



**Marcellus Free Library**  
**Board of Trustees' Meeting**  
**Meeting Minutes April 6, 2023—7:00 PM**

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

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

**Meeting Called to Order by Kathryn Dennis at 7:04 PM.**

- **Review and Approval of Minutes from March 9, 2023.** Motion to approve March minutes made by Pat Dailey. Seconded by Michelle Hubbard. Minutes approved unanimously.
- **Director's Report.**
  - There is a new Memorial Brick Form which allows individuals to order a brick in honor of a recently deceased individual. The library can now send a note to the family about the donation and the donor can receive a tax deduction letter.
  - The local history collection is being reviewed with input from the Marcellus Historical Society (MHS) to help determine which items are most relevant for the collection and which might be best housed at the MHS. Mayor Curtain stopped by, and he and the staff reviewed a compilation of the 1840 census, which the Mayor compiled in 1995. It was agreed the staff will make it known that this resource exists.
  - Adult programs of note include Garden Talk: Gardening in the Time of Climate Change. The program filled up in the first hour and there are 10 on the waitlist as of this date. Other program highlights include an upcoming American Sign Language Class and Art Lesson with the Everson Museum.
  - Staff participated in a webinar called "The Librarian's Guide to Homelessness." While this is not currently an issue at MFL, staff now understand the issue, including mental illness and drug addiction, which are often associated with homelessness.
  - Sophia has been training staff in anticipation for her maternity leave. Thomas, Sara, and Martha will work as a team while Sophia is on maternity leave.
  - Pat Dailey asked about the Google Business Data labeled "Directions" and "Phone Calls". Sophia explained these stats correspond to the click throughs that come from the navigation sidebar that appears on the right-hand side of someone's search results when you search for a business/establishment.



- **Committee Reports**

- **Friends:**

- Funds requests approved for: Summer Reading Program (\$6,200), Awesome Art (\$100), and Toys and Organization (\$200).
- Fund requests pending Board approval: Teen (\$1,500), Nintendo Switch (\$500), and Barefoot Bob's Astronomy Program (\$350). These requests will be voted on May 24, 2023.
- Zettle (a division of PayPal) purchase was approved. This Point of Sale (POS) payment processing system will help streamline collecting payments from Book Sales, memberships and donations. Friends are hoping it will be up and running in time for the Olde Home Days Book Sale.
- One box maximum book donation has been waived through May. The word is out, and donations are coming in at a good rate.
- Several Friends volunteers have been working on Basket Raffles and timeline for completion is on target. It was agreed that the Baskets will be displayed in the lobby during the hours in which the library is closed. Additional Friends volunteers will be needed.

- **Nominations Committee:**

- The committee will be meeting on April 8<sup>th</sup> to meet and interview Jeremy Pellizzari.

- **Buildings and Maintenance:**

- Gazebo is complete! The bike rack and bike repair station are once again fully functional.
- Plaque for Amidon Garden will be a single pole design.
- Lighting is in place and looks great.
- Pat asked about the cracks – Shane will be in contact with McClurg, and they are going to do a test repair and this will help determine if the cracks are cosmetic or structural in nature. A reminder that the grant money cannot be used on repair but this issue must be addressed.

- **Development:**

- Reveal Celebration plans are moving forward, and a sponsorship flyer has been designed to be sent out to local business. Thomas has made a contact at *The Eagle* and will be writing up a Press Release.
- Music and entertainment are booked. Working on securing food trucks and beverages (Riseform Brewing Co.). Sophia has been in touch with the town/village about parking/any permits that might be needed.
- The Amidon Memorial Dedication will either be July 15 or a day in August. Sophia worked with a family member for wording on the plaque. We are waiting for a list of invitees from the family.



- The Brick fundraiser form has been updated. Sophia will be creating a QR code to include in upcoming newsletters. The committee agrees there may be an uptick in interest after the reveal celebration, once people have a chance to see the space for themselves.

#### **Finance:**

- Budget is ahead in ordinary income
- There will be a variance but that is to be expected.
- Investments have recovered a bit and cash is identical to this time last year (like last year, we never drew from it).
- Kathryn asked when Tompkins would be invited to a meeting; Pat anticipates asking them to come to the June meeting.

#### **Personnel/Policies:**

- Not much to report this month but Michelle wanted to say that the training session from OCPL was very eye-opening. It was noted that many libraries are looking at the same or similar issues as MFL. Safety was an important part of the training. Kathryn commended Sophia and the staff for being ahead of the curve with reviewing room policies, in particular.

#### **Old Business**

- Annual Report was submitted
- Vote to approve revised Bylaws. Motion to approve revised Bylaws made by Pat Dailey. Seconded by Shane Ventura. Revised Bylaws approved unanimously. The number of voting positions was updated to nine (9).
- Motion to approve proposed policy changes to the following policies made by Pat Dailey. Seconded by Shane Ventura. Policy changes approved unanimously.
  - Fines for Library Materials and Special Materials
  - Friends Community Room Policy
  - Meeting Room Policy
  - Collection Management
  - Request for Reconsideration of Library Materials

#### **New Business**

- Tax Levy Public Hearing is May 8, 2023 @ 7:00 PM. Jackie asked if Friends could help promote the talking points, as their purpose is to advocate for the library. Pat agreed. Friends will push messages to support school levy. Talking points include increases the library is seeing in library visits, registered users, program offerings and program attendance. Both physical and electronic circ is increasing. If we continue this trend, to meet demand, we will need an increase in budget. We don't want to charge patrons to attend programs. Hoopla stats are increasing and eating up a bit more budget than anticipated.



- 403(b) Plan – Pat would like to shorten the window of when staff can participate. Right now, it is two years. Pat will provide a framework for further discussion to shorten that time as well as further discussion on how the library contribution match will work. The match is for full-time and part-time benefits-eligible employees. The idea was discussed that a 3% contribution would go to all those eligible and increase it to a 5% match if the employee is contributing through payroll deductions. This is a great benefit of employment at the library.
- Discussion and vote on executive team compensation during Sophia’s maternity leave. Motion to approve Compensation Plan made by Mary Drabot. Seconded by Michelle Hubbard. Compensation Plan approved unanimously.
- Discussion about Steve’s contract (he asked us to please discuss when he is not present)
- Sophia will write up an addendum and extend his contract past May. It will be helpful for Staff to have Steve to call on for when Sophia is on leave. It should be noted that personnel queries must go to the Personnel & Policies Committee.
  
- **Other Business.**
  - Steve’s Report – Strategic Plan is very close to a draft plan. Mission statement has been updated. New visions statement will be included. There will be six (6) objectives as part of the Plan. Steve has put together a summary report based on data and conversations with the Board and Staff. He thinks he will be able to provide the Planning Committee with a draft within two weeks. After review by the Planning Committee, the Board can review and ultimately approve. While Steve hopes it is approved intact, the Board must support it as “our plan, not Steve’s” and so he accepts there may be edits. He noted that he initially assumed the Plan would have a very specific timeline but to have an action plan with dates is not feasible with Sophia being out on maternity leave.
  
- **Questions/Comments from the Public.** No questions or comments from the public.
  
- **Adjournment.** Motion to adjourn meeting made by Pat Dailey. Motion seconded by Shane Ventura. Motion unanimously approved. Meeting adjourned at 8:49 PM.

Minutes recorded by: Mary Drabot

**Next Board Meeting Date – Thursday, May 4, 2023**