

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

**Meeting Minutes of November 7, 2019**

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

**Also present:** Jake Widrick (MFL Director), Michele Merwarth (MFL Friends President), Shawn Gillen-Caryl, Janet Agostini, Katie Cook

**Call to order and approval of Agenda:** Meeting was called to order at 7:00 pm by Martha Lollis. The agenda was amended to include a vote per Jake and the Nomination report was moved up to follow the Friends report.

**I. Secretary's Report:** Martha Lollis asked for a motion to approve the minutes from the October 10, 2019 meeting. Rachel Hendricks motioned. Bethanne Piper seconded. Minutes were unanimously approved.

**II. Director's Report:** Jake Widrick reported. OPCL has a new patron code that allows for veterans and active military to go fine free. May expand to kids in the future. Census kiosk to be installed with access to an online portal. Governor Cuomo signed into law 90/10 construction aid funding for economically disadvantaged communities. This will probably not include Marcellus. OCPL is expected to announce their new Director next Wednesday. Security cameras to be installed 11/18/19. Fascia renovation completed on 11/5/19. LED lights will be installed in the lobby. Andrew Aupperle will get us a scissor lift. Tech kits are going out. Jake listed community groups who use the library outside of normal business hours. Robin and Jake will be attending NYLA in Saratoga later this week. Jake would like to register for PLA in Nashville.

**III. Friends of MFL:** Michele Merwarth reported. The Friends met October 23<sup>rd</sup>, 2019. The Fall Book Sale made \$2082. Special Friend of the Library Award was presented to Linda Greenfield to thank her for her service to the library. Next meeting is December 4, 2019 to decorate the library for the holidays.

**IV. Committee Reports:**

**Building and Maintenance:** Gary Germain reported. Jake and Gary have been brainstorming ideas to gain storage space in the library. The idea of extending the upstairs landing to make a multi-use room and to access space above the ladies room was discussed. Martha asked if the closure policy was posted. Jake confirmed it is posted at the desk and on the website.

**Development:** Deb Abbott and Martha Lollis reported.

- Annual Fund Drive progress

Martha reviewed the letter writing process we used last year. Letters will be copied next week. Starting Wednesday, the letter writing station will be set up in the office. Each Trustee will be responsible for at least 50 letters. Posters will be displayed for “walk ins”. Envelopes will be made available for walk in donations in the hope we can add more addresses to our mailing list.

- Memorials/Bequests

Martha wrote an article about memorial gifts for the November newsletter.

**Treasurer/Finance:** Jake Widrick reported.

- Financial Report

The Library’s operations remain favorable to the budget.

- Presentation of the 2020 Budget 2<sup>nd</sup> draft

Jake Widrick led the Board through the budget draft. Martha Lollis asked about category breakdowns. Jake will send out one more updated version before the December vote.

**Personnel / Policy:** Rachel Hendricks reported.

- Vote on Policies

**Martha Lollis asked for a motion to accept the Use of Security Cameras Policy. Katie Reilly made the motion. Steve Kankus seconded. Unanimously approved.**

**Martha Lollis asked for a motion to accept the Meeting Room Use Policy. Rachel Hendricks made the motion. Deb Abbott seconded. Unanimously approved.**

- Discussion of Claims Audit Policy

Martha Lollis led discussion. The Claims Audit Policy serves to inform Board Members about what is being spent and to guard against fraud. It was agreed that the list of expenses should be made available before meetings, the bills available for viewing at the meetings and an approval vote held during the financial report. Martha will rewrite policy and we will vote on it next month.

**Nominations Committee:** Steve Kankus reported. Steve introduced the potential board nominees who were guests at tonight's meeting. He explained the imminent transition as we have four members whose terms are expiring. We will revisit in December.

**New Business:**

- Annual Meeting Plans

Martha Lollis reported. The Annual Meeting will be held January 30<sup>th</sup>, 2020. The keynote will be Mark Wildman, Director of CLRC.

**V. Adjournment:** Martha Lollis asked for a motion to adjourn the meeting. Rachel Hendricks made the motion. It was seconded by Deb Abbott and unanimously approved. Meeting adjourned at 9:30 pm.

The next meeting will be Thursday December 5<sup>th</sup>, 2019 at 7pm.

Respectfully submitted,

Debra Abbott