

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

**Meeting Minutes of April 6, 2017**

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

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

**Call to order and approval of Agenda:** Rachel Lewis called the meeting to order at 6:58pm

Conflict of Interest: Board members received blanket Conflict of Interest statements that were signed and submitted. This will be done annually in January from now on.

- I. **Secretary's Report:** Steve Kankus moved to approve minutes from 3/2/17 meeting. Kristin Stuart seconded. Minutes were approved unanimously without revision.
  
- II. **Friends of MFL:** Audrey Kearney reported. The Friends last met on 4/6/17. Pete Berretta was the guest speaker. Amanda Perrine gave a talk about borrowing DVD's from other libraries. The Friends sent flowers for Library Workers Day. The Friends will meet next on 4/19/17 to assemble baskets for fundraising. The baskets will then be put on display.
  
- III. **Committee Reports:**

**Treasurer/Finance:** Martha Lollis reported. The newly formed Finance Committee has been at work reviewing the past financial policies and procedures. They have come to the conclusion that although our library has changed and grown greatly in the past few years, the financial strategies and policies have not. The committee is in the process of redefining categories on the finance reports to better reflect income and expenditures.

The Finance Committee submitted their Committee Job Description. Rachel Lewis made a motion to approve. Rachel Hendricks moved. Ann Ferro seconded. Unanimously approved.

**Building and Maintenance:** Kristin Stuart reported. The Building and Maintenance Committee met with the Mayor and Deputy Mayor and showed them the parking lot plan. Unfortunately, the Village Planning Board meeting on 3/13/17 was cancelled. The next planning meeting is 4/12/17. If the plan is approved, the committee will hire an architect and engineer to do official plans and then will apply for grants.

The Building and Maintenance Committee submitted their Committee Job Description. Rachel Lewis made a motion to approve. Bonnie Young moved. Martha Lollis seconded. Unanimously approved.

**Personnel:** Rachel Hendricks reported. The committee has tackled the project of tracking down all of the policies we should have on hand. Not many found at this point. Rachel Hendricks is also reviewing the Employee Handbook. Will get new policies (including conversion to “Paid Time Off”) approved and organized so they can be reviewed annually.

New bylaw wording as follows:

"Bylaws - Section 11. Committees:

With the advice and consent of the Board, the following standing committees shall be appointed by the President in January to serve for one year: Building and Maintenance, Finance, Personnel & Policy, and Development. Special committees also may be appointed by the President with the advice and consent of the Board. The President shall be an ex officio member of all committees. See appendix for committee job descriptions."

The Personnel Committee submitted their Committee Job Description. Due to the proposed name change (To “Personnel and Policy Committee”) approval was tabled until next meeting.

The Board also discussed the Nominating Committee. It was proposed that all Board members should participate in nominating potential new Board members and the Secretary would be in charge of inviting nominees to join. (No action taken)

**Development:** Ann Ferro reported. Development Committee met on 3/28/17. Discussed different groups of library users. These constituencies will be used to form focus groups to help the committee develop fundraising activities in order to finance big budget project separate from the Friends substantial contributions.

**Nominations:** See above discussion under Personnel Committee.

**Director's Report:** Jake Widrick reported. The solar panels have been working but the monitoring equipment was not. It has been repaired so now we can keep track of the panel activity. Jake proposed closing the library on Black Friday, but staying open on Mother's Day in the future due to historically low numbers on Black Friday and potentially more activity on Mother's Day. Jake will be doing regular head counts during the day to track library usage. We have new groups using the Community Room. The Marcellus Historical Society and McClurg Company are both using the space for regular meetings. Jake announced that Amanda is now President-elect for the Leadership and Management Section of NYLA. Recent programs include "Greening Your Home", Storytimes, Arts and Crafts, Genealogy Planning and a lovely tribute to June Ast's longtime service (26 years!) of volunteering at MFL.

**New Business:** None

IV. **Adjournment:** Rachel Lewis made a motion that the meeting be adjourned at 8:31pm. Ann Ferro moved. Bonnie Young seconded. Unanimously approved.

Respectfully submitted,

Debra Abbott