



**Marcellus Free Library  
Board of Trustees' Meeting  
Meeting Minutes September 10, 2020**

- **Trustees present:** Pat Dailey; Mary Drabot; Gary Germain (via zoom); Shawn Gillen-Caryl; and Katie Reilly(via zoom)
  
- **Also present:** Jake Widrick (MFL Director); Robin Bolewski (via zoom); and Sara Randolph (via zoom)
  
- **Meeting Called to Order by Shawn Gillen-Caryl at 7:03 pm.**
  
- **Additions/Changes to Agenda.**  
None
  
- **Review and Approval of Minutes from August 2020.** Motion to approve August minutes made by Shawn Gillen-Caryl. Seconded by Katie Reilly. Minutes approved unanimously.
  
- **Director's Report.** Jake Widrick reviewed his previously submitted report. A brief discussion followed. Jake noted our lobby pick-up has been favorably acknowledged by many patrons. Shawn suggested Saturday hours may be helpful to students now back at school. Jake reiterated the mammography van will be back this year and a flu clinic will be held on Friday October 2<sup>nd</sup>. Jake discussed the browsing statistics provided.
  
- **Committee Reports**

**Friends:** No report.

**Nominations Committee:** Jake mentioned we have a vacancy in our Vice President position. No recommendations have been submitted. He will send to Board members the current Board roster and when each term expires.

**Finance:** Pat Dailey referenced his previously submitted finance report. Pat indicated that operations were substantially all within budget. PPP loan forgiveness applications may become available in the next month or two, which we intend to file before the end of 2020. We continue to wait for a decision on our grant submission (predominantly for the second floor room expansion). Prior to tonight's Board Meeting, Jake, Gary & Pat discussed the investment review process and will set up a meeting with our investment advisors after we review the August end of month investment statements.

**Personnel/Policies:** Jake reviewed the changes to our PTO policy. Jake indicated the intention of this policy was to comply with a recent NYS law change, effective September 2020. A brief discussion followed. With no further changes recommended, a Motion was made to accept the policy by Shawn Gillen-Caryl, seconded by Katie Reilly. Motion unanimously approved.



Jake referenced the previously submitted Sexual Harassment Policy. He asked for all Board members to review the policy before the next Board, as it will be presented for discussion and a vote in October. Staff training by Ginny Biesiada will be completed next month.

- **New Business.**

None

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

None

- **Other Business.**

General discussion regarding whether the Library will have any activity for Halloween, no resolution.

Jake will keep the Board informed if school age patrons return after their physical classes – in an effort to have us consider modifying the Library hours.

- **Adjournment.** Motion to adjourn meeting made by Shawn Gillen-Caryl. Motion seconded by Katie Reilly. Motion unanimously approved. Meeting adjourned at 7:37p.

**Next Board Meeting Date – Thursday October 8, 2020 7:00pm**