



Friends of Marcellus Free Library
Special Board Planning Meeting August 7, 2024
Martha Lollis Room - 9:30 am

President Jackie Smith called the meeting to order at 9:30

Attendance:

Present: Jackie Smith, President; Domenick Patti, Vice President; Michele Merwarth, Corresponding Secretary; Jim Shake, Treasurer; Karen Pollard, Director; Anne Hatcher, Social Media Chair; Donna Merchant, Deputy Treasurer

Absent: Barbara Patti, Recording Secretary; Audrey Kearney, Director

Reports:

Secretary Report: due to the absence of Recording Secretary Barbara Patti July minutes will be sent to the board for approval via email. This meeting will be recorded for Barb and she will distribute these minutes to the board upon completion.

Treasurer Report: Jim presented the financial report through July 31, 2024; current balances. The report will be filed as read.

23/24 Presidents Report: Jackie presented the Presidents Report for 2023/24 and expressed her recommendations and goals for the 24/25 year.

Business:

Green folders/guidebooks: Updated green folders and guidebooks were passed out to the appropriate board members. Jackie & Domenick worked together to have them updated with 24/25 information. Audrey will be provided with hers at Septembers meeting. All were told they will be emailed our new insurance binder upon September renewal; they should replace the one in the current binder upon receipt of the new one.

Finalize meeting times, programming 2024/25: Jackie provided an updated schedule based on July's meeting discussion. The board agreed on the final dates, times and topics for the fiscal year. The brochure will be updated by Michele and will be available when application/renewal packets go out at the beginning of September.

Membership: Michele shared the updated membership letter and brochure. They will be sent out to the membership at the beginning of September. Perks & benefits: It was agreed that all memberships joining/renewing at a \$50 or higher level will receive a special "FMFL tote bag".

Swag: Jackie brought in and shared the customized logo book bags and sticky note books that were ordered for membership perks, guest speakers' gifts, membership drives and to offer the totes for sale in the Book Nook. It was agreed totes would be sold for \$5. All provided positive feedback on the logo merchandise. The Friends ordered a total of 200 tote bags and 150 sticky books which totaled \$852.13.

Google Drive Review: Jackie projected the Friends Google Drive onto the meeting room screen for orientation and review purposes.

MFL Friends Money Report 2023/24: The library's "Friends Financial" report for the 23/24 fiscal year was provided to the board via email prior to the meeting. All were satisfied with the accounting of funds. There were still remaining funds which were marked for expenses not yet incurred. Jackie will follow up with Martha when those funds are depleted for an updated report prior to the library's calendar's year end.

Insurance policy renewal: The policy renews on September 25, per Jim Shake the 24/25 policy will be paid in full upon receipt of the annual invoice which is expected soon.

Third party independent financial review: Friends member Amy Sandgarten has agreed to donate her time to complete the review again this year. Jim & Jackie will meet prior to the books being given to Amy to review and confirm all is for her. The completed review is expected to be available for the September meeting.

Accounting software: Jim inquired as to other options to handle the day-to-day accounting that may be more feasible (i.e. Quicken) than the current spreadsheets in use. Jackie will inquire with Martha/FML what they use and if it's possible to share. Michele also questioned where the Friends laptop is, per Jackie it needed to be included in last year's MFL inventory as though Jake bought it for the Friends use it is not their physical property. Jackie will check with Sophia -it was given to her for last year's inventory.

Follow-up:

Summer Reading Program feedback: Jackie & Anne shared the successes of the Summer Reading Program season finale and commended the Friends who volunteered along with what a great job MFL did with the "carnival themed" finale. All in attendance had a blast!

Banned Book Week: Domenick discussed the upcoming Banned Book Week 2024 and confirmed special t-shirts are available locally at *That's What She Read* bookstore in Marcellus for a fair price. Jackie will email the absent board members and chairs by chance they are interested. Dom is to prepare a presentation for the Friends section of the lobby on Banned Books to be on display during Banned Book Week.

National Friends of the Libraries Week 10/20-10/26: Michele will be requesting volunteers at the September meeting for the lobby membership drive that the Friends will conduct during the week. She has a "bee-themed" display planned. Jackie will create an Impact Report for the 23/24 year to be given out.

NYLA Annual Conference & Trade Show: This year's annual conference will be held in Syracuse. Domenick agreed that he will register and represent FMFL on Friday, November 8, the cost is \$100. Michele noted that she will be there that day as a presenter at the invitation of NYLA.

24/25 Conflict of Interest/Membership: Karen & Donna signed the conflict-of-interest policy, completing the need signatures. Membership was not discussed and requires follow-up.

Refreshment volunteers for the September meeting are Michele and Domenick.

Meeting was adjourned at 11:24

Submitted by Domenick Patti/Jackie Smith