



**Marcellus Free Library
Board of Trustees' Meeting
November 5, 2020-- 7:00pm**

- Meeting Call to Order 7pm
In attendance in person Beth Anne Piper, Pat Dailey, Martha Fiacchi, Mary Drabot, Jake Widrick
In attendance via Zoom: Gary Germain, Katie Cook, Shawn Gillen-Caryl, Michele Merwarth

- Additions/Changes to Agenda
- Review and Approval of Minutes from October 2020 - Motion made by Beth Anne Piper to approve minutes, Shawn Gillen-Caryl 2nd, approved unanimously.
- Director's Report

"Library is full of life." Getting 30 to 45 walk-in patrons per day plus about 15 scheduled appointments. On a slow day maybe 20 walk-ins. Lobby pick up remains active. Director is fielding requests and inquiries from groups to use meeting rooms. He is hesitant to commit. Discussed use of meeting rooms for public and agreed to hold off until next year. Staff continues with next year program planning to be held both in person and virtual and will adjust as necessary. Patrons have been very cooperative regarding changes.

Jake will reach out again to heating company to discuss possible ultra violet light system for air purifying. Cost to install at neighboring Onondaga Free Library was about \$5000. Currently using two 400 square foot air purifiers for main work areas.

There is a meeting with McClurg set for November 10 regarding new media room and will discuss better ventilation with them at that time also. Need to adjust expenses re expected change in heating bill as plan to leave windows open during winter to increase air exchange inside.

Discussed how library snow days and late openings will be handled. Usually use Marcellus School Days and it appears we can continue to do so except for Wednesdays when all students are virtual. Jake will reach out to board if has concerns re opening due to weather when school is virtual and no public announcement.

Working on using lobby as point of service for interactive craft supplies.



Currently in lobby are supplies to make cards and working on other projects. Friends are using lobby also. Signage remains in place to keep lobby uncongested.

Film festival is next Saturday 1114. About ½ of the spots are reserved. Movies will run about 3.5 hours of movies with ½ hour intermission. Scheduled for 6:30 to 10pm. Schedule of films is on website.

We will place a donation box in the lobby during fund drive.

Solvay library shut down for 2 weeks due to Covid exposure. Scheduled to reopen after Veterans Day. If any of our employees test positive for Covid Jake will shut down immediately and wait 24 hours to deep clean. Will encourage all employees to get tested and reopen when we have enough employees who tested negative.

Notification of award 2019 Construction Grant re modified request re multimedia room construction received. Likely to receive 90% up front and then 10% when completed. Project should be completed by June 2021 but Jake feels that given the delay in funding and Covid we will not likely be held to that deadline. He advises we can request a 1 year extension and necessary. Once get money in hand will meet with McClurg to determine when can do the project. Looking to do in spring 2021. Expect to get check in January. May only get 80% up front and then 2nd check of 20%. Discussed logistics of cleaning new room between uses.

No longer quarantining items people touch in stacks. Patrons use hand sanitizer at sign in desk so feel that not necessary given current knowledge of Covid.

- Committee Reports
- Friends Presented by Michele Merwarth. Conducted book sale in lobby during October. Made \$450 to date plus unreported amount for final week. There are now holiday books on sale in the lobby. Hoping sales will relieve overflow of books they have in stock. Will have gift giving type of books on sale in lobby from mid November to Christmas. During January will do basket raffle with No Place Like Home theme containing stay at home items.

Current membership is 110 people. Last year membership was 150. They have requested members make donation with membership drive and have raised \$500 to date. For coming year they are looking to make \$12000



donation targeted to the multimedia room and \$5000 Summer Reading Program. They have experienced a \$7500 loss of fundraising income this year due to cancellation Old Home Days. Per Jake everything the Friends have done in the lobby have been well received.

- Finance

- Budget Second Draft Questions/Comments

- October results within budget. We are operating within favorable budget re bottom line re 2020. Pat Dailey reviewed some changes to the 2021 budget. Anticipated funds from Jane Amidon's estate and from fund drive are included in 2021 budget. Budget will include estimated salary and wage costs at what currently spending for first quarter 2021 and then return to normal operation and hours on April 1, 2021. No monies for summer pages included in costs for 2021.

- Budget for health insurance costs may require changes. We can better determine after open enrollment period. Budget for 2021 stayed within prior budget on other items. Gas and Utilities are still not being billed efficiently. They are included in the budget as if being billed routinely. Budget summary will be done for the Annual Public Meeting. Marginal positive operation 2021. No increase in levy was requested this year to help control costs to the tax payers. Still pending information re investment options from Phil.

- Personnel/Policies

- Sexual Harassment Policy Review and Vote

- Reviewed amended policy. Per Pat corrected page 6 allocated to allegation. Motion to approve policy was made by Pat Dailey, seconded by Beth Anne Piper and approved unanimously.

- New Business

- Fund Drive (Target mailing date 12/1)

- During the last 2 years they have cultivated the donor list to most likely donors. List includes 400-450 people and we will send each an individual letter signed by Jake and a board member. Board member will add a personal note to the letter. Last year fund drive raised \$20,000. Jake will send a Google doc to allow board members to identify people on the list they know and who they want to put the personal note on the letters. Consider the lists and identify who we know. About 50 letters each. Jake will provide a template for proposed personal notes as starting point. Each board member will



pick up packet in lobby with lists, letters ect to take home to sign.
Projected date to mail letters around 12/4/20

- Questions/Comments from the Public None
- Other Business: Staff is good. It has been stressful for them having to plan for programs with both in person and virtual options. Staff feels better with families coming into the library. Discussed agenda for December meeting to include board continuity. Beth planned to serve as president 2 years. Need to id VP for 2021. Need to increase board membership to at least 9 people. Jake will discuss with staff people see coming into the library.
- Meeting adjourned 7:56pm. Motion to adjourn Pat Dailey, 2nd Beth Anne Piper

Next Board Meeting Date: Thursday December 10, 2020