



**Marcellus Free Library
Board of Trustees' Meeting
January 28, 2021-- 7:00pm**

- Meeting Call to Order
Note all parties attended via zoom. Meeting called to order 7:10pm. In attendance Beth Anne Piper, Pat Dailey, Martha Fiacchi, Gary Germain, Mary Drabot, Katie Reilly, Jake Widrick. Attended by phone Shawn Gillen-Caryl. Staff attending by zoom Sara Rondolph and Debbie Grousset. Michele Merwarth attended on behalf of Friends of the Library.

Note this was annual meeting. No member of public attended.

- Additions/Changes to Agenda - None
- Review and Approval of Minutes from December 2020
note Pat Dailey sent some changes to the minutes as well as Jake Widrick. Per motion to approve minutes made by Katie Reilly and 2nd Pat Dailey minutes were approved unanimously.

- Director's Report

Jake provided updates on local and system issues, library events, and the construction project

- Committee Reports

- Friends

Michele Merwarth advised that they have completed membership drive. 127 current members. Raised \$3500 in membership fees. 2000 has been raised re books for sale in library and basket raffle.

- Finance

Presented Pat Dailey Reports that financially good year in midst of pandemic. Sent out historical look at the budget for public meeting. Advised missed mark on a few revenue items 2020. Friends not normal year so there was understandable variance.

State and Municipal Grants: Construction Grant smaller than initially expected. Did not book in 2020. Sitting waiting to be applied in 2021 when do the project. Expect that the project will be within budgeted



levels. Re Salary and benefits we spent less due to no pages through most of 2020. Re IT spent within budget. Month consultant approved by board so knew would exceed budget. Off a bit re cash spent and depreciation miscalculation. Other income and expense recovery investments performance in 2020 was greater than expected approaching 125K.

Since approved budget last month he reported that as approach 2021 in really good financial position for the library.

738 total revenue far in excess and majority of that money already received. Rest of spending

received funds re Amidon estate 25K. Know we will get the levy. Grant funds for construction paying substantial amount already. Town of Marcellus money should come in. Annual fund to date has raised almost 21000. They were made aware of matching donation re employer. Good feeling to know in good financial position. Re Martha Lollis, many donations have come in in Martha's name.

Discussed PPE loan. We have not filed forgiveness request. Not to late and will do so shortly. (next couple of weeks) Pat expects the loan to be forgiven. Discussed whether eligible for 2021 loan. If 25% decrease in any quarter can re apply. Pat will review to see if eligible. Will use bank statement and revenue records and expenses to determine Looking Gross receipts. Suggested he use IRS form 990 for info on this. Pat will send notice to board if appears can re apply.

Michele has 12K in account ear marked new media room. Money is deferred to 2021 budget and moved funds to following year.

- Building and Grounds
 - Construction Update
 - Jake met with Jamie today. Looking to conference project next week. Price of steel has increased resulting in approximate 13K increase in price of project but since we had built in 10K contingency into the budget for the project gross difference is only 3K. Gary has some questions regarding the technical items in contract and suggests we have architect review to confirm.



We can schedule construction and looking for time line in March or April. Construction will take about 2 months and Library will need to close for about the first 2 weeks and then can reopen. Pick up services will need to be moved out of the foyer for duration of construction. Per Jake want done before summer reading program and when lower patron traffic. Looking to begin sooner rather than later hopefully within 3 weeks. We agreed to tell Jamie to do as soon as possible. Per contract need to sign contract within 30 days and then schedule construction within 7 days of signing to guarantee price. Board gave permission to sign contract once Wayne signs off on it and Gary will meet with Jake next week re additional questions.

Discussed per notice to patrons so can they can get library items ahead of time for the 2 weeks we will have to close. Jake will put adjacent libraries on notice of our temporary closing. Motion to approve contract and sign before next meeting if resolve any issues in contract and reviewed by architect was made by Pat and 2nd Gary. Passed unanimously.

- HVAC work completed

- New Business
 - Annual Report Update: Annual report will be distributed March meeting.

 - Martha Lollis Memorial: Discussed possible ways to acknowledge Martha's contribution to the library. Per Jake she really wanted to address community business needs with library programs. He suggests we consider center with small business resources in the library as center to connect small businesses to community. This was important to Martha. Could include Job resource guide, job coaches and job search resources. Could use the new community room or designate an area of the library with her name on it. Jake will keep exploring this ide and reach out to Mike regarding this idea. Possibly use music storage area for this also. Beth discussed idea of using library as chamber of commerce. Revisit in March.



- 2021 Board Meeting Dates: reviewed and approved.
- Committee Assignments for 2021: Revisit in March once we have opportunity to review the committees and get better handle on how pandemic in 2021 will affect committee functions. No new members of board to vote on at this time.
- Questions/Comments from the Public none
- Other Business

No other business. Motion to adjourn made by Gary. 2nd Kate Reilly.
Approved unanimously. Adjourned 8:10pm.

Next Board Meeting Date: Thursday March 4, 2021