, updating the employee handbook, revising accounted reports, insurance and finance reviews and updates, fundraising efforts, the new parking lot project and the current project, a new multi-use room to be built on the second floor. Martha reiterated our annual fund-drive message that the library is not just a "book place" but is more and more considered a gathering place as well. She stressed the importance of community building going into the future noting that special attention should be given to continuity of the board. She invited all attendees to consider joining the board.

**Director's Report:** Jake Widrick reported. Jake reminded everyone of the cyber-attack that hobbled OCPL over the summer. He thanked the community for their patience and support. Jake reviewed the Annual Report flyer highlighting the library usage data. The data supports the fact that library is being used more and more as a gathering space. The space needs are changing and the current multi-use room project speaks to those needs. Jake introduced staff members who were present and thanked them for their work.

**Board Treasurer's Report:** Pat Dailey reported. Pat gave an overview of the financial report. He acknowledged some substantial bequests and encouraged the attendees to keep non-profit

organizations, like the library, in mind during estate planning. Pat went through the OCPL grant process for the multi-use room project. Future goals for the finance committee revolve around sustainability.

**Keynote Speaker Marc Wildman:** Martha Lollis introduced Marc Wildman who is the Executive Director of the Central New York Library Resources Center. Mr. Wildman expanded on the meeting's theme of "Bringing People Together @ The Library". He spoke about the library being one of the few places people can gather without paying a fee or purchasing a membership. He cited research that firehouses and libraries are seen as two of the most trustworthy places in the community. The public library is one of the few places that won't sell user information to other entities. This year the public library will become the hub of gathering census information. Career trends are shifting from college-bound back to trade ready and demographics are more fluid than ever. The role of the public library is always changing to respond to the needs of the community it serves.

**Introduction and Installation of New Trustees:** Martha Lollis thanked Steve Kankus, Deb Abbott and Rachel Hendricks for their service to the board. She then introduced the incoming trustees.

**Steve Kankus, Chair of the Nominating Committee, made a motion to install Shawn Gillen-Caryl, Janet Agostini, Katie Cook and Mary Drabot as new trustees. Pat Dailey seconded. New trustees installed unanimously.**

The Annual Meeting concluded with time for refreshments and conversation in the Café area of the Library. Participants were encouraged to fill out evaluation sheets for the Board.

Trustees, Library Director and President of the Friends of the Library reconvened in the community room.

**Martha Lollis called for a motion to officially adjourn the Annual Meeting. Steve Kankus made the motion. Pat Dailey seconded. Unanimously approved. Annual Meeting adjourned at approximately 7:35pm.**

Pat Dailey called the January business meeting to order.

**Election of New Officers:** Pat Dailey presented the slate of officers.

President – Bethanne Piper

Vice-President – Janet Agostini

Secretary – Martha Fiacchi

Treasurer – Pat Dailey

**Pat asked for a motion to approve the slate. Katie Reilly made the motion. Shawn Gillen-Caryl seconded. New officers unanimously approved.**

**Secretary's Report:** Minutes from December not available at this time.

**Bethanne Piper proposed an informal meeting to help the new board get acquainted and sort out committees. She called for a motion to add meetings on July 9<sup>th</sup> and August 6<sup>th</sup> to the board schedule to keep momentum moving forward over the summer and for one date, October 8<sup>th</sup> to be corrected on the schedule. Motion made by Martha Fiacchi. Shawn Gillen-Caryl seconded. Changes unanimously approved.**

Bethanne also proposed changes to the Development and Nominating committees to better reflect their objectives. “Community Development” and “Nominating and Sustainability” committees will be discussed further at future meetings. She would also like to explore expanding the board, possibly to twelve members.

### **Committee Reports:**

**Friends of MFL:** Michele Merwarth reported. The Friends met January 22, 2020. The Friends donated \$3,500 to the library for a new Fax machine. The Friends also read shelves to help locate missing books for the library. They will sponsor a raffle in February for Library Lover’s Month for two tickets for The Rosamond Gifford Lecture Series featuring author Paula McLain. They will also be hand making book page paper roses. The Friend’s next meeting is February 26<sup>th</sup>, 2020. Ryan Novak from Chocolate Pizza Company will be presenting.

**Development Committee:** Martha Lollis reported. The Annual Fund Drive has been a success. 400 letters went out and we have received \$18,325 in donations which exceeds last year’s drive. The average donation was \$103. Martha thanked the board for their work on handwritten notes in the letters and for the 150 thank you notes that were sent out.

Martha also gave an overview of the Spring Fundraising Dinner for the new Trustees. A meeting will be convened soon to start planning for this year’s dinner.

**Building and Maintenance:** Jake Widrick reported. The Friends purchased a new Fax machine for the library. It has wireless printing and scan to email capabilities. In December, the library got rid of its landline and changed to VOIP. This appears to interfere with the security system, so the landline will need to be replaced. The construction documents for the new multi-use room should be in within a week or two. These will be used to obtain RFP from various builders. There will also be an interior designer involved which will cost about \$1500.

**Treasurer/Finance:** Pat Dailey reported. 2019 concluded favorable to the budget.

Martha Lollis gave an overview of the use of our investment funds.

**Pat Dailey asked for a motion to approve the checks report. Katie Rielly made the motion. Shawn Gillen-Caryl seconded. Check report unanimously approved.**

**New Business:**

Approval of the Annual Report.

**Bethanne Piper asked to a motion to approve the Annual Report. Pat Dailey made a motion to allow Jake to submit the report prior to its February 12<sup>th</sup> due date, subject to the review of the Treasurer with changes, if any, communicated to the entire board. Katie Reilly made the motion. Shawn Gillen-Caryl seconded. Annual Report unanimously approved, subject to Pat Dailey review.**

**Director's Report:** Jake Widrick reported. OCPL is reviewing Polaris for ILS. Jill Hurst-Wahl is the new president of the OCPL Board of Trustees. More and more OCPL libraries are going fine free. There is a system-wide trustee training session this spring, open to all board members.

**Adjournment:** Bethanne Piper asked for a motion to adjourn the meeting. Pat Dailey made the motion. It was seconded by Deb Abbott and unanimously approved. Meeting adjourned at 8:52 pm.

The next meeting will be Thursday March 5<sup>th</sup>, 2020 at 7pm.

Respectfully submitted,

Debra Abbott