

## Marcellus Free Library (MFL) Board of Trustees

### Meeting Minutes of November 1, 2018

**Board members present:** Martha Lollis, Rachel Hendricks, Katie Reilly, Kyle Tierney, Deb Abbott. Steve Kankus, Pat Dailey (via conference call)

**Also present:** Jake Widrick (MFL Director) Audrey Kearney (MFL Friends President)

**Call to order and approval of Agenda:** Meeting was called to order at 7:00 by Martha Lollis. There were no changes to the agenda.

- I. **Secretary's Report:** Martha Lollis asked for a motion to approve the minutes from the October 6 meeting. Katie Reilly moved. Deb Abbott seconded. Minutes were unanimously approved without revision
  
- II. **Information Session on Development:** Beth Lynn Hoey, Director of Development, Francis House gave a presentation on how to build an effective development strategy. She stressed building relationships over money. Fundraising should arise from the strategic plan of the organization, not the other way around. Fundraising appeals should center on "you" (the donor) rather than "we" (the recipients). Beth gave many hints on how to turn the library fund raising efforts into a more personalized and, hopefully, even more effective endeavor.
  
- III. **Friends of MFL:** Audrey Kearney reported. The Friends met on October 28th, 2018. They hosted Edward Kochian from the OCPL Board of Directors who gave a behind the scenes look at the Rosamond Gifford Lecture Series. The Friends prepared for the Fall Book Sale. A "Special Friend" award was given to Joan Wieder for her services to the library. More Christmas decorations will be purchased and added to the decorations that will go up at the November 28<sup>th</sup> meeting. Martha Lollis took a moment to thank the Friends on behalf of the Board for the donation of the bike racks and repair station installed this month.

### **III. Committee Reports:**

**Director's Report:** Jake Widrick reported. The parking lot is completed. Jake is very pleased with the results and is receiving many positive reports from our patrons. There is some progress on the OCPL Director search. The library will stay open throughout the Fall Book Sale. This will be a good way to gauge patrons' interest in extended hours going forward. Open House is scheduled for November 30<sup>th</sup>. The Library will be open from 9am-8pm to coincide with the

Village tree lighting and celebration. The *Giving Thanks* story walk at Baltimore Woods will be in place throughout November. The library is planning a community read project with Baltimore Woods in January using the book *Nature's Quiet Conversations* by John Weeks

**Building and Maintenance:** Jake Widrick reported. Jake reiterated that the parking lot project is being received very positively.

**Treasurer/Finance:** Pat Dailey reported. The Library's operations remain within budget in totality through the month of October.

There was a discussion about the tax levy. It was decided that in order to better align the Library's receipt of the tax levy with the its fiscal year for budgeting purposes, the Library will not begin using the income from the tax levy received in mid-October until the beginning of the coming fiscal year (January 1, 2019).

**Martha Lollis asked for a motion reserving the right to ask for a tax levy that exceeds the tax cap if needed in the future. Rachel Hendricks made the motion. Katie Reilley seconded. Motion unanimously approved.**

**Martha Lollis asked for a motion to approve the amendment to the purchasing policy discussed last month. The wording will be changed to specify that purchases over \$2000/invoice should be subject to approval and that purchases \$2000-\$7000/ invoice should require approval by the President and Treasurer. Steve Kankus made the motion. Rachel Hendricks seconded. Motion unanimously approved.**

Jake Widrick presented the draft of the 2019 budget. Martha encouraged close examination and reflection as we prepare to vote on the budget next month. **Action Item: All Board members to review budget draft for vote in December.**

**Personnel / Policy:** Rachel Hendricks reported. The Committee is still reviewing policies for discussion next month.

**Bylaws Committee:** Steve Kankus reported. Steve presented a chart that he made to outline what bylaws should be reviewed, what issues are evident and exemplars from NYS Library Trustee Handbook. We will revisit this next month.

**Development:** Martha Lollis led discussion on whether we should proceed with the MFL fund drive using its traditional schedule or postpone the drive to the spring as discussed last month. After listening to Beth Hoey's presentation, it was agreed that there were many solid reasons given to keep doing the drive at the end of the year and not in the spring. The Development Committee will meet to see if there is still time to get the fund drive letter out in time.

Discussion of the Spring Dinner is tabled until a future meeting.

**Old Business:** Discussions as to Nominating Committee/ Board Membership and the Annual Meeting Format will be addressed at a future meeting.

**New Business:** No new business

**IV. Adjournment:** Rachel Hendricks made a motion to adjourn the meeting. It was seconded by Deb Abbott and unanimously approved. Meeting adjourned at 9:14pm.

Next meeting will be December 6th, 2018 at 7pm.

Respectfully submitted,

Debra Abbott