



**Marcellus Free Library
Board of Trustees' Meeting
Meeting Minutes SEPTEMBER 7, 2023—6:45 PM**

Trustees present: Kathryn Dennis (President), Pat Dailey (Treasurer), Mary Drabot (Secretary), Michelle Hubbard, Dennis Robillard, Jeremy Pellizzari

Also present: Sophia Brandt (Interim Director), Jackie Smith (Friends of MFL President)

Meeting Called to Order by Kathryn Dennis at 6:48.

- **Additions/Changes to Agenda** - none
- **Review and Approval of Minutes from June 8, 2023.** Motion to approve June minutes with some minor edits made by Pat Dailey. Seconded by Dennis Robillard. Minutes approved unanimously.
- **Director's Report.** Sophia reported.
 - Dawn Marmor has been voted in as the OCPL Executive Director. Sophia will have the opportunity to meet her at an upcoming OCPL retreat (see below).
 - The Village installed an additional 'Handicap Parking' and 'No Parking Anytime' sign in the large lot to follow ADA requirements. Kathryn Dennis asked that a staff member follow up with the patron who originally brought up the handicap parking issue.
 - Bob installed signage warning of Poison Ivy and Ticks near the Amphitheater stage near the overgrowth where the property line meets the condos.
 - Regarding the curb at the front entrance of the library, the Village is not able to drop the curb but the DPW is inquiring with the mayor about painting the curb to prevent missing the step and tripping.
 - The Fire Inspector came by on August 30th for the annual Fire Inspection. The Fire Alarm inspection will take place September 12th.
 - The Summer Reading Program was a success with 176 children/tweens/teens registered, 121 participated, 564 book reviews were submitted.
 - The Adult programing had 74 registered participants, 447 books and/or programs were read/attended.
 - Overall, 65 programs and/or events were offered, with a total program attendance of 1,508 patrons.



- Upcoming programs include: Fiber Arts Club, Medicare Basics, Technology Made East, September Book Box, an Author Talk with Michael Streissguth, CrafterNoon for Adults, and BeeKeeper Talk.
- Toy Time Tuesdays will begin September 26th; Sophia has asked if the Friends can help to replenish the toy inventory.
- Sophia is in the process of planning a Banned Book Club for November for adults and teens 16 years and older.
- Volunteer Jenna has been hired as a Library Page. Jenna is studying to become a librarian.
- On September 15th, Sophia will attend the 2023 OCPL System Retreat for Directors at the Everson Museum; the theme this year is the Art of Leadership.

● **Committee Reports**

Friends:

- The Friends fiscal year is July 1 – June 30th and for the 2022-23 year, the membership grew to 163, 13 more than the goal of 150 members.
- Friends volunteered more than 600 hours and approved and disbursed \$11,522 toward FML funding requests.
- Fundraising efforts broke records in membership, Olde Home Days (OHD) book sale, OHD raffle sale and Book Nook.
- The group is planning for the 2023-24 fiscal year.
- Regular meetings will be held the 4th Tuesday of every month at 1:00pm.
- Michele Hubbard remarked that the Friends were at sign up for Summer Reading and they really encouraged parents to sign up for the Adult Reading activities.

Nominations Committee:

- The Committee aims to solicit Trustees who have experience in law, architecture and/or construction and will meet in the near future to discuss further.

Buildings and Maintenance:

- Parking lots have been repaved & repainted.
- An outlet is still needed near the Amphitheater stage
- There are some funds remaining from the Grant; an amendment will need to be done if we want to use funds for anything else. Sophia's wish list includes a shed and a building generator.
- There continues to be issues with the leak in the upstairs closet. The issue is being discussed with Vanderhoof Roof.



Development:

- The Committee met on August 25th and discussed future ideas for next year's fundraising event, including a dinner event and a repeat of the Rise Form 'Pour for a Purpose' (hoping this can become an annual event).
- The Holiday Open House will take place on Friday, December 1, 2023. Trustees were asked to keep this date open.
- In August, Sophia ordered 29 more bricks; 36 bricks remain available to complete the walk.
- The Amidon family was pleased with the celebration for the Jane & Robert Memorial Garden.

Finance:

- The library has received a bequest from the Estate of June Ast. The bequest is without restrictions. Trustees agreed that some recognition will be planned and communicated to the Ast family. Mrs. Ast was the MCS Elementary School librarian for 23 years, as well as a longtime volunteer at MFL.
- Pat anticipates that levy funds will be received in early October.
- Income exceeds both the prior year-to-date period as well as the budget. This is due primarily to the construction grant and the Ast bequest. The Annual Fund shortfall was made up (plus some) from the successful Amphitheater Reveal event.
- Expenses are favorable to budget in most categories.
- The 2024 budget process has begun.
- As approved at June's meeting, account singers at Tompkins will be updated.
- Dennis asked about our fee at Tompkins; Pat explained that our not-for-profit status allows us to have a very low rate.

Personnel/Policies:

- Michelle and Sophia met briefly to discuss editing language for the room use policies.
- The current Bereavement Leave is under review due to the language regarding full time v. part time benefits (as written, a p/t employee could conceivably take two weeks off, while a f/t employee would max out at a week's time).

Strategic Plan update

Sophia presenting the Strategic Plan to the staff and they were in favor of implementing it. Sophia will be making some minor changes to the mission statement for clarity. Jeremy suggested that the plan be reviewed between now and next meeting and questioned how parts of the plan will be executed if to do so requires additional staff.



Sophia would like to think of the plan as a living, breathing document that will be reviewed regularly and be adjusted as needed. The board will vote to accept the Strategic Plan at the October 2023 board meeting.

- **New Business**

- Adding Signers to M&T Account – Motion to add Kathryn and Jeremy was made by Michelle Hubbard. Seconded by Dennis Robillard. Motion unanimously approved.
- Jeremy has been investigating the Employee Retention Tax Credits, which are payroll tax credits providing refunds to eligible employers for wages paid during periods of full or partial suspension due to orders from an appropriate governmental authority limiting commerce, travel, or group meetings. All activities of a 501(c) entity are included. This means MFL is eligible to apply for certain time periods throughout the Pandemic, when the library had government imposed limitations which partially or fully suspended programming, visitation and community meetings. After the review of meeting minutes and other library records, we have applied for the periods of March 13 -30, 2020 and April 1-June 30, 2020. Filing for the credits covering the third and fourth quarters of 2020 and the first quarter of 2021 will be completed in September.

- **Questions/Comments from the Public.** None.

- **Other Business.** n/a

- **Adjournment.** Motion to adjourn meeting made by Pat Dailey. Motion seconded by Mary Drabot. Motion unanimously approved. Meeting adjourned at 8:09 PM.

Minutes recorded by: Mary Drabot

Next Board Meeting Date – Thursday, October 5, 2023