



Marcellus Free Library
ANNUAL MEETING
Meeting Minutes JANUARY 25, 2024—6:00 PM

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

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

Meeting Called to Order by Kathryn Dennis at 6:05 PM.

Additions/Changes to Agenda. No changes or additions

Review and Approval of Minutes from December 14, 2023. Motion to approve December minutes made by Dennis Robillard. Seconded by Michelle Hubbard. Minutes approved unanimously.

Director's Annual Report.

- 2023 was a prosperous year for the MFL – the annual fund drive brought in \$16,920; Memorial Bricks brought in \$6,730; other donations, bequests and memorials totaled \$36,745.
- Total checkouts equaled 103, 674 (not counting Libby), which is 10% higher than 2022.
- 36,585 total visits in foot traffic
- Overall, there was a 10% increase in borrowing and Libby (our digital online catalog) saw a 44% increase in usage from 2022. There were 6% more physical materials checked out in 2023 than in 2022.
- New library cards count is down 18%. This may be attributed to the Pandemic; 2022 was the first year first graders were invited back to get cards.
- With the addition of our Adult Services Librarian, Thomas, adult program offerings grew significantly, with a total of 139 library programs for adult and senior populations.
- The library partnered with Parks & Recreation and offered 98 exercise classes.
- How patrons spent their time at the library:
 - Libby and Hoopla trending up
 - 30% increase in printing and photocopying
 - Program participation: early childhood number is high due to having to count the parents
- How we serve: The front desk fielded 5,592 reference questions. Room usage: Community Room (518), Teen/Games Room (251), Study Room (97), J FIC (104), Martha Lollis Media Room (280)



Committee Reports

Friends:

- A Friends meeting was held today, 1/25/24. The meeting was well attended; around 12-15 members.
- Annual Basket Raffle – Friends are going to try to get an early start on asking for sponsorships and are going to try to approach more of the big box stores
- Library Volunteer Day followed today's meeting and volunteers helped to take down winter decorations and put up Valentine's Day theme decor.
- February 7th is Library Advocacy Day and Friends will be distributing "How to be an Advocate" flyers. A similar message will be emailed to the Friends' membership and promoted on social media.
- Ann Ferro will be doing a writing program on Saturday, February 10th, "Finding Your Voice – Writing from Who You Are or Want to Be"
- Former Mayor John Curtain will be speaking at the next Friends meeting on February 22nd

Nominations Committee:

- On January 13th, the Nominations Committee and Sophia met with Guy Donahoe to review his application to join the board of trustees. We invited Guy to the meeting this evening and will vote on him becoming a Trustee later in the agenda. Guy is a local architect and will be a great resource for the library's building and maintenance issues.

Buildings and Maintenance Committee:

- Shane made contact with a new electrician (Keith Spencer). He will be getting back to her with a quote about an outlet for outside (possibly a pedestal for the Amphitheater or and outlet on the outside of the building, which would be less expensive.
- Jeremy has still not gotten back to Shane. What can be done to get his attention? Shane will ask that he please put her in direct touch with his suppliers.
- We need to make decisions about the outside furniture. Shane will send around links. We know we want 3-sided, bolted down tables with one open side. Plus, tables along the sitting wall.
- Furniture and electrical work should be paid with grant money, not matching funds.
- Cracks: Jamie Sprague proposed that we fix one and see what happens. With Guy on board, he will take a look.
- Leak over front door was a build up of leaves; an easy fix.

Development Committee:

- In late November our annual fund letter was mailed out. YTD, donations are just over \$16,000. The average donation is \$120. Totals YTD are slightly below the 2023 number of \$16,900.



Finance Committee:

2023 highlights include:

- Operating results were positive to the budget by approximately \$69,000 (this excludes NYS restricted grant). Contributing to this result was Sophia's parental leave, which provide a net positive to the budget's payroll categories, reduction in the use of Steve Kankus' consulting services in 2023, and generous bequests from the Amidon family and others.
- Completed Creekwalk Project
- Multiple successful public events benefitted the library financially and created community awareness. Events include: Pour with a Purpose at Riseform, Creekwalk Reveal, the Summer Reading Program and the Holiday Open House.

2024 highlights include:

- Majority of our revenue continues to be from the tax levy
- Bequests from June Ast, as well as the Cummings family
- The 2024 budget is reflective of the strategic plan designed and adopted with the help of Steve Kankus.
- The library continues to operation in a financially stable position.

Personnel/Policies Committee:

- New Employee Handbook has been produced with the assistance of HR1. They have been a great resource for Sophia and the library.

New Business

- **Vote on new Board Trustees**
 - Motion to vote on Guy Donahoe joining the board made by Shane Ventura. Motion seconded by Dennis Robillard. Motion unanimously approved.
 - Welcome Guy Donahoe to the Board of Trustees
- **Questions/Comments from the Public.** No questions or comments from the public
- **Other Business.** None
- **Adjournment.** Motion to adjourn meeting made by Michelle Hubbard. Motion seconded by Jeremy Pellizzari. Motion unanimously approved. Meeting adjourned at 6:49 PM.

Minutes recorded by: Mary Drabot



Marcellus Free Library
Board of Trustees' Meeting
Meeting Minutes JANUARY 25, 2024—7:00 PM

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

Also present: Sophia Brandt (Director)

Meeting Called to Order by Kathryn Dennis at 7:02 PM.

Additions/Changes to Agenda. None

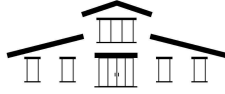
Director's Report.

Highlights include:

- There a few details to work out but young kids will be allowed to use the Teen Room. With the addition of the TV, the room grew in popularity.
- The library has been awarded a grant to begin offering remote delivery of programs and services to homebound patrons, daycares, nursery schools and apartment complexes in the MCSD service area. This service will be on a monthly basis.
- The Museum/Park Pass collection has been extremely popular. Social media posts about the passes have garnered the most hits of any social media posting.
- Jenna, the grad student Page, has been promoted to Library Trainee. This will help her in her goal of completing her SUNY Buffalo's online Masters program for ILS.

New Business

- Discussion and Vote on New Officers:
 - Motion to vote Jeremy Pellizzari in as Treasurer made by Mary Drabot. Seconded by Shane Ventura. Motion for Jeremy as Treasurer approved unanimously.
 - Shane has decided to step down as Vice President due to her current schedule. Motion to vote in Dennis Robillard as Vice President made by Shane Ventura. Seconded by Michelle Hubbard. Motion for Dennis as Vice President approved unanimously.
 - Motion to vote in Mary Drabot as Secretary made by Kathryn Dennis. Seconded by Guy Donahoe. Motion to vote in Mary as Secretary approved unanimously.
- Discussion and Vote on Committee Membership:



- o Motion to approve changes to committee members made by Shane Ventura. Seconded by Guy Donahoe. Motion to approve changes to committee members approve unanimously.
 - Nominating Committee members: Mary Drabot (Chair), Jeremy Pellizzari
 - Building & Maintenance members: Shane Ventura (Chair), Guy Donahoe
 - Finance Committee members: Jeremy Pellizzari (Chair), Dennis Robillard
 - Personnel & Policy Committee members: Michelle Hubbard (Chair), Shane Ventura
 - Development Committee members: Dennis Robillard (Chair), Mary Drabot

- o Addition of Jeremy as a signer on Tompkin Financial Account - All in agreement to add Jeremy as a signer. Minutes to be sent to Tompkins as proof of Jeremy's eligibility to become a signer.

- o Discussion and Vote on Levy Increase – tabled until March meeting.

- o Updated Employee Handbook Review and Discussion. More info has been added for more compliance to NYS law. Previous handbook was put together by a previous board. An HR professional was involved with the creation of the new handbook. HR1 comes in to review with Staff and answers any questions (not Sophia). (Trustees agreed that a vote will be taken at the March meeting. There will give everyone time to digest the updates and new information added to the handbook).

Strategic Plan Update

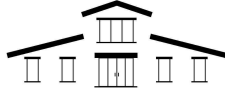
- o **Many strategic goals have been achieved.**

Questions/Comments from the Public. None

Other Business. None

Adjournment. Motion to adjourn meeting made by Dennis Robillard. Motion seconded by Shane Ventura. Motion to adjourn unanimously approved. Meeting adjourned at 7:55 PM.

Minutes recorded by: Mary Drabot



**Marcellus Free Library
Board of Trustees' Ad Hoc Meeting
Meeting Minutes FEBRUARY 13, 2024—6:00 PM**

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

Also present: Sophia Brandt (Director)

Meeting Call to Order by Kathryn Dennis at 6:01PM

Additions/Changes to Agenda: none

Old Business

- Discussion and Vote on Tax Levy Increase – after reviewing historical tax levy information, Trustees voted on the amount to increase the library tax levy in 2024:

Vote: Shane Ventura 2.8%
Michelle Hubbard 2.8%
Dennis Robillard 2.8%
Jeremy Pellizzari 2.8%
Guy Donahoe 2.8%
Mary Drabot 2.8%
Kathryn Dennis 2.8%

Unanimously approved to ask for a tax levy increase of 2.8% in 2024.

Questions/Comments from the Public: none

Adjournment. Motion to adjourn meeting made by Dennis Robillard. Seconded by Shane Ventura. Motion to adjourn unanimously approved. Meeting adjourned at 6:13 PM.

Minutes recorded by: Mary Drabot

Next Board Meeting Date – Thursday, March 7, 2024