

Marcellus Free Library

Board of Trustees Meeting

September 8, 2022

Meeting called to order by B.A. Piper at 7pm

Staff in attendance: Sophia, Sara

Board in attendance: Zoom: Shawn, Jackie, Katie In-Person: Pat, Mary, Kathryn, Beth

Also in attendance: Steve

- No additions or changes to the agenda
- Minutes from June meeting: Pat highlighted some spelling changes at the top. Strike the inclusion of the investment report in the minutes. This information is for Board only.
- B.A. Piper approved the changes to the minutes, motion made by Shawn/second by Katie.
- September is National Library Card Sign-up Month. To promote it amongst younger users we are raffling off a prize to those who register for a library card this month.
- Steve Kankus has joined the team, started in August.
- Bob installed a battery in the patron counter, so MFL will be able to track monthly and hourly traffic to see usage times/days.
- The carpet and upholstery were cleaned over the Labor Day weekend – recommended that we continue this practice once a year.
- Sophia conducted outreach with KCH and DMS in June – 845 students and teachers were reached.
- Bob held another astronomy program – great feedback and traction on social media.
- A teen and tween book club has been started.
- Added two new pages this summer, summer college pages returned, and there are 3 new circular desk volunteers.
- As a recommendation of Steve, MFL will collect more statistics on circulation and patron traffic.
- B. A. Piper asked about update on the memorial brick fundraiser. \$6000 has been collected, there was a goal of \$10,000. Continuing to go to newsletter, website, board outside the library. Maybe it could be added to the Marcellus Facebook page, the marquis outside of the school, Free Eagle Newspaper article, and will promote at the next book fair.

Friends Update:

Welcome, Jackie Smith, our new Friends of MFL President. Our new board is:

- President – Jackie Smith
- Vice President – Domenick Patti
- Treasurer – Jim Shake
- Deputy Treasurer – Debbie Grousset
- Corresponding Secretary – Paulette Quinn
- Recording Secretary – Michele Merwarth
- Director – Audrey Kearney
- Director – Karen Pollard
- The Friends are working on fiscal year events, there is a book sale scheduled for October 21st – 23rd and will still accept books until the 10th or 11th. They are still looking for donations, and donation guidelines can be found online.
- September 28th is the next Friends meeting.

Finance Report – high level, I have not reviewed in great detail at this writing.

- Cash is lower than prior year as all the government funds (construction grant and stimulus funds) have been consumed. We haven't drawn funds from investments, yet. Will be in September as our need may arise with required construction funding. We planned to move ~\$50K from investments during 2022.
- Staying on our Investments: everything is held with Tompkins Trust. Our investments have been subject to the recent negative returns. We don't anticipate a significant need for funds each year, so we will continue to leverage the investment guidance provided by Tompkins.
- Revenue is behind last year, as anticipated, as you will note on page three (3) that we are above budget by \$19K. I don't have a real time figure, but last I was aware we have raised ~\$6K for bricks.
- Expenses, primarily personnel related, are higher than last year, again as expected. We are also under our budget through 8 months, hence some room to fill the needed positions.
- Last, Sophia has begun the 2023 budget, I have not yet had a chance to review her initial figures, but will do so this month. I expect Steve K may also contribute to our budget process.

New Business

- Formalization of committees.
- Last year, development was most active with the Fund Drive letter sent out at the end of the year.
- Spring 2023, looking to do an outdoor event at the library.
- May 2019 was the last fundraising dinner, held at the Tuscarora Golf Course
- Committees are: Building and Maintenance, Personnel/Policies Committee, Nominations Committee
- If all board members could reach out to their contacts, we need to add 5 to 6 names to the Board to increase diversity, capacity, and support.
- Steve is currently supporting Board projects, and Sophia's mentorship and Director Development.
- Steve has been hired via a contract and is a consultant for the MFL. Sophia will remain interim Director and Steve will be in-office anywhere from 8-24 hours a week, depending on what's needed/events going on.
- This also helps support the PT adult programmer
- Steve's Focus: not only Director mentorship, but leading the planning process for an MFL Strategic Plan. So far, they have looked at other libraries plans and processes. This plan is intended to be a living, workable document, revisited by the Board annually. And the development, and revision process, is maybe more important the document itself.
- Items that are under review initially, with this plan:
 - Operational assessment of hours we are open
 - Staff, operating budget
 - Position Descriptions
 - Sampling patron visits to assess busy times/quiet times
 - Upload minutes to website
 - Board orientation and manual
 - Roles & Responsibilities
 - Interaction with Friends of the Library, stakeholders
- Sophia will email MFL Board application to everyone

Next meeting with be Thursday, October 6th

Motion to adjourn, Shawn/Pat at 8:01pm

Minutes taken by: Kathryn Dennis