



**Marcellus Free Library
Board of Trustees' Meeting
Meeting Minutes NOVEMBER 8, 2023—6:45 PM**

Trustees present: Shane Ventura (Vice President), Pat Dailey (Treasurer), Mary Drabot (Secretary), Michelle Hubbard, Dennis Robillard, Jeremy Pellizzari

Also present: Sophia Brandt (Director), Jackie Smith (Friends of MFL President), Sara Randolph (MFL Staff)

Meeting Called to Order by Shane Ventura at 6:47 PM.

Additions/Changes to Agenda.

Review and Approval of Minutes from October. Motion to approve October 2023 minutes made by Pat Dailey. Seconded by Dennis Robillard. Minutes approved unanimously.

Director's Report

Local and System Updates/Library Updates

- The Central Library Resource Council (CLRC) is hosting a legislative breakfast on December 8th at 8:00 a.m. at Westhill H.S. for library professionals and supporters. Registration is required.
- 2023 Edition of the Trustees Handbook copies were distributed to all trustees.
- Clear plastic file folder envelopes have been purchased to protect checked-out magazines. Note: circulation of magazines is limited to back issues, not current issues.
- The Museum of Science & Technology (MOST) membership passes have been purchased and will start circulating in November.
- In the new year, additional passes will be available to Oswego Family Museum, The Corning Museum of Glass, among others.
- Lock has been installed on the Martha Lollis Media room door.
- A 75-inch TV, courtesy of the Friends, will be installed in the teen room in time for the Holiday Open House
- The Open House will take place on Friday, December 1st, 6:00-8:00p.m. The theme will be Pirate Christmas with Captain Nick Klaus.
- As of this date, more than 100 knit hats have been donated to the "The Great Give Back: Knitting for a Cause". Donations will be accepted until November 30th.

Staff Updates

- Staff are working on self-evaluation forms in preparation for their annual reviews in December.



Committee Reports

Friends:

- The Fall Book Sale had total gross proceeds of \$2,202, not including the bag sale. That is up from 2022 sales of \$1,869. Almost 5% of gross sales came through Zettle.
- 10 new members signed up during the sale.
- A membership drive was held in the lobby of the library during National Friends of the Library Week, resulting in 25 new memberships.
- Pat Dailey was presented with the Special Friend of the Library Award
- Membership is at 163 as of 10/26 (historical comparison to 33 members in 2006).
- Next meeting is November 30th @ 9:30a.m., during which Friends will help decorate the library, followed by a Potluck social.

Nominations Committee:

- There is the possibility that a local architect is interested in joining the Board.

Buildings and Maintenance:

- Shane sent around a few examples of possible outdoor furniture to purchase for the Gazebo. How we want the furniture to be configured needs to be discussed. Sophia envisions tables for two with one chair set up along part of the sitting wall, as if set up to play chess or other games.
- Jeremy has not gotten back to Shane regarding outlets for Amphitheater.
- Roof repair is still in progress. Sophia to inquire how much longer it will take to complete the work.

Development:

- Annual Fund Drive letter has been written and reviewed by Development Committee. Sophia has put together packets for each Trustee to take home and get ready for mailing between now and post-Thanksgiving weekend.
- Board members to man Commemorative Bricks Table at the Holiday Open House.

Finance:

- Cash and savings account balances are favorable to October 2022, with our Levy funds now in the Bank.
- Income exceeds both the prior year-to-date period as well as our budget, solely reflecting the construction grant.
- Expenses remain favorable to budget in most categories, with only negative variances in Collections (primarily digital and online), as well as General Expenses (attributed to Depreciation).
- Our 2024 Budget is being reviewed by Sophia, Kathryn, Jeremy and Pat. As well, Sophia and Michele have reviewed the personnel related expenses.
- Our M&T Bank accounts have been updated to reflect our desired account signers.

Personnel/Policies:

- Per NYS law, all employees will have a job description that they have signed off on.



New Business

- Resolution to appoint Library Director –

WHEREAS Sophia Brandt’s service as Interim Library Director has provided the Board with the opportunity to assess their suitability for the position; and WHEREAS the Board believes Sophia serving as Director would be in the best Interests of the Library; BE IT RESOLVED that the Library shall offer Sophia the position of Director of the Library[...], with at-will terms and other such conditions including start date, to be confirmed in a hire letter to be drafted and signed the President.

AYES: 6

NAY: 0

ABSTAIN: 0

- The Diversity, Equity, Inclusion, and Accessibility Statement (DEIA) has been updated to reflect NYS standards. Trustees to review and to vote to adopt revision at the next meeting.
- 2023 Staff meeting schedule dates of November 17 and December 15 at 9:00 a.m.; the library will open at 10:00 a.m. on these dates. Motion to approve made by Dennis Robillard. Motion seconded by Pat Dailey. Motion unanimously approved.
- 2024 Operational Hours Proposal: proposal is to shift hours so that library can have extended hours on Saturdays (9:30 am to 4:00 pm v. current hours of 10:00 to 2:00)
To extend Saturdays hours, the library will open one half hour later Monday – Thursday (9:30 am to 7:00 pm) and Fridays (9:30 am to 5:00 pm)
Motion made to approve made by Dennis Robillard. Motion seconded by Pat Dailey. Motion unanimously approved.

Questions/Comments from the Public. No questions or comments from the public

Other Business.

Adjournment. Motion to adjourn meeting made by Michelle Hubbard. Motion seconded by Mary Drabot. Motion unanimously approved. Meeting adjourned at 8:20.

Minutes recorded by: Mary Drabot

Next Board Meeting Date – Thursday, DECEMBER 7, 2023