

**Marcellus Free Library (MFL) Board of Trustees**

**Meeting Minutes of June 1, 2017**

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

**Also present:** Jake Widrick, Amanda Perrine, Audrey Kearney

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

Rachel thanked the board for their work this year

- I. **Secretary's Report:** Rachel Lewis made a motion to approve the minutes from 4/6/17. Ann Ferro moved, Bonnie Young seconded. Minutes were approved unanimously without revision.
  
- II. **Friends of MFL:** Audrey Kearney reported. The Friends last met May 24, 2017. Basket raffle plans were finalized. They presented the slate of officers for 2017-18 year. Plans for Olde Home Days were finalized and volunteers signed up for Book Sale and Basket Raffle. Officers from the Friends participated in a NYLA video conference on May 10<sup>th</sup>...”very informative”. The Friends will meet next on June 28<sup>th</sup> to elect officers and director and have a year- end review and pot-luck luncheon.

III. **Committee Reports:**

**Treasurer/Finance:** Martha Lollis reported. The committee met with Phil Dean, financial advisor on May 15, 2017. It was determined that the committee get an investment policy in place before meeting with him again in order to outline the purpose of the investment/s in our overall financial strategy. There was some concern expressed as to why the budget vote did not pass by more votes. Our investment strategy has not changed even though the library has changed.

The committee presented three policies for approval:

- Segregation of Financial Duties and Responsibilities: Moved for approval by Bonnie Young, seconded by Ann Ferro, unanimously approved.
  
- Surplus Management Material Disposal: Moved for approval by Deb Abbott, seconded by Rachel Hendricks, unanimously approved.
  
- Use of Library Credit Cards or Store Charge Accounts: Moved for approval by Kristin Stuart, seconded by Deb Abbott, unanimously approved.

There was a discussion of how best to implement new policies and make the rules work for the library. Representatives from the Board will attend staff meeting on June 21<sup>st</sup> to discuss with staff.

Committee also made the following recommendations:

- We currently have two checking accounts. We should keep M&T account and close Key Bank account.
- Eliminate petty cash fund due to difficulties with oversight and accounting.

**Building and Maintenance:** Kristin Stuart reported.

- Parking Lot update: Kristin Stuart and Jake Widrick went to the Village Planning meeting on 5/17/17. Joe Durand is our new engineer. There was an electronic vote to approve Joe and it was unanimous to bring him on board. His surveyors have been out. Working with Mary Daily to re-parcel lots.
- John Wayne from Rotor Rooter scoped the sewer lines. We will need to excavate the lateral pipe outside the building. Will cost ~\$5000.00 for 6'-8'. May move from paper towels to hand dryers to alleviate paper in the system.

**Personnel:** Rachel Hendricks reported. The committee is reviewing new employee handbook. New draft should be ready soon. Currently, we have no maternity/paternity policy. The committee will make one. Currently, staff gets paid for lunch, but they should clock out if leaving the building due to workman's compensation liability issues.

**Development:** Ann Ferro reported. Jake and Mary Brown have established dates and times for focus groups. They are: 7/17/17 7-8pm, 7/18/17 10-11am, 7/19/17 2-3pm, 7/24/17 7-8pm and 7/25/17 2-3pm. Jake will present a snapshot of library statistics and usage at the present time. Mary will facilitate group discussion about the future of the library and take suggestions. Scribes will take notes. Ann will ask Friends to provide refreshments. There was a discussion to expand outreach beyond current patrons to other groups (schools, firemen, Town/Village, Rotary, Optimists)

**Director's Report:** Jake Widrick reported. Jake raved about the youth staff that has returned to the library for the summer. This is something we should keep in mind for next year's budget. The new temporary website is up [marcelluslibrary.org](http://marcelluslibrary.org). New summer reading program schedule is out. The library will be closing on Sundays from June 25 until September 10, 2017.

**New Business:** Kristin Stuart asked if the full board needs to meet in July. It was agreed that if we could vote electronically on any issues we would, and that the results of votes would be reflected in next meeting minutes.

**Next Board Meeting** September 7, 2017 7pm

- IV. **Adjournment:** Rachel Lewis made a motion that the meeting be adjourned at 8:56pm. Ann Ferro moved, Kristin Stuart seconded. Unanimously approved.

Respectfully submitted,

Debra Abbott