

Marcellus Free Library (MFL) Board of Trustees

Meeting Minutes of April 5, 2018

Board members present: Martha Lollis, Stephen Kankus, Debra Abbott, Patrick Dailey, Rachel Hendricks, Kyle Tierney

Also present: Jake Widrick (MFL Director), Audrey Kearney (MFL Friends President) Sara Randolph (MFL staff)

Call to order and approval of Agenda: Meeting called to order by Martha Lollis at 7:02pm. There were no additions to the agenda.

Dick Thompson, local solar energy enthusiast gave the Board an overview of the MFL solar energy system. We have a 72 panel “Sunpower” system that was installed and approved in 2009. The system offsets approximately 20% of our energy consumption and offers a host of reports that can be accessed online.

- I. **Secretary’s Report:** There were no changes to the minutes from the March 1, 2018 meeting.

Martha Lollis asked for a motion to accept the minutes. Steve Kankus moved to accept them. Kyle Tierney seconded. Minutes were unanimously approved without revision.

- II. **Friends of MFL:** Audrey Kearney reported. The Friends last met on March 28, 2018. Jake Widrick hosted a “Golden Girls” trivia competition. The Friends will assemble gift baskets at their next meeting. There are currently 128 member in the Friends, they are trying to get 150 members. Several members of the Friends attended a NYLA Webinar conference at OCPL on March 20th. There will be a celebration of the 10th anniversary for the “new” library building on May 5th.

III. Committee Reports:

Treasurer/Finance: Pat Dailey reported. MFL is looking for a new, part-time book keeper. The Board discussed outsourcing vs. hiring an internal book keeper. The Finance Committee will meet to review the needs and scope of the position as well as questions to ask at interviews.

Building and Maintenance: Jake Widrick reported. He gave a detailed report on the parking lot project. The new lot will have 16 spaces and a book drop which

will be donated by the Friends. MFL has applied for a grant from the NYS Division of Library Development (DLD) to cover the majority of the cost of the project and is reaching out to other local foundations for the remainder of the funding. Work will be done by Siteworks.

Personnel: Rachel Hendricks reported. Rachel reviewed the new employee handbook and paid time off policy.

Martha Lollis asked for a motion to approve the new handbook effective May 1, 2018. Pat Dailey moved. Rachel Hendricks seconded. Motion was unanimously approved.

Development: Martha Lollis reported for Ann Ferro. Fundraising/community building dinner is slated for April 7, 2018. Martha asked for someone to volunteer to take pictures. Deb Abbott volunteered. Martha also suggested that there should be a short survey offered to participants as a form of assessment.

Director's Report: Jake Widrick reported. May 5, 2018 is the 10th anniversary of the "new" library building. There will be a celebration from 11am-2pm on that Saturday. There is a new copier and two new printers for patrons and staff. Jake sent a letter to the school district requesting to be on the ballot in May. Jake also introduced Sara Randolph to the Board. Sara is the newest full time MFL employee in charge of digital services.

Old Business: Martha gave the Board a summary of the book *Winning Elections and Influencing Politician* and make a handout for the Board to review. She suggested we collect data such as statistics from our annual report, lists of library programs and examples of cost containment for talking points to advocate for the library. Board members should email Martha or Jake with additional ideas.

Martha proposed an ad hoc committee to review bylaws. The Executive Board will do this.

Martha also shared a new list of committee descriptions. The descriptions have been formatted so that they are more uniform. In the past they were submitted by different people and were not uniform.

New Business: No new business

IV. Adjournment: Martha Lollis asked for a motion to adjourn. Motion was offered by Deb Abbott, seconded by Rachel Hendricks and unanimously approved.

Meeting adjourned at 9:10pm. The next meeting will be May 3, 2018 at 7pm.

Respectfully submitted,
Debra Abbott