

Marcellus Free Library (MFL) Board of Trustees

Meeting Minutes of June 6th, 2018

Board members present: Martha Lollis, Ann Ferro, Kyle Tierney, Pat Dailey, Deb Abbott

Also present: Jake Widrick, Audrey Kearney, Sara Randolph, Joe Durand

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

- I. **Secretary's Report:** Martha Lollis made a motion to approve the minutes from the May 3rd meeting. Ann Ferro moved. Pat Dailey seconded. Minutes were unanimously approved without revision

Informational session given by Joe Durand, TDK Engineering, explaining the basics of the parking lot project. The project started with research on the historical records on parcel acquisitions. There is now a very detailed survey and abstract of the library property. Much work has gone into the site plan approval process. The land had been taken out of the 100 year flood plan and that has made planning less complicated. The new parking lot will be 1050 square feet and will provide 16 parking spots. The parking lot is only 35% of the total lot, the rest will be lawn and woods. The parking lot is planned to have 7% slope to shed water (that slope may have to be adjusted as work proceeds). The lot work will be done by Siteworks, Inc. (Andrew Aupperle). Siteworks will do clearing of site through rough finish landscaping, but there will be plenty of volunteer opportunities for finish landscaping. The project should take approximately 4-5 weeks. Joe will give Jake plans to display on the electronic bulletin board. We are expecting the DLD grant award announcement at the end of June, with funds to follow in July or August. The Board thanked Joe for all of his assistance in this project.

- II. **Friends of MFL:** Audrey Kearney reported. The Friends met on May 23, 2018. They made final plans for Olde Home Days Book Sale and Basket Raffle. They will be voting on a new slate of officers at their June meeting. The Friends group is pleased to announce that they have 157 members, which surpasses their goal of 150 members to celebrate their 50th anniversary. The Friends officers have been invited to a NYLA workshop on June 11th. Preliminary numbers showed that this year's Basket Raffle made \$2795 and the Book Sale \$2425. Martha Lollis thanked the Friends for their Olde Home Days work and outreach and congratulated member Paulette Quinn for winning the "Good Works" award from the Marcellus Rotary.

III. Committee Reports:

Treasurer/Finance: Pat Dailey reported. The Library's operations remain within budget on preliminary basis through the end of May. The bookkeeper position has been filled. Martha Dickey will start at the end of June and will work 10 hours per week.

Martha Lollis proposed meeting over the summer to evaluate the investment policy and discuss following a fiscal year vs a funding year schedule.

Building and Maintenance: Pat Dailey reported. He thanked all volunteers who helped with the spring cleanup day, despite the rain. The committee would like to develop a cycle of maintenance plan to keep on top of maintenance. Doug Clarke (of Doug's Fish Fry) donated a bench for outside the library.

Martha Lollis asked for a motion to let Jake proceed with the parking lot project as soon as the DLD money is verified. Ann Ferro moved. Deb Abbott seconded. Motion unanimously approved.

Jake is working with Community Foundation to procure more funds for the balance of the project.

Personnel / Policy: Martha Lollis reported. Nearly all policies have been addressed in new handbook. Nine additional policies are being formatted.

Development: Ann Ferro reported. The committee is working on a postcard to invite people to participate in a survey to help library gather information about potential patrons. The committee will also work on ways to invite patrons to donate through the website and to initiate endowment seminars at the library. The library will soon offer memorial/celebration announcements on the electronic bulletin board for a donation.

Director's Report: Jake Widrick reported. The OCPL Member Liaison position is still vacant. The Memorandum of Understanding is due for updating. That committee will be made up of directors and trustees. Jake asked if anyone would like to volunteer, to contact him.

MFL has two Empire passes, good for admission into any NY State Park. Patrons can check out passes for 7 days. The Onondaga County Parks will do the same for county libraries.

Martha Dickey is our new bookkeeper. She will start on June 25, 2018.

MFL has an intern from Keuka College for the summer. She will be working with the Teen Summer Program.

MFL will host Upstate Medical program “Stop the Bleed”.

Brian Leydet of SUNY ESF will be back to do a presentation on ticks.

Summer concert series starts June 8th. It is sponsored by the Marcellus Optimists.

Jake asked the Board to consider doing away with late fees and going “fine free”. It is a popular notion among area libraries, but we would be the first library to do it.

Bylaw Committee: Martha Lollis reported. The committee met and has started to review bylaws. They intend to have drafts for Board review at next meeting.

Data Review: Kyle Tierney reported. Kyle has started a spreadsheet for data that needs to be reported.

Old Business: Town Supervisor, Karen Pollard called to arrange a meeting of representatives of the Town Board and the MFL Board regarding tax levies. Martha asked for volunteers to serve as representatives.

New Business: Martha noted that there is no longer a Chamber of Commerce in Marcellus. She proposes creating an up to date record of businesses operating within the Town of Marcellus. Trustees would personally visit each business to gather basic information for the list. The list would be a valuable resource for our patrons and creating it would also serve as outreach to the business owners.

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

Meeting adjourned at 8:55 pm. Next meeting will be September 6th 2018 at 7pm.

Respectfully submitted,

Debra Abbott