



**Marcellus Free Library
Board of Trustees' Meeting
Meeting Minutes September 5, 2024 – 6:45 PM**

Trustees present: Kathryn Dennis (President), Dennis Robillard (Vice President), Jeremy Pellizzari (Treasurer), Mary Drabot (Secretary), Guy Donahoe, Michelle Hubbard

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

Meeting Called to Order by Kathryn Dennis at 6:53 PM.

Additions/Changes to Agenda None.

Review and Approval of Minutes from. Motion to approve JUNE minutes made by Guy. Seconded by Dennis. Minutes approved unanimously.

Director's Report.

Local and System Updates

Sophia participated in the OCPL strategic planning committee's focus group, whose purpose was to help member directors understand how member libraries fit into the OCPL system, what OCPL has been doing right for their members, and where there is room for growth.

The annual Directors retreat is Tuesday, September 10th at Arrowhead Lodge. Topics will include: using data, working with your elected officials, and libraries as a "third place".

Programs, Services, & Collections

Summer reading was a huge success. Grades Pre-K through 5th registered for the program and the 173 participants submitted 576 reviews and read 1,814 books. The tween category had 40 participants, submitted 109 reviews and read 524 books. In the Adult category, there were 91 registrations and 317 submissions.

The Red Cross Blood drive, held August 17th, was a great success. A total of 31 units of blood were donated, surpassing the goal of 18 units.

Staff & Volunteers

Sandy is a new volunteer, who will be volunteering in the back office on Mondays and Wednesdays. She will assist with the delivery of books from other libraries.

Two new pages have started, Janet and Bella.

Jenna, library trainee, will be leaving this week.

Library Stats:

June 2024 had the greatest library traffic since we began keeping track, in large part due to the Friends Book Sale.



Library traffic has been increasing at an average rate of 10.24%

Summer reading helped boost circulation with a total of 21,271 checkouts over July and August.

Committee Reports

Friends:

2023/24 Fiscal Year Recap:

- 197 members (vs. 163 members for FY '22-23)
- Volunteer hours exceeded 719
- Approved and disbursed funds of more than \$15,000 for library purchases.
- Exceeded funding initiatives in all categories: Olde Home Days Book sale (OHD), OHD basket raffle, membership, and Book Nook).
- Among the tasks and goals for the 2023/24 season, board succession and continuity, will be of the utmost importance. Other plans include a creation of a link in the Friends section of the MFL website to enable members to join and review online, updating the policy & procedure guidebooks, membership retention, and membership and volunteer recognition.

Nominations Committee:

- Mary will ask Sophia for the list showing when each board member's term ends.
- Discussed the idea of adding a high school student to the board.

Buildings and Maintenance:

- The batch of bricks delivered last month are now engraved and ready to be picked up!
- Chess table purchase still pending; waiting for installation quotes to assess full price for purchase and installation.
- Building repairs - fascia, soffit and roof repairs required. Painting the entire building is also recommended.
- McClurg suggests that entire roof will need replacing next year. Guy does not think it is threatened at this time.
- June Ast playscape & Shade possibilities - review for preferences by board; obtain estimates and provide recommendation at future board meeting

Development:

- We have received approximately \$2500 in sponsorships.
- The event flyer will be produced by next week and distributed around town and the general seating will open shortly thereafter.
- We will need volunteers to man registration table and raffle table, as well as set up.
- The committee is meeting on Sept 7.

Finance:



- Balance sheet continues to be strong and is tracking ahead of budget. Cash flow is good, earnings and investments remain steady. Nearly all expenses are trending favorable to budget.
- Discussed that we have until 2027 to spend the remaining construction aid grant money, but that we should consider using it sooner rather than later. There are also are matching funds that also need to be spent.

Personnel/Policies:

- A candidate for the Assistant Director will be interviewed next week.

New Business: Operational Hours for special days

- Discussion of proposed hours for special days around the holidays, such as an early close on the day before Thanksgiving and Christmas Eve, as well as days between Christmas and New Year's Eve.
- Motion to approve operational hours for holidays made by Jeremy. Seconded by Guy. Operational hours for holiday schedule approved unanimously. The schedule to be as follows:

Special hours for special days:

Wednesday, November 27: 9:30 AM - 1:30 PM

Tuesday, December 24: 9:30 AM - 1:30 PM

Wednesday, December 25 CLOSED

Thursday, December 26: 9:30 AM - 5:00 PM

Friday, December 27: 9:30 AM - 5:00 PM

Saturday, December 28: 9:30 AM - 2:00 PM

Monday, December 30: 9:30 AM - 5:00 PM

Tuesday, December 31: 9:30 AM - 3:00 PM

Wednesday, January 1st CLOSED

Thursday, January 2: 9:30 AM - 5:00 PM

Friday, January 3: 9:30 AM - 5:00 PM

Saturday, January 4: 9:30 AM - 2:00 PM

Questions/Comments from the Public. none

Other Business. none

Adjournment. Motion to adjourn meeting made by Michelle. Motion seconded by Jeremy. Motion unanimously approved. Meeting adjourned at 7:53 PM.

Minutes recorded by: Mary Drabot

Next Board Meeting Date – Thursday, OCTOBER 10, 2024