

## **Marcellus Free Library (MFL) Board of Trustees**

### **Meeting Minutes of May 3, 2018**

**Board members present:** Martha Lollis, Stephen Kankus, Debra Abbott, Patrick Dailey, Ann Ferro, Katie Reilly

**Also present:** Jake Widrick (MFL Director), Gloria Weeks (MFL Friends) Cheryl Ferris, Stephanie Moncavage (MFL staff)

**Call to order and approval of Agenda:** Meeting called to order by Martha Lollis at 7:02pm. Martha asked for the bylaw discussion to be moved to Committee reports.

- I. **Secretary's Report:** There were no changes to the minutes from the April 5, 2018 meeting.

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

Cheryl Ferris and Stephanie Moncavage gave a detailed report on the MFL Summer Reading Program. This year's theme will be "Explore and Discover". Cheryl and Stephanie thanked the Friends for all of their support and outlined the work that has gone into the planning and implementation of the program. The MFL patron participation has increased over the past 5-6 years and the programming has been expanding in an effort to better meet the needs of the community.

- II. **Friends of MFL:** Gloria Weeks reported for Audrey Kearney. The Friends last met on April 18, 2018. Baskets were assembled for the annual raffle. The Book Sale was discussed. The Friends have 136 members and is still striving to reach 150 for their 50<sup>th</sup> anniversary. There will be a celebration of the 10<sup>th</sup> anniversary for the "new" library building on May 5<sup>th</sup>.

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

**Treasurer/Finance:** Pat Dailey reported. He led the Board through the financial report. Library operations are within budget on a preliminary basis through April. MFL is still looking for a book keeper. There are three options being explored 1) Hire a replacement internal person. 2) Use an interim external provider 3) Hire a permanent external provider. Jake noted the importance of having someone with immediate access to our records. The Finance Committee will meet when Pat Dailey and Jake Widrick make their final decisions.

**Building and Maintenance:** Jake Widrick reported. The Allyn Foundation grant request was denied. Jake has more grant interviews. Official confirmation of NYS Division of Library Development has not come yet. Physical library inventory has been completed. Sara Randolph is doing the technology inventory. There is a spring cleanup day planned for Saturday, May 19, 2018

**Personnel:** Martha Lollis reported. Sara Randolph will post policies on the website. The next project for the committee is to review the investment policy.

Martha discussed our Ad Hoc committees :

Bylaws Committee will be updating several sections of the current bylaws for the board to consider at a future meeting.

Kyle has started the data review.

**Development:** Martha Lollis reported. The “Exper~ie~ence Dinner” was considered a success. The dinner subcommittee went over survey results and all were positive. It was agreed that we should do it again next year. We will start organizing earlier and concentrate more on community building.

**Director’s Report:** Jake Widrick reported. Changes in OCPL staffing may affect patrons’ services. MFL staff morale is high. MFL will celebrate the 10<sup>th</sup> anniversary of the building on May 5<sup>th</sup> from 11am-2pm. Cheryl is planning a visit to KCH elementary to promote summer reading programs. Spring programming has been very successful.

**Old Business:** Martha asked that committees meet over the summer to keep initiatives active.

**New Business:** Martha asked to change the date of the June meeting so that Joe Durand can give us and update on the parking lot project. June 6<sup>th</sup> is a tentative date.

Immediate goals for Board:

- Refine bylaws
- Policies listed online
- Joint meeting with MFL and Town of Marcellus representatives

Longer term goals:

- Community Directory
- Job search book (Resource collection)
- Think about community relation projects. (Ann Ferro suggested the Development Committee work on this)

**IV. Adjournment: Martha Lollis made a motion to adjourn the meeting. It was seconded by Ann Ferro and unanimously approved.**

Meeting adjourned at 9:25 pm. The date for the next meeting will be announced at a later time.

Respectfully submitted,  
Debra Abbott