

Marcellus Free Library (MFL) Board of Trustees

Meeting Minutes of November 9, 2017

Board members present: Rachel Lewis, Martha Lollis, Deb Abbott, Rachel Hendricks, Steve Kankus and Kristin Stuart

Also present: Jake Widrick, Audrey Kearney and Pat Daley

Call to order and approval of Agenda: Rachel Lewis called the meeting to order at 7:01pm. There were no additions to the agenda.

I. Secretary's Report: Corrections were issued for the October minutes. (5.5 hours was changed to 3.5, Rachel Hendrick was changed to Hendricks) Kristin Stuart asked for a motion to approve the minutes from 10/12/17. Rachel Lewis moved, Ann Ferro seconded. Minutes were approved unanimously with revisions.

II. Friends of MFL: Audrey Kearney reported. The Friends last met on October 25, 2017. Amanda Perrine, Assistant Library Director gave a presentation on "How to Find Your Next Good Read". Jake Widrick showed a video of the set up for the Book Sale. A quilt raffle will run from 11/1 to 11/30. The drawing will be held on 11/30. The Christmas decoration committee donated many of the old decorations to the Rescue Mission. New ones will be purchased for the library.

III. Committee Reports:

Treasurer/Finance: Martha Lollis reported. Martha commented on the inconsistency of tax figures and how that effects budget planning. A vote was held to keep open the option to increase the tax cap by 2% when it may be deemed necessary. Ann Ferro moved, Rachel Lewis seconded. Unanimously approved. The Finance Committee will update to Quick Books 2018.

Jake Widrick presented budget projections for 2018. There are some cuts to the staff budget and to the materials budget due to changes in use. There will be an increase to printing and postage budget due to proposed increase in outreach mailings. Pat Daley talked about proposed changes to the tax code and suggested including in mailings a reminder that donations to the library are tax-deductible.

Martha Lollis asked Board to open real discussion on budget before vote next month, at the 11/7/17 meeting. Martha would like to review, revise and draft Donation and Gift Policy and Investment Policy for next month.

Building and Maintenance: Jake Widrick reported. Grant money will likely not be approved until spring 2018. Rotary would like to donate trees for the parking lot. Doug Clark from Doug's Fish Fry would like to donate a bench to match the one we have. It could go on the other side of the street next to the parking lot.

Personnel: Rachel Hendricks reported. She is still projecting that the employee handbook will be done by January 1, 2018. It will be posted on the website when it is completed.

Development: Ann Ferro reported. The committee is defining responsibilities and protocols. They plan to do a mailing to lead community members to the library website in order to complete a survey (or come to the library to fill one out) to gather information for a more complete mailing list. There will be an associated raffle. The committee proposes a sponsored sign in the lobby (electronic or analog) where people can pay to have a name listed in a "welcome to the library" message. Plans are being made for a Valentine's dinner at Vernak's Bistro to benefit the library. There will be child care available at the library for diners.

Nominations: Rachel Lewis reported. Rachel Lewis, Bonnie Young, Kristin Stuart and Ann Ferro's terms are up. Pat Daley has agreed to join. Ann Ferro would like to nominate Amber Spain-Moser. We need more nominees. Per the bylaws, the Board needs 5-25 members.

Director's Report: Jake Widrick reported. There has been no negative feedback to the change in hours and the change in printing policies that were implemented this month. Amanda Perrine will be leaving to be the Director of Maxwell Library. There will be a reception for her on 11/17/17. New programming has been very popular. Jake will be taking over the Cookbook Club. The Holiday Open House will be 11/30/17.

New Business: No new business to report.

IV. Adjournment: Rachel Lewis asked for a motion to adjourn at 8:33pm. Rachel Hendricks moved. Martha Lollis seconded. Unanimously approved.

Respectfully submitted,

Debra Abbott