



**Marcellus Free Library  
Board of Trustees' Meeting  
Meeting Minutes March 9, 2023—7:00 PM**

**Trustees present:** Kathryn Dennis (President), Pat Dailey (Treasurer), Mary Drabot (Secretary), Michelle Hubbard, Dennis Robillard

**Also present:** Sophia Brandt (Interim Director), Jackie Smith (Friends of MFL President), Michele Merwarth (Friend of MFL), Sara Randolph (MFL Staff), Thomas Pettitt (MFL Adult Services Librarian)

**Meeting Called to Order by Kathryn Dennis at 7:00 PM.**

- **Additions/Changes to Agenda.**
  - **Review of January minutes for Annual Meeting and Trustee's meeting**
- **Review and Approval of Minutes from January 26.** Motion to approve January 26, 2023 minutes made by Pat Dailey. Seconded by Mary Drabot. Minutes approved unanimously.
- **Director's Report.** Sophia reported.
  - Reminder that OCPL Webinar on Tuesday, March 28, 2023 on *Censorship and Outrage* will not be recorded. Trustees must register to attend.
  - A new copying machine will be delivered in April. The new model will better serve patron's needs and will cost less than the previous copier.
  - Staff meetings will take place on March 24<sup>th</sup>. Meeting topics will include coverage and responsibilities of MFL staff while Sophia is out on maternity leave. Sophia will share plan with the Board at a later date.
  - The teen space had a makeover.
  - Furniture and book displays were rearranged in order to make the library more ADA compliant
  - Programming for adults, teens and children continues at a high level.
- **Committee Reports**

**Friends:**

**Recent activities included:**

- Libby and Hoopla presentations and Library Lovers Coloring Campaign



- Michele met with Steve Kankus to discuss the strategic plan
- It was decided that the Basket Raffle will move forward without a chairperson and will be managed by a group from the Friends. Donations will be solicited.
- Jackie will research the functions and costs of using Zettle (subdivision of Paypal), which would offer more payment options for book sales, memberships, and donation. It is customizable, including option that patrons could pay for the fee, which would help offset costs.
- Michele, Jackie and Domenick Patti recently attended NYLA Zoom presentations on social media platforms and e-newsletters and email marketing.

Next meeting of Friends will be March 22, 2023.

**Nominations Committee:** We need to recruit three additional members, at the minimum. See Bylaws discussion. Michele Hubbard is finishing out Katie Reilly's term and will then be eligible to serve 2 more full terms, for a total of 7 years.

**Finance:**

- P/L working within the budget.
- YTD, the letter fund drive is performing behind budget by ~ \$6,000.00. 2022 had a rather large donation that was not repeated in 2023; 40-50 fewer donors this year. Plus, perhaps some patrons purchased memorial bricks instead.
- Pat met with owners of Rise Form. The Library will be the recipient of their "Pour for a Cause" on the Saturday of Memorial Day. All tips collected will be donated to the library. We will ask if library promotions can be put out on tables that day. Pat will send Sophia his email exchange with Rise Form so she can prepare an announcement about the event.
- Incoming bequest to the library on behalf of June Ast's Estate.
  - At least 7 months away from when funds will be available
  - This will give us time to decide: 1) how to honor her and recognize her family for this gift and 2) in what way(s) will the library use the monies.
  - Mrs. Ast was a MCS librarian for 23 years, so perhaps a project in association with the school.

**Buildings and Maintenance:** Gazebo has been installed. There are cracks to be repaired and how they will be repaired needs to be figured into the budget.



**Development:** The committee met on February 25<sup>th</sup> to discuss the Amidon Memorial Garden Dedication, Summer Fund drive/Amphitheater Reveal Celebration and second wave of Brick memorial donations.

- The date of the Amidon Memorial Garden Dedication TBD (Sophia has been in touch with the Amidon family)
  - June 10<sup>th</sup> is the date chosen for Amphitheater Reveal – more details to come
- Next meeting: March 25

**Personnel/Policies:** Committee met on 3/2/2023 and discussed the following policy updates (see New Business).

**New Business:**

*Annual Report* -- It is mandatory to submit to NYS. Pat takes responsibility for financial sections and with a few minor edits, he is comfortable with submitting. Sophia will review again, and Amanda Schiavulli will also review before officially submitting the report.

Motion to submit 2022 NYS Annual Report on time made by Pat Dailey. Motion seconded by Michele Hubbard. Motion unanimously approved.

*Bylaws Update:* discussed whether to keep the number of voting positions at 9. All agreed that for the health and stability of the board, it is best to keep it at 9 voting members. The updated document will be voted on at April's meeting.

*Policy documents:*

*The Friend's Community Room Use Policy*

This led to a larger discussion about policies for all meeting rooms (see Meeting Room Use Policy)

*Meeting Room Use Policy*

Covers the Martha Lollis Media Room, Teen Room, Study Room, and Local History section

*Fines for Library Material & Special Materials*

While there are no longer late fees for books, DVDs, and magazines, the policy covers fees and procedures for unreturned items that are part of the Special Items and Library of Things collections

*Collection Management and Request for Reconsideration of Library Resources.*

There is now an official form for patrons to fill out if a patron objects to an item currently part of the collection.

Vote on updated policies to take place at the April meeting



- **Questions/Comments from the Public.** No questions or comments from the public
- **Other Business.** Steve and Sophia visited three area libraries, including Jamesville-Dewitt, to discuss how they handle their strategic plans and to see if they have been experiencing the same trends Marcellus has experienced.
- **Adjournment.** Motion to adjourn meeting made by Pat Dailey. Motion seconded by Mary Drabot. Motion unanimously approved. Meeting adjourned at 8:03 PM.

Minutes recorded by: Mary Drabot

**Next Board Meeting Date – Thursday, April 6, 2023**

DRAFT