

**Marcellus Free Library  
Board of Trustees' Meeting  
Amended Meeting Minutes April 9**

- **Trustees present:** Beth Anne Piper, Pat Dailey, Katie Cook, Mary Drabot, Shawn Gillen Caryl, Martha Fiacchi, Janet Austini, Katie Reilly, Gary Germain,
- **Also present:** Jake Widrick (MFL Director), Michele Merwarth (Friends of MFL President), Robin Bolewski, Sara Randolph, Stephanie Moncavage.
- **Meeting Called to Order by Beth Anne Piper at 7pm.** Meeting conducted Zoom overseen by Jake Widrick.
- **Additions/Changes to Agenda.** Application re Care Act.  
Income issues/Health Care
- **Review and Approval of Minutes from March 2020.** Motion to approve March minutes made by Pat Dailey. Janet Austini seconded and approved unanimously.
- **Director's Report.** Jake Widrick reported as follows:

Marcellus Free Library Director's Report, submitted by Jake Widrick  
4/9/20

**Local and System Updates**

-OCPL and member directors have been meeting regularly via Zoom. In addition to regular emails, this has been a great resource for information and idea sharing.

-There has been a tremendous amount of work done to ensure that our patrons have access to as much digital content as possible. Many vendors have made services available for free, during this closure. There are so many virtual story times and activities for parents and kids. An excellent list of resources available can be found at <https://www.onlib.org/find/e-books-and-more> and <https://www.onlib.org/while-youre-home>. Our website is being updated frequently, too.

-All libraries are on the same page with regard to the timing of new services and reopening in the future. We recognize that it will be important to roll out everything uniformly, so as not to put an unfair burden on a library that might decide to offer a service before the others.

-The digital library card has been a success. I have seen 10 new registrations come in over the last week. Anyone can sign up online and be granted instant access to all of our digital content. Once the libraries reopen, we will have to reach out to these people to see if they want to convert to a physical card. They will need to appear in person with appropriate identification to do that.

-I will be able to have our ILS installed on a laptop so that I can do some Polaris tasks at home. OCPL's IT department is working to make sure someone from each library has remote access.

**Library Updates**

-Cooney Air serviced the HVAC system on 3/26. Access doors were installed in four out of the five blowers, so regular maintenance will be easier and more affordable in the future.

-I met with McClurg a few times so that they could do walkthroughs and gather information for some of the parts of the construction project. We still haven't signed a contract for construction, but are hopeful that we will be able to move forward based on the original timeline (beginning early August). Per discussion Hoping to move forward with construction as previously planned in August 2020. Can not move up as there is no non essential construction

at this time. Agreed prudent to hold off and not sign contract until get verification on funding given State financial issues and possible funding cuts. May have to push construction off until 2021. Jake is 99.99 certain funding still available as last years money but will wait for confirmation which should be received in May.

-I won't be purchasing new material for our physical collections during this closure, so more is being spent to supplement our digital offerings. Hoopla is the platform expected to see the biggest increase in use. -Hoopla average circulation is usually ~150 per month. In March the total circulation was 256.

-On a typical month, we will have 6 or 7 new patrons sign up for Hoopla. There were 12 new patrons in March.

-There are usually somewhere between 40 and 55 patrons using Hoopla each month. In March there were 73.

-Staff are still answering the phones between 9am and 5pm every day. There was quite a bit of traffic the first few weeks. We would answer at least a dozen calls per day. At first the questions were people wondering what to do with their checked out items, wanting to know how long we would be closed, etc. Then more and more people started to call about help with access to digital resources. ( We are still getting more than a handful of calls per day.

-Most of the work staff has been doing is related to directing patrons to the information/resources they need. Many patrons need help resetting their PIN needed to access and borrow digital content, which for now we have to forward on to OCPL's IT department.

-We have also been very active on Facebook, where we are able to answer questions and address the community. Robin has done a great job maintaining a dialogue with our followers and keeping them engaged. Janet commented on the good job being done with the facebook and website. Agreed to transition away from using caption of days of closed library to change perspective. Discussed possible new content. Suggestions: What is Board reading. What employees reading. Discussed new ways to use social networking to connect to the public. Zoom program allows for 100 people. Considering zoom book club and patron visits with staff. Staff is healthy and they continue to meet by zoom re moving forward with library services on line or as reopen. Jake to provide emails for staff to board.

feels a lot of positives. Authors and Vendors making free access to materials and services. Author vertical story times. Discussed reaching out to 3 school librarians so they can pass on info re the virtual library card access to students and parents for additional books and materials, books, audio books, videos. Charges have been waived some services.

- **Committee Reports**

**Friends:** Presented by Michele Merworth. Cancelled basket raffle due to cancellation Olde Home Days. Book sale cancelled. Meetings being conducted on Zoom. Friends have agreed to donate the money requested by Library re summer reading program. New VP Friends Richelle Jankins. Paulette Quinn will serve as corresponding secretary.

**Fund Development**

Books and Brews May 9<sup>th</sup> Tuscarora Golf Club cancelled pending possible reschedule after quarantine over.

**Finance:** Pat Daily reported.

financial reports: Provided update and reviewed forms, budget.

Library levy need approval of 2% increase (Shall withdraw request for annual appropriation for the MFL be increased from its current level of \$533869 per year to \$544546 per year } Motion made by Pat Daily, 2<sup>nd</sup> by Shawn Gillen Caryl. Passed unanimously. Jake will contact school with change/withdraw previous request.

**Personnel/Policies:** Employees continue to man phones from home. Discussed possible limited resumption of services after May 1. We continue to pay employees and benefits. All employees healthy.

Library staff will move forward with development and rolling out additional on line services. We will also move forward with consideration on plans re reopening. Library is tied to schools so question whether we can reopen if school does not. County library has furloughed some employees including all part time employees. Possible will be laid off. Beth advised expects it will take longer to reopen as behind curve. Need additional testing and tracking to consider reopening locally. No expected date for reopening at this time. Discussed possibly reopening with curb side services initially on a limited basis. Discussed how can disinfect materials and if will need to let sit upon return. Look for government to set standards re same.

- **New Business.**

Discussed per proposal by Shawn Gillian applying for benefits under Care Act re paycheck protection and Utility benefits. We continue to pay employees salaries and health insurance, retirement. Library business has been harmed as we have agreed to waive levy this year and likely next year due to the increased stress on school budgets due to State financial costs re covid 19. We are unable to proceed with annual fundraising re basket raffle, Olde Home Days and Books and Brews. We are not collecting fines and fees. Book sale cancelled. Based on this motion was made by Shawn to file under Care Act. Seconded Martha Fiacchi. Passed unanimously.

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

- **Adjournment.** Motion to adjourn meeting made by Pat Daily . Motion seconded by Beth Anne Piper . Motion unanimously approved. Meeting adjourned at approx. 8:30p.