Friends of Marcellus Free Library, Inc.

Board Meeting Minutes – November 17, 2021

MFL New Conference Room – 1 pm

Board Members Present:  President Michele Merwarth, Treasurer Susan Spencer, Deputy Treasurer Debbie Grousset, Recording Secretary Kathy Annan, Corresponding Secretary Paulette Quinn, Past President Audrey Kearney.

Board Members Absent: Vice President (vacant), Director Vicki Finkle, Director Gloria Weeks

President Merwarth called the meeting to order at 1:05 pm

Secretary’s Report – minutes are now available online @ <https://www.marcelluslibrary.org/support/friends-of-marcellus-free-library/>

A motion to accept the Secretary's October minutes was made, seconded, and carried.

Treasurer's report for October, including account balances for today, was read by Susan and will be filed as received and read.

Membership – Paulette that we currently have 123 members. Renewal notices have been sent out.

Michele reported that Jake contracted with book sellers from the company Better World Books, to take boxes of leftover donated books. We will receive a 10% commission on any sales. Jake will keep us updated.

Michele asked for discussion about what to do with an empty 2 drawer filing cabinet that is no longer used by FMFL. It was decided to offer it to library staff and/or the public for sale for $40. Paulette will list it in the membership News and Notes.

Michele reported that through a contest for completing a NYLA survey, we received a free 1-year membership to NYLA.

Michele asked for items to give to Sharon, the library historian. Paulette donated many older library newsletters.

NEW BUSINESS – review documents

* Liability Insurance – was reviewed and the policy will remain the same
* Conflict of Interest Policy – was reviewed and will remain the same. Michele will include review date on document.
* Memorandum of Understanding – Michele suggested several changes. Put document on letterhead with library name and address. Under 2nd bullet – add “strategic” before planning. Under 11th bullet – add “itemized” before expenses. Also add amended date and signatures.
* Bylaws - There were several proposed changes/additions to the bylaws but discussion focused on the procedure as to how the bylaws should be changed and if it would be something that New York State would have to review. Paulette will look into. Since there was not a quorum at this time in the meeting, no changes will be made yet.

Changes needed for Policy & Procedure Guidebook: notes taken by Audrey

* Directors - If there are two potential candidates for the same office, only one person may cast a vote. Michele will write.
* Directors - Resignations of directors should be written and given to the President. Michele will write.
* Treasurer/Corresponding Secretary – include procedure for membership. Susan/Paulette will write.
* Treasurer – Per comments from financial review – explain what the monthly report should include from one month to the next. Susan will write.
* Book Sale Chair – Add price for Bag Sale - $5. Michele will change.
* Book Sale Chair – under “Library Newsletter,” change newsletter date from September to October. Michele will change.
* President/Treasurer – Add information about document purging (per document retention sheet). Michele will write.
* Introduction page – Add how to make official changes to Guidebook/distribute updated changes to directors. Will need to be discussed by Board.
* Special Friend of the Library Award – add check is made out to the recipient. Michele will change.
* Special Friends of the Library Nominee Request Form – change date from September 10th to September 20th. Michele will change.
* President – add statement for President to say at meetings about voting - for Advisory Council. Paulette will write.

Since there was not a quorum at this point in the meeting, no vote was taken. Upon a confirming vote, Michele will make changes to the originals on the flash drive.

Upcoming Events

December 1, 2021 – 6–8 pm decorate the library. If you wish, bring an ornament to swap (homemade or purchased – no more than $10.)

January 5, 2022 - 6–8 pm take down decorations (coffee, hot chocolate, & treats)

Next meeting – January 26, 2022 at 11:30 am – Reading the Shelves and Business Meeting

Being no further business, the meeting was adjourned at 3:15.

Respectfully submitted,

Kathy Annan

Recording Secretary