

December 7, 2017

Marcellus Free Library (MFL) Board of Trustees
Meeting Minutes

(Please note that all motions are highlighted in yellow.)

Board members present: Rachel Lewis (President), Kristin Stuart (Vice president), Martha Lollis (Treasurer), Ann Ferro, Rachel Hendricks,

Also present: Jacob Widrick (MFL Director), Audrey Kearney (Friends of MFL representative), Pat Dailey, Katie Riley

Call to Order & Approval of Agenda: The meeting was called to order at 7:03 pm, and its agenda approved. There were no conflicts of interest reported.

I. Secretary's Report: As there were no changes to the meeting minutes of November 2, 2017, Kristin Stuart motioned to accept them, Rachel Hendricks seconded the motion, and they were unanimously approved.

* Rachel Lewis, on behalf of the Nominating committee, introduced Pat Dailey and Kate Riley as potential candidates for joining the MFL Board of Trustees. They each also gave informative, entertaining, and historical introductions of themselves, highlighting their previous volunteer and work experience, as it may pertain to the Board roles they are proposed to fill on the finance and development committees, respectively.

II. Friends of The MFL: Audrey Kearney reported on the Friends' events of October, mentioning that the Books in gift giving condition are for sale in the lobby. Also in the Lobby, the Friends are hosting a new Quilt Raffle. Thank you to the Friends' continued financial support of the library!

III. Treasurer/Finance Committee: Martha Lollis, Treasurer, presented the financial report including income, expenses, and MFL account balances for the month ending Oct. 31, 2017. The Finance committee has been hard at work this year re-organizing and editing the budget, in the process adding more lines to help clarify details. They have added a column indicating "% of Budget used", which has proved very helpful in perspectivizing each lines current usage. Jake briefed our new guests on the monies that have been reduced to lower the 2018 budget. FICA and health insurance were included, as they were somehow budgetarily overlooked last year. The tax levy has already been deposited, earlier this year than last. After reviewing the proposed 2018 budget for months, Rachel Lewis made a motion to accept it, Ann Ferro seconded the motion, and it was unanimously approved.

Martha proposed other topics as well:

- auto insurance for library employees conducting MFL business using their vehicles.
- An umbrella Policy of \$457 to add \$1 million to our current MFL insurance coverage.

- Donation policy- This document details procedures regarding various gifts, both monetary and actual items, and the specific procedures for collecting and storing said gifts. After some discussion and deliberation, Ann Ferro moved to approve the Donation Policy, Rachel Hendrick's seconded the motion, and it was unanimously approved.

IV. Building and Maintenance: Jake has been working closely with Joe Durand on the planning of the new parking lot. Other than confirming that State library funds will most likely (99% sure!) contribute 75% of cost, Jake had nothing new to report.

V. Personnel: In light of Amanda Perrine leaving MFL and her position of Assistant Director, the committee gave Jake the task of identifying staffing needs of MFL before hiring a new assistant.

VI. Development: Ann Ferro reported that the Fund Drive has been mailed and is already in its first week seeing an onslaught of donations. Rachel Lewis proposed a Thank You publication available to all donors at the close of the Fund Drive, possibly highlighting various categories of giving, just like private schools often do. Anne also reported that Steve Kankus is working on a postcard addressed to "current resident" with an MFL survey to acquire contact info, with the goal of including more citizens in newsletter distribution and solicitations. Deb Abbott and Ann are working on foyer signage to honor someone as another fundraising source. Also, in the works is a Dinner Fundraiser. New developments include 2 Italian musicians, a chef to teach cooking lessons, pies with Ann Yuhas, and a live auction. Date TBA.

VII. Nominating: Rachel Lewis, on behalf of the nominating committee, moved to add Pat Dailey and Katie Riley to our Board of trustees. Ann seconded the motion, and it was unanimously approved. The Slate of officers is planned to be voted on at the annual meeting on Thursday, 1/25/2018.

VIII. Director's Report Jake Widrick presented his report, including a note that staff and volunteers have stepped up in light of the absence of an assistant director. A lengthy discussion about library closing dates ensued. We would like to ensure that on days when MFL is open on days the Marcellus school district is closed, that we work closely with the school so students can take advantage of library programming. The 2018 Holiday Schedule is as follows:

Closed

- January 1 (Monday) - New Year's Day
- April 1 (Sunday) - Easter
- May 26, 27, 28 (Sat, Sun, Mon) - Memorial Day Weekend
- July 4 (Wed) - Independence Day

- September 1, 2, 3 (Sat, Sun, Mon) - Labor Day Weekend
- November 21 (Wed) - Closing @ 5:00
- November 22 (Thu) – Thanksgiving
- November 23 – Black Friday
- December 24 & 25 (Mon, Tues) – Christmas Eve/Christmas
- December 31 (Mon) - New Year's Eve

Open

- January 15 (Monday) - Martin Luther King, Jr. Day – Special hours: 9-5
- February 19 (Monday) - Presidents' Day – Special hours: 9-5
- May 13 (Sunday)- Mother's Day
- October 8 (Mon) - Columbus Day – Special hours: 9-5

Ann made a motion to approve the scheduled closings for 2018 as presented by Jake, Rachel Lewis seconded, and the motion was unanimously approved. Please see Jake's Director's report for more info on OCPL and MFL updates, as well as staff and programming updates.

Adjournment: As there appeared to be no other business to be brought before the Board, Rachel Hendricks made a motion to adjourn the meeting. Martha Lollis seconded the motion. The motion was unanimously approved, and the meeting adjourned at 9:00 p.m., on the nose!

(Submitted by Kristin Stuart for Deb Abbott)