

Marcellus Free Library (MFL) Board of Trustees

Meeting Minutes of December 6, 2018

Board members present: Martha Lollis, Rachel Hendricks, Katie Reilly, Kyle Tierney, Deb Abbott. Steve Kankus

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

Call to order and approval of Agenda: Meeting was called to order at 7:02 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 November 1 meeting. Steve Kankus moved. Rachel Hendricks seconded. Minutes were unanimously approved without revision.

- II. **Friends of MFL:** Audrey Kearney reported. The Friends met on November 28, 2018. The library was decorated for the holiday season. There was a festive holiday luncheon. Ann Ferro has donated a quilt to be raffled off with tickets to be sold throughout the month of January. The Fall Book Sale brought in \$2,180, which was more than last year's sale. Membership stands at 143. Next meeting will be January 23, 2019 and the Friends will be reading shelves.

III. Committee Reports:

Director's Report: Jake Widrick reported. OCPL has hired Amanda Schiavulli as its new member liaison. Onondaga County has posted more Civil Service exams, including Librarian IV which will be a Department Head position. Interlibrary loan deliveries are still hard to predict. In the near future, lightbulbs will be changed out to LED bulbs. A lift will be rented for the foyer bulbs. Jake is looking into quotes for interior and exterior painting to be done in the next 18 months. The Holiday Open House was a success. The Storywalk at Baltimore Woods was taken down for the season, but generated very positive reviews, so three others are planned for next year. The Library will be teaming with Baltimore Woods over the winter for a community read of John Week's *Nature's Quiet Conversations*. The Library will procure some of Mr. Week's paintings to display. On Thursday, December 13, the library will host an art show from 6-7 to display work done during Stephanie Moncavage's "Awesome Art" classes. Year-end stats will be compiled soon. We are trending up in library visits and down in overall circulation.

Building and Maintenance: Jake Widrick and Martha Lollis reported. Lights for the parking lot have been delivered and will be installed soon. The parking lot book drop is working well with lots of returns.

Treasurer/Finance: Martha Lollis reported. The Library's operations remain within budget in totality through the month of November. Martha asked for questions about the proposed budget for 2019. There were none.

Martha Lollis called for a motion to approve the proposed budget for 2109. Deb Abbott made the motion. Katie Reilly seconded. 2019 Budget approved unanimously.

Personnel / Policy: Rachel Hendricks reported. The wording of Paid Time Off policy needs to be reworked. Rachel will forward changes for vote in advance of the next meeting. Martha Lollis suggested Board members research Baldwinsville, Jamesville/Dewitt and Liverpool for policy examples.

Bylaws Committee: Steve Kankus reported. Changes were discussed and will be voted on at next meeting. **Copies of Bylaw Review charts are attached to these minutes.**

Development: Martha Lollis reported. The Fund Drive process went very well. Returns are already coming in. Our next step will be to develop a mailing list to better serve our needs. An option for online donations needs to be developed. We discussed renewing a "Circle of Giving/Giving Tree" effort.

The Board would like to do another Fund/Friend raising dinner this spring, possibly in April, Board members are asked to investigate ideas for venues and themes for the next meeting.

Old Business:

Nomination Committee/Board Membership: Jake reports that some applications for Board membership have been submitted. It was decided that we should look at the donor list for possible recruits.

Martha talked about the Annual Meeting. We discussed a new framework for the meeting to include more community members.

Action Item—Board members are asked to think of groups to be invited to the Annual Meeting on January 24th.

New Business: The Board reviewed the proposed 2019 holiday schedule for the library. The schedule has the same number of days off as 2018.

Martha Lollis asked for a motion to approve the holiday schedule. Steve Kankus made the motion. Katie Reilly seconded. Five votes in favor. One vote opposed. 2019 Holiday schedule approved.

Martha Lollis proposed doing a survey to check public opinion about adjusting dates in the future.

IV. Adjournment: Martha Lollis asked for a motion to adjourn the meeting. Rachel Hendricks made the motion. It was seconded by Kyle Tierney and unanimously approved. Meeting adjourned at 9:05pm.

Next meeting will be January 24, 2019 at 7pm.

Respectfully submitted,

Debra Abbott