

Marcellus Free Library (MFL) Board of Trustees

Meeting Minutes of June 6, 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 7:00 pm by Martha Lollis. A vote on bylaws was added to the agenda.

- I. **Secretary's Report:** Martha Lollis asked for a motion to approve the minutes from the May 2, 2019 meeting. Steve Kankus motioned. Pat Dailey seconded. Minutes were unanimously approved.

- II. **Friends of MFL:** Martha Lollis announced and acknowledged that this would be the last Friends report from Audrey Kearney as Audrey is stepping down as the President of the Friends. Martha and the Board thanked her for her service. Audrey reported. The Friends met on May 22, 2019. They finalized plans for the up-coming Book Sale and Basket Raffle. (Since that meeting the Basket Raffle has taken in \$2,484 and the Book Sale \$2,803.43) There is a NYLA workshop about strengthening Friends groups on June 7, 2019. A new slate of officers was brought forth. There will be an election at the year-end luncheon on June 26, 2019 and those approved will take office July 1, 2019.

- III. **Director's Report:** Jake Widrick reported. The new summer intern, Megan Mott is fantastic. She is working on book clubs, movie screenings and creative displays. May was a very busy month. Kids in Motion with Betty Tucker had a huge response on weekdays. A new Storywalk is going up in Marcellus Park to kick off the summer reading program. Concerts on the lawn start June 1, 2019. The library staff took on a massive cleaning project in the office on May 9th. Seven people work in the office and the layout needs to be reevaluated in the future. Jake has solicited a group of volunteers for the "Welcome to Marcellus Kit" project. A new NYS smoking ban goes in to effect on June 29, 2019. Smoking will be prohibited within 100 feet of all public and association libraries. We will need to define our cigarette vs vaping policy and also discuss how we should inform neighbors and visitors to the lawn concert series. In his written report Jake had acknowledged that the tax levy had passed by roughly the same margin as the past two years. Martha Lollis noted that there were more positive votes this year, which is a good sign.

IV. Committee Reports:

Bylaws: Steve Kankus reported. He reviewed the changes to be voted on. They include: “No trustee shall hold office consecutively for more than two full terms.” “Vacancies occurring among any of the foregoing officers shall be filled by a majority vote of the Trustees...” “The Treasurer shall keep an accurate account of every receipt and expenditure...” “In the absence or inability of the Treasurer, the Treasurer’s duties shall be performed by such other members of the Board as the Board may designate.” The bylaws will note that the latest revision date is June 6, 2019.

Martha Lollis called for a motion to vote on the above revisions. Deb Abbott made the motion. Pat Dailey seconded. Revisions approved unanimously.

Building and Maintenance: Gary Germain and Jake Widrick reported. Jake reported that due to many requests coming in for OCPL money, MFL should put the LED lighting project on hold and submit a proposal for technology infrastructure and security. He estimates we could get 40-50% funded. We have to respond to OCPL by June 14, 2019. Gary suggested that we could source our own electricians and fixtures for the LED project and perhaps save money. Jake also reported that the parking lot lights were incorrectly specified to be 100w instead of 40w by the Village of Marcellus. The Village will pay to have the lights retrofitted or replaced as 40w.

Development: Deb Abbott and Martha Lollis reported. The “Books and Brews” Library Experience Dinner was a huge success. There were 75 people in attendance (55 last year). We had 10 auction items donated (6 last year). We profited \$2,607.40 (\$1657.00 last year) Martha shared overwhelmingly positive reports from the assessment survey we handed out at the end of the dinner. We’d like to move forward by reevaluating our goals in terms of fundraising, friend building and community connections. Martha complimented the committee on how well they worked together.

Treasurer/Finance: Pat Dailey reported. The Library’s operations remain favorable to the budget. The library has exceeded the budget as far as donations for the year already and as far as restricted grants from the Friends.

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

Martha Lollis asked for a motion to approve the Patron Confidentiality Policy. Deb Abbott made the motion. Pat Dailey seconded. The policy was approved unanimously. Martha Lollis asked for a motion to approve the Copyright Policy. Steve Kankus made the motion. Pat Dailey seconded. The policy was approved unanimously. Martha Lollis asked

for a motion to approve the Exhibition Spaces and Bulletin Board Policy. Gary Germain made the motion. Pat Dailey seconded. The policy was approved unanimously.

The committee will work on more policies over the summer. The policies are posted at the circulation desk and on the website.

Old Business: Martha Lollis would like to revisit the Town Directory project over the summer. Jake Widrick suggested that the “Welcome to Marcellus” ad hoc committee could do some of the work.

New Business: Martha Lollis reported.

Summer Committee Tasks: Committees should meet over the summer. Suggestions:

- **Finance:** Claims audit policy, Investment Advisor RFP, Grants, Procedures for large donations.
- **Building and Maintenance:** Inventory of library for long-term planning, replacement/upgrade schedule.
- **Development:** Mailing list work, plan for annual fund drive, bequest “advertisement”
- **Personnel/Policies:** Mission statement and vision, Board Director Evaluation

Vacation Schedules: Martha would like to know when people are not available over the summer.

V. Adjournment: Martha Lollis asked for a motion to adjourn the meeting. Steve Kankus made the motion. It was seconded by Pat Dailey and unanimously approved. Meeting adjourned at 8:30 pm.

The next meeting will be Thursday September 5, 2019 at 7pm.

Respectfully submitted,

Debra Abbott