

Marcellus Free Library (MFL) Board of Trustees

Meeting Minutes of 3.2.17

Board members present: Rachel Lewis, Kristin Stuart, Ann Ferro, Rachel Hendricks, Bonnie Young, Deb Abbott, Steve Kankus

Also present: Jake Widrick, Amanda Perrine, Audrey Kearney

Call to order and approval of Agenda: Rachel Lewis called the meeting to order at 7:01pm.

Conflict of Interest: No conflicts of interest to report.

Discussion: We will be acquiring a form from OCPL that trustees will sign annually (at annual meeting) to cover conflict of interests from now on. Ann Ferro made a motion, Rachel Hendricks seconded, unanimously approved.

Trustee Role Change: Suzanne Tobin can no longer commit to all meetings and will resign as Treasurer. Martha Lollis will become Treasurer and Deb Abbott will become Secretary.

Motion made by Rachel Hendricks to approve Treasurer change. Seconded by Ann Ferro. Unanimously approved.

Motion made by Kristin Stuart to approve Secretary change. Seconded by Bonnie Young. Unanimously approved.

Suzanne would like to stay involved in special committees even though she can't be a trustee. It was decided no changes in bylaws must occur.

- I. **Secretary's Report:** Kristin Stuart moved to approve minutes from Annual Meeting, 1/26/17. Steve Kankus seconded. Minutes were unanimously approved without revision.
- II. **Committee Reports:** Rachel Lewis thanked all new committee members for their efforts so far.

Treasurer/Finance: Martha Lollis not present. Written Treasurer's report distributed. New Finance committee has not met yet.

Building and Maintenance: Kristin Stuart reported. Parking Lot committee met with Wayne LaFrance. There are new drawings. Committee needs to reconvene, make a wish list and meet with the Mayor. Planning Board meets 3/13/17. Jake will go with other member who are able.

Personnel: Rachel Hendricks reported. Rachel, Martha Lollis, Rachel Lewis and Jake Widrick had a meeting to brainstorm. Will change the name of the committee to “Personnel and Policy”. Will submit proposal at April meeting with planned vote in May. The committee will review job descriptions and make sure we are compliant with ADA. Considering a switch from sick days, vacation days and personal days to “Paid Time Off” system. Will review employee handbook to confirm number of days and offer that in April. The committee also discussed investigating electronic time clock systems for employees. Jake and Rachel Lewis have suggestions to examine. The committee will also be in charge of Jake’s annual evaluation.

Development: Ann Ferro reported. Ann, Deb Abbott, Rachel Lewis and Jake Widrick met to brainstorm fundraising ideas for future projects. Ann suggested doing focus groups to see what fundraising ideas the public would support and hopefully get community support in carrying out the fundraising. Next meeting 3/14/17.

Nominations: No Report

*Each committee is to draft a description of what they do for the benefit of new trustees in the future.

Friends of MFL: Audrey Kearney reported. Please see attached report. The Friends met on 2/22/17. The Kinzer Ledger was mailed to the Historical Society in Ohio but it is closed for the winter. Planning for Annual Basket Raffle has begun.

Approval of the 2016 Library Annual Report: Motion made by Ann Ferro. Seconded by Deb Abbott. Unanimously approved.

Director’s Report: Jake Widrick reported. There will be some reconfiguring of the teen area to allow for more space and separation from the adults. Jake thanked Audrey and the Friends for their generous gift of funds for summer reading and other programs. The library will replace all of the iPads in the library. They will also buy PC reservation software to make computer access more user dependent and fair. New beginning reader’s series are being purchased and are very

popular. A Cricut die cut machine will be purchased for staff use. Jake, Cheryl, Robin and Amanda have been out in the community a lot lately: Middle school for button making, will go to KCH soon. Optimist and Rotary Clubs. Amanda was on a podcast for “Library Lovers Month”. The first Library Trivia Night will be held at Lakeside Vista on 3/16/17. A “Silent Book Club” will be held at MFL on 3/24/17.

New Business: None

III. Adjournment: 8:01pm Rachel Hendricks moved, Kristin Stuart seconded. Unanimously approved.

Respectfully submitted,

Debra Abbott