

Marcellus Free Library (MFL) Board of Trustees

Meeting Minutes of September 6th, 2018

Board members present: Martha Lollis, Steve Kankus, Pat Dailey, Rachel Hendricks, Katie Reilly, Deb Abbott

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

Call to order and approval of Agenda: Meeting was called to order at 7:03 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 June 6th meeting. Katie Reilly moved. Rachel Hendricks seconded. Minutes were unanimously approved without revision

II. **Friends of MFL:** Audrey Kearney reported. The Friends met on June 27th, 2018. The Olde Home Days Book Sale took in \$2,425.09, the bag sale took in \$357 and the Basket Raffle made \$3,029. Members who attended a NYLA Workshop in June gave a report of their experience. Lunch was provided by Library Staff. A new slate of officers was elected. The officers met in July and August. Louise Penny was selected to be the author lecture for the "February is Library Lovers Month" free raffle to the public.

III. Committee Reports:

Treasurer/Finance: Pat Dailey reported. The Library's operations remain within budget in totality through the month of August. Cash will get us to the tax levy. Tax levy is 2% higher than budgeted. Martha suggested we earmark that increase for specific needs and denote what is done with it. Pat thanked Jake for help with the new bookkeeper.

Martha reported that the bylaws on depositories needs to be amended. Pat Dailey explained proposed changes as well as the new investment policy draft with planned edits in preparation of a vote next month.

Action Item: Board members to review and proofread the draft in anticipation of next month's vote.

Goals for the Finance Committee for the remainder of 2018 include preparing a strong rough draft of the budget by the October meeting and meeting with financial advisors.

Building and Maintenance: Martha Lollis reported. We are in need of a new chair for this committee. Under the mantle of “Goals for remainder of 2018” Martha asked for a list of projects for Building and Maintenance for the next 3 years in order to build a budget and apply for grants as needed.

Personnel / Policy: Rachel Hendricks reported. Goals for the remainder of 2018 include revising job descriptions, reviewing more policies and prioritizing both groups.

Development: Martha Lollis reported. Ann Ferro, the chairman of the committee has submitted her letter of resignation from the board. Martha has asked Beth Hoey to speak about development at the November meeting. The goals for the remainder of 2018 for the committee include initiating the annual Fund Drive. Pat Dailey suggested utilizing hand written notes to potential donors. A meeting will be scheduled.

Bylaws Committee: Martha Lollis reported. More bylaws need to be updated. Goals for the remainder of 2018 are to write a draft of changes to present at the October meeting so that they can be voted on at the November meeting.

Director’s Report: Jake Widrick reported. Summer was busy and programs were well attended. Cheryl and Stephanie did a great job creating a new and original summer reading program. Jake shared comparative analysis that showed that summer reading statistics exceeded last year’s in nearly every category.

Next OCPL Director’s meeting in next week.

We have a check in hand for \$74,000 for the parking lot and are waiting to finalize the schedule with the contractors.

Jake attended the meeting of the Marcellus Town Board on September 5th. The Board voted to reduce the Town’s funding of the Library by 10% each year until 2028. We will receive the full \$27,500 in 2019 and then \$27,500 less 10% every year thereafter.

Mark will do a full cleanup before winter.

Wi-Fi kits have been very popular. They are portable hot spots for patrons without internet access. We acquired three from a CLRC grant and have assumed ownership of the accounts as the grants expired. They can be loaned for 2 weeks at a time.

NYS and County park passes were very popular.

Some of the computers stopped working over the summer. Jake would like to buy 8 new PC's and install Deep Freeze to control what software goes onto them. Will develop a rotation schedule for new purchases. Judy from OCPL will assist.

NYLA is in Rochester this year. Jake would like to send some staff members for this important professional development opportunity.

There will be a Fairy Fest at Baltimore Woods. MFL will build a story walk.

Circulation numbers are down slightly, but foot traffic is up.

Martha Lollis commented on Bob Piekiet's astronomy event at MFL over the summer. She said it drew a great crowd of all ages and was very informative.

Old Business: Martha Lollis reported. In lieu of a Chamber of Commerce, the Library would still like to compile a Town Directory of businesses in Marcellus. It would be in an online format that could be linked to the Town website and easily edited.

New Business: Martha Lollis reported. We would like to explore the idea of changing the format of the Annual Meeting to reflect a summary of the library's activities and accomplishments over the course of the year.

Steve Kankus commented on the need to reestablish a formal Nomination Committee.

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

Next meeting will be October 4th, 2018 at 7pm.

Respectfully submitted,

Debra Abbott