



Marcellus Free Library
Board of Trustees' Meeting
Meeting Minutes DECEMBER 14, 2023—6:45 PM

Trustees present: Shane Ventura (Vice President), Pat Dailey (Treasurer), Mary Drabot (Secretary), Dennis Robillard, Jeremy Pellizzari

Also present: Sophia Brandt (Director), Jackie Smith (Friends of MFL President), Sara Randolph (MFL Staff)

Meeting Called to Order by Kathryn Dennis at 6:51 PM.

Additions/Changes to Agenda.

Review and Approval of Minutes from NOVEMBER 2023. Motion to approve November minutes made by Shane Ventura. Seconded by Pat Dailey. Minutes approved unanimously.

Director's Report

Library Updates

- 75-inch TV installed in the teen room, courtesy of Friends. Now younger kids are starting to ask if they can use it as well. Sophia to consider options.
- Knitting for a Cause garnered 337 donations to library, plus more dropped off at a local shop for a total of 500 hats!
- More than 200 people stopped by the Holiday Open House on Dec. 1; Artwork on display was from Stephanie's Awesome Artwork fall session.

Program News

- Winter Reading Challenge begins December 26th – February 10th. Adults are encouraged to report every book read or listened to and every program attended for the chance to win prizes. Teens, Tweens, and children can pick up a BINGO card from the grab-and-go craft table. Anyone who completes a Bingo will be entered into a raffle.
- Toy Time Tuesday – Sophia may put program on hold temporarily; more toys are needed.

Patron Feedback

- Patrons have been requesting another session of ASL, and monthly gardening talks and workshops.
- Continued appreciation for Alyson Esposito's craft programming.



Committee Reports

Friends:

- November meeting was spent decorating the library for the holiday open house. There was a social hour afterward, which was well attended.
- YTD, Friends membership is at 173 (including 23 couples)
- Books in gift-giving condition will be for sale in the lobby through the end of December
- the Friends of Camillus has folded
- Treasurer, Jim Shake, submitted required 990-N and NYS CHAR 500 filings.
- Independent 3rd Party Financial Review complete and distributed to board members for discussions and/if recommendations are necessary.

Nominations Committee:

- Guy Donahue has sent in his application.

Buildings and Maintenance:

- Roof repair is done.
- Shane has not gotten through to Jeremy about electrician. Shane will research some electricians to consider.
- Regarding furniture for the Gazebo, everyone is in agreement that it should be bolted down Table will be 3-sided so that it is disability and wheelchair accessible.
- Sophia spoke to Jamie about the test for cracks; Pat suggested we wait for new board member to be installed.

Development:

- As of mid-December, annual letter drive donations seem to be on target. Generally, donations will continue to trickle in after December though end of February.
- Bricks will be installed in the spring (this will include the batch originally thought to be installed in fall, as well as all recent orders. If they are engraved before spring, it might be nice to let those who have purchased bricks to know by way of an email, perhaps with a picture of their brick.

Finance:

- Pat spoke with a member of the Ast family to open dialogue about how to recognize Mrs. Ast's bequest to the library.
- Jeremy hopes that M&T account has balance sufficient enough to begin 2024. Pat assured board that there is.
- Year came in 101% of budget.



Personnel/Policies:

- DEIA policy will be voted on at this meeting
- Sophia is working on staff evaluations

New Business

- Vote on proposed 2024 budget: Motion to accept proposed budget for 2024 made by Dennis. Motion seconded by Mary. Motion to accept proposed budget unanimously approved.
- Third Party Custody Agreement for Wilmington Trust – per their review of their portfolio of clients, the library has been deemed to be in the “governmental” category. This will require different paperwork.
- Vote on revised DEIA Policy Statement: Motion to approve revised DEIA Policy Statement made by Pat. Motion seconded by Shane. Motion to unanimously approved.
- Vote on 2024 Board Meeting Dates: Motion to approve 2024 Board meeting dates made by Dennis. Motion seconded by Pat. Motion approved unanimously.
- Vote on 2024 Staff Meeting Schedule: Motion to approve 2024 staff meeting schedule made by Pat. Motion seconded by Dennis. Motion to unanimously approved.
- Vote on 2024 Holiday Schedule: Motion to approve 2024 Holiday schedule made by Dennis. Motion seconded by Shane. Motion approved unanimously.

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

Adjournment. Motion to adjourn meeting made by Pat. Motion seconded by Shane. Motion unanimously approved. Meeting adjourned at 7:55 PM.

Minutes recorded by: Mary Drabot

Next Board Meeting Date – Thursday, JANUARY 25, 2024