

Marcellus Free Library (MFL) Board of Trustees

Meeting Minutes of May 2, 2019

Board members present: Martha Lollis, Deb Abbott, Pat Dailey, Beth Piper, Gary Germain, Steve Kankus, Katie Reilly

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

Call to order and approval of Agenda: Meeting was called to order at 7:03pm 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 April 4, 2019 meeting. Pat Dailey moved. Katie Reilly seconded. Minutes were unanimously approved.

II. Friends of MFL: Audrey Kearney reported. The Friends met on May 2, 2019. They assembled 23 baskets for the raffle. The Friends presented the library staff with a flower arrangement for National Library Worker's Day on April 9, 2019. The disposal of old laptops was discussed. Planning for the Olde Home Days Book Sale are well underway. A rocking chair was purchased by the Friends in memory of Jane Amidon. A plaque will be added. The Friends membership is up to 162 at this time. There is another NYLA webinar for interested members to attend. The Friends Facebook page is up and has 49 followers. The Friends' next meeting is May 22nd, 2019.

III. Director's Report: Jake Widrick reported. OCPL offered the Executive Director position to one of the candidates, but that candidate turned it down. They will begin a new search. OCPL will be evaluating new ILL systems this summer/fall. The Library will be closing early on May 9th, 2019 for mandated sexual harassment training. A fire inspection lead to replacement of three extinguishers. The Tax Levy vote is Tuesday, May 21st. May was very busy with programming, including Spring Break activities. A new Story Walk at Baltimore Woods will be installed on Tuesday. The book *The Big Woods Orchestra* will be available for viewing for a month. This was sponsored by the Martisco Lions Club. Staff will be going to Power Point and Excel classes given by the County. Jake showed a sample of a library data sheet that will be used in preparation for the strategic planning process. Pat Dailey asked to include stats on Overdrive usage. Steve Kankus asked to add an age breakdown of the data. Martha Lollis suggested adding programming data. Staff has been doing informal usage surveys and walk arounds. Jake finished with a quick summary of Overdrive, Hoopla and Libby.

IV. Committee Reports:

Bylaws: Steve Kankus reported. He reviewed proposed changes to vote on at the next meeting and some changes that he will research for future revisions. Steve will look at the charter.

Building and Maintenance: Gary Germain reported. There will be some landscaping changes this spring, including a raised bed garden for summer programming. The work will cost about \$2500. Blue Rock Energy did an energy audit for LED lights for the library. Gary will have a proposal for the next meeting. A retrofit would cost approximately \$20,434 (with hopefully a 75% reimbursement) Energy saving could be \$3,300/year and maintenance savings could be \$1,299/year. Replacement could cost 2-3 times more than retrofitting. NYSEG also has grants available. Jake will check on process. Gary will explore competitive bids.

Development: Deb Abbott and Martha Lollis reported. The committee met Monday and finalized plans for the “Books and Brews” dinner on May 4th. We have 78 reservations and sold out very quickly. We have 10 experiences for the Silent Auction. Paulette Quinn will be in charge of decorations. Martha Lollis donated the beer tasting glasses. Rachel Lewis donated cookies from Biscotti’s for dessert. Set up will start at 3pm. All members were invited to come help set up. Martha is working on an assessment tool.

Treasurer/Finance: Pat Dailey reported. The Library’s operations remain favorable to the budget.

Personnel / Policy: Martha Lollis reported. She reviewed the Patron Confidentiality, Copyright and Exhibit Spaces and Bulletin Board policies.

Action Item: Board members should review revisions for vote at the next meeting.

New Business:

- Technology Support Option: Jake Widrick reported. Jake will wrap tech updates into a grant proposal.

Martha Lollis asked for a motion to authorize Jake to submit a DLD grant to include LED, security and networking infrastructure. Pat Dailey made the motion. Steve Kankus seconded it. Unanimously approved.

- Introduction to Planning for Planning: Jake Widrick reported. He reviewed an outline for the strategic planning process.

Action Item: Martha Lollis asked for Board members to give dates they are not available so that we can schedule a half day workshop.

V. Adjournment: Martha Lollis asked for a motion to adjourn the meeting. Deb Abbott made the motion. It was seconded by Beth Piper and unanimously approved. Meeting adjourned at 8:38pm.

The next meeting will be Thursday June 6th, 2019 at 7pm.

Respectfully submitted,

Debra Abbott