



**Marcellus Free Library
Board of Trustees' Meeting
September 9, 2021-- 7:00pm**

- **Meeting Call to Order**

Meeting called to order at 7:00pm. Trustees in attendance at the Library: Beth Anne Piper, Shawn Gillen-Caryl, Gary Germain, Pat Dailey, and Katie Reilly. Library staff in attendance were Sara Randolph, Sophia Brandt and Jake Widrick. Michele Merwarth attended on behalf of Friends of the Library. As well, Kathryn Dennis attended as a potential new Trustee.

- **Additions/Changes to Agenda** - None

- **Review and Approval of Minutes from June 2021**

Motion to approve minutes made by Gary and 2nd by Shawn. Minutes were approved.

- **Director's Report**

Jake reviewed portions of his previously distributed Director's Report. Discussion followed regarding the following:

- OCPL, Central Library, all city branch libraries and a majority of suburban libraries have all returned to full mask mandate for those over the age of two. In light of this and the CDC's recommendation of mask wearing indoors, regardless of vaccination status, MFL will adopt a formal mask wearing mandate for all patrons entering the building.
- MFL plans to return to full hours in October, excluding Sunday: Mon-Thurs 9-8:00; Fri 9-5:00; Sat 10-2:00. Staffing hours will be reassigned and spread out to accommodate the change. Paiges will be used at night to get books back on the shelves.
- Returning to this schedule will allow MFL to expand on some of the more successful limited/distance programs and welcome local organizations to make more use of our community spaces.
- The yearly Flu Shot Clinic with Walgreens is scheduled for October 15th.
- Working with Parks and Rec, we are planning to allow senior exercise classes and chair yoga to resume when the weather worsens.
- This year's mostly virtual summer reading program numbers were similar to last year's. Participants included: 95 children reading 4420 books; 15 teens reading 112 books; 44 adults reading 270 books; and 17 were enrolled in 1,000 Books Before Kindergarten.
- The yearly Flu Shot Clinic with Walgreens is scheduled for October 15th.
- A construction update was provided: The conference room is essentially complete. Pete Black and his team will fix the sliding door.



Michael Montanaro continues to work on the credenza, and piece for the lobby, as well as the conference room table. New approaches are being reviewed for the table as Michael has run into some hydrologic issues.

- A grant was submitted to OCPL for 75% of the Creek Walk project. Indication was given that we should receive the full 75% which amounts to \$161,000. The Amidon bequest will also be incorporated. Will look to the same landscaping/construction company used for the building in 2008. Mark Moncavage would take care of lawn and floral/ foliage landscaping.
- **Committee Reports**
 - **Friends** - Michele Merwarth – As part of the Marcellus Fall Home Days celebration on September 18th, the Friends will hold a book sale in the pavilion near the playground in the lower park. They will also sponsor a raffle for a Disney Basket, celebrating Disney's 50th anniversary. Sept. 22nd will be the next Friend's meeting.
 - **Finance** – Pat Dailey – reference is made to his Treasurer's Report (attached). Library is in sound financial condition. Pat indicated: Library has exceeded some revenue categories compared to budget; Library continues to manage expenses favorably to budget; and non-operating income provides significant additional income.
 - Pat and Gary discussed conducting a formal request for proposals (RFP) for our Investment Advisor service. No formal RFP has been made in decades. Jake will set-up a meeting with our existing advisor to review our existing investments.
 - **Building and Grounds** – covered substantially in Jake's reporting. No further report.
 - **Nominating Committee** – Beth Anne re-introduced Kathryn Dennis and referenced her previously distributed Trustee application. Vote to approve Kathryn Dennis' Trustee application for a term to begin immediately and end January 2024. Motion to approve made by Beth Anne, 2nd by Shawn. Motion approved unanimously.
- **New Business**
 - A vote on Memorandum of Understanding was taken and unanimously approved.
 - A vote on the Updated Safety Plan was taken and unanimously approved.



- Jake and Gary will meet with Phil Dean to review current financial services and fees. A motion was made to move forward with writing an RFP for Financial Services by Shawn and was seconded by Gary. Jake will work with other libraries for advice on writing the RFP.
- A vote was taken on the formal mask wearing mandate discussed at the beginning of the meeting, all were in favor, none against.
- **Questions/Comments from the Public** - None
- **Other Business** - None

Motion to adjourn made by Pat, 2nd by Shawn. Motion approved unanimously. The Board meeting adjourned at 8:25pm.

Next Board Meeting Date: Thursday October 7, 2021 - 7:00pm

Meeting minutes submitted by Katie Reilly 10-05-2021