

Marcellus Free Library (MFL) Board of Trustees

Meeting Minutes of October 12, 2017

Board members present: Rachel Lewis, Martha Lollis, Deb Abbott, Rachel Hendricks, Steve Kankus, Kristin Stuart, Bonnie Young

Also present: Jake Widrick, Amanda Perrine, Audrey Kearney

Call to order and approval of Agenda: Rachel Lewis called the meeting to order at 7:02pm. There were no additions to the agenda.

- I. **Secretary's Report:** Rachel Lewis asked for a motion to approve the minutes from 7/7/17. Steve Kankus moved, Martha Lollis seconded. Minutes were approved unanimously without revision.

- II. **Friends of MFL:** Audrey Kearney reported. The Friends last met on September 27, 2017. Jake Widrick attended the meeting and gave an update about the parking lot project. The "Volunteer of the Year" award was discussed. Tickets for the J.D. Vance lecture for the Rosamund Gifford Series on April 18, 2018 will be used for the raffle in February. The Fall Book Sale will take place October 20-22 and the bag sale will take place October 23-29. Julie Sanger (aka Julie Touboulie) will do a special program in 2018 for the Friend's 50 year celebration. A committee has been formed to evaluate the Christmas decorations and purchase new ones.

III. Committee Reports:

Treasurer/Finance: Martha Lollis reported. Martha thanked members of the Board for their input to the committee. In order to set up parameters for Jake to do the budget, the committee has decided to use "real data" for projections. Steve Kankus went through projections for the next budget. With the current estimates, there will be a substantial gap, especially considering potential looming expenses for a 10 year old building. The committee then worked backwards from a balance they felt comfortable leaving in the investment account and generated numbers for Jake to use for budget planning. The committee will develop an investment policy to facilitate this plan. Jake Widrick talked about planned changes that will decrease the budget such as postponing an audit, changing some hours, overhauling wifi and other materials. Martha Lollis also talked about getting creative and applying for grants and foundation monies.

Martha and Jake recently met with our insurance representative. The representative will write up new proposals. He strongly recommends a library inventory and specific wording in any contractor contracts. The Library must be listed as “an additional insured including primary and non-contributory language.”

Martha reported that the cash handling policy has been shared with the Board and is ready for discussion and approval.

Building and Maintenance: Jake Widrick reported. The State has the parking lot proposal. We are waiting for more proposals from paving companies. Chris Albin has been hired for snow removal and grounds keeping.

Personnel: Rachel Hendricks reported. The employee handbook should be done by January 1, 2018. It will be posted on the website when it is completed.

Development: Rachel Lewis reported for Ann Ferro. The committee is still brainstorming fundraising ideas. The annual fund drive is upon us. Kristin Stuart and Bonnie will approach Rich Nojaim about being the honorary chair of the drive.

Director’s Report: Jake Widrick reported. Completed projects include the new website and the introduction of Envisionware. Jake recommended staying open Veterans Day (Friday and Saturday) and closing “Black Friday”. He also recommended closing at 8 instead of 8:30. This will save 5.5 staff hours per week. He also recommended doing away with the present policy of giving patrons the first 10 pages of printing for free.

Jake visited the Rotary on the October 10th. He met with the Superintendent of Marcellus Central Schools. Martisco Lions Club would like to donate money for a “Story Walk” as part of the Creekwalk.

New Business: A vote was held on the new Cash Handling Policy. Rachel Hendricks moved. Martha Lollis seconded. Unanimously approved.

A vote was held on the Computer Use Policy. Steve Kankus moved. Bonnie seconded. Unanimously approved.

A vote was held to open the library on Veterans Day and close Black Friday. Bonnie moved. Martha Lollis seconded. Unanimously approved.

A vote to close at 8pm instead of 8:30pm effective November 1, 2017 was held. Deb Abbott moved. Rachel Hendrick seconded. Unanimously approved.

IV. Adjournment: Rachel Lewis asked for a motion to adjourn at 8:27pm. Steve Kankus moved. Martha Lollis seconded. Unanimously approved.

Respectfully submitted,

Debra Abbott