

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

**Meeting Minutes of September 7, 2017**

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

**Also present:** Jake Widrick, Amanda Perrine, Audrey Kearney, Robin Bolewski, Stephanie Moncavage

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

- I. **Secretary's Report:** Rachel Lewis made a motion to approve the minutes from 6/1/17. Ann Ferro moved, Martha Lollis seconded. Minutes were approved unanimously without revision.
  
- II. **Friends of MFL:** Audrey Kearney reported. The Friends last met June 28, 2017. The book sale at Olde Home Days took in a total of \$2766.05. This is \$100 more than last year. The basket raffle raised \$2,891, which is also more than last year. In total, the Friends raised \$11,636 from September 2016 – June 2017 through their various activities. The Friends now have 111 members and have a goal of 150 members by 2018 when the group will celebrate its 50<sup>th</sup> Anniversary. A new slate of officers and directors were elected. The Friends has subscribed to *The Voice for America's Libraries*, a publication from "United For Libraries" division of the American Library Association. They will share it with interested board members.
  
- III. **Committee Reports:**

**Treasurer/Finance:** Martha Lollis reported. Martha started with an invitation to all board members to review and give comments about the Treasurer's report. The committee is suggesting a new style to the chart of accounts, as the current format is lacking detail we need as we move forward. The committee would like input from the board as they review the terminology for logic and organization and to make sure nothing is left out. The committee has a "baffling dilemma" as our fiscal year is Jan-Dec and we get our money in November. It is very difficult to develop a budget on this schedule – we are always behind. One solution would be to change the fiscal year, which is very complicated and would throw off the calendar. We could also budget more money to cover the end of the year, but our current goal is to not spend down our accounts. The committee recommends a reduction in dependence on the investment account this year on a path to sustainability.

In light of recent catastrophic weather in other parts of the country, the Finance Committee will be meeting with the library's insurance company to review its coverage. There also will be an

inventory of equipment done this fall. Jake reminded the board that the library is now out of the 100 year flood plain. We will need to address the purpose of the library's investment accounts in the future.

**Building and Maintenance:** Jake Widrick reported. The Village Planning Board approved the parking lot plan. Grant deadlines are coming up. Two bids are still coming in. Deadline for OCPL to submit the construction grant requests is the first week in October. The grants could cover 75% of the cost, but if the state denies, we could have to foot the bill if we start construction before the money comes. The first stages could potentially be done this fall.

**Personnel:** Rachel Hendricks reported. Rachel and Martha met with staff over the summer to discuss new employee handbook and new procedures. There are new family leave policies through New York State. We will have to make new policy and inform staff. The new handbook should be done before the end of the year.

**Development:** Ann Ferro reported. Ann gave a description of the purpose of the committee. The committee met over the summer and focus groups were welcomed to the library to share their thoughts on the future of the library. We are still brainstorming ideas of how to reach families and people who do not use our library. The Board discussed various fund raising ideas, including getting sponsors for some big events. The committee will meet later this month for more brainstorming.

**Director's Report:** Jake Widrick reported. As reported above, the parking lot project continues to progress. The new website is almost ready to go live. Jake is working with OCPL to overcome some issues in order to install "Envisionware" a self-service interface for computers and copying services. Summer programming was deemed a success, although the point was made that there should be more evening programming opportunities for families. The board discussed ways to get the library newsletter out to reach more people than it does now.

**New Business:** The date of the Annual Meeting in January was changed to January 25<sup>th</sup>, 2018.

IV. **Adjournment:** Rachel Lewis made a motion that the meeting be adjourned at 8:46pm. Ann Ferro moved, Rachel Hendricks seconded. Unanimously approved.

Respectfully submitted,

Debra Abbott