

Marcellus Free Library (MFL) Board of Trustees

Meeting Minutes of May 4, 2017

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

Also present: Jake Widrick, Audrey Kearney

Call to order and approval of Agenda: Rachel Lewis called the meeting to order at 7:00pm.

- I. **Secretary's Report:** Ann Ferro moved to approve the minutes from the 4/1/17 meeting. Steve Kankus seconded. Minutes were approved unanimously without revision.

- II. **Friends of MFL:** Audrey Kearney reported. The Friends met on 4/19/17. Anna Dykes won the Rosamond Gifford Lecture Series ticket raffle. The Friends discussed sending Thank You notes for raffle donations. Thirty-one baskets were assembled for the Olde Home Days raffle. The Friends were invited to become members of the NYLA Friends group. They agreed this would be a good idea. The next meeting will be on 5/24/17, where they will make final plans for Olde Home Days book sale. Audrey passed out packets of basket raffle tickets for board members to sell.

III. Committee Reports:

Treasurer/Finance: Martha Lollis reported. She invited all questions to the Finance Committee as they work on financial controls, policies and procedures. By the next meeting 4-5 policies will be ready for review. By the end of summer, the committee plans to have report from QuickBooks a little tidier. The committee received 990 IRS form. It is available as needed and is due 5/15/17. There is an investment review with manager Phil Dean on 5/15/17 at 6:30 pm that is open to all trustees. Regarding a proposed audit, the Finance Committee suggested that with anticipated expenses (parking lot, website design) this might not be the best time to spend money on an audit. Rachel Lewis suggested a search for less expensive audit. Finance Committee will discuss and bring back to board. It was noted that an audit could help with grant applications.

Building and Maintenance: Kristin Stuart reported with Jake Widrick. No decisions made at 4/12/17 Building and Maintenance meeting. Committee met with Bill Reagan, code enforcement officer on 4/18/17 about parking lot plans. One proposal received from Rudy Zona. Waiting for another from Rich Aupperle. Electrical options and flood plains will complicate things. New topographical survey will be needed. Committee will explore foundation grants to help.

Personnel: Rachel Hendricks reported. Did not meet this month. Working on policies and procedures. Rachel almost done with employee handbook, will send out to board. Next meeting will be 5/8/17.

Rachel Lewis asked for a motion to change name of committee to “Personnel and Policy Committee”. Rachel Hendricks moved, Martha Lollis seconded. Unanimously approved.

Development: Ann Ferro reported. Committee meeting scheduled for 4/25/17 as postponed. Ann presented Jake with an “official” donation jar to be used at Trivia Nights. (Last Trivia Night made \$148.00) Ann gave out books marks with a reminder that the board is ultimately responsible for securing funding for a library. She will be meeting with Mary Brown on 5/8/17 to discuss focus group project.

Director’s Report: Jake Widrick reported. The library switched to Paychex time management system. It is working well so far. The new iPads from the Friends are out and appreciated. Working with Frank Smith from Syracuse Design Group on new website. It will be easier to keep website updated and they will host the server as well. Tristen Wiley designed a temporary website that will reroute traffic until the new site is up. Jake and Robin will be walking in the Olde Home Days parade on 6/3/17. Pages are back for summer work. There will be re-shelving retraining. Amanda is presenting in Plattsburgh. Looking for solutions for Storytime gaps between spring and summer reading programs.

New Business: None

IV. Adjournment: Rachel Lewis made a motion that the meeting be adjourned at 8:16pm.
Ann Ferro moved. Rachel Hendricks seconded. Unanimously approved.
Next meeting 6/1/17 at 7pm.

Respectfully submitted,

Debra Abbott