

Marcellus Free Library (MFL) Board of Trustees
Meeting Minutes of January 25, 2018 (Annual Meeting)

Board members present: Rachel Lewis, Ann Ferro, Steve Kankus, Martha Lollis, Pat Dailey, Katie Reilly, Deb Abbott, Rachel Hendricks

Also present: Jake Widrick, Audrey Kearney, Michele Merwarth

Call to order and approval of Agenda: Rachel Lewis called the meeting to order at 7:00pm. There were no additions to the agenda.

- I. **Secretary's Report:** Corrections were issued for the December minutes. ("80%" was changed to "75%" in the Building and Maintenance report.) Some board members are having trouble opening last month's minutes as they were sent in goggledocs. Deb Abbott will make corrections and resend as PDF.

Rachel Lewis asked for a motion to accept the ballot of new officers as listed:

President – Martha Lollis

Vice President – Steve Kankus

Secretary – Deb Abbott

Treasurer – Pat Dailey

Ann Ferro moved to accept the ballot, Rachel Hendricks seconded. New slate of officers was approved unanimously.

Rachel Lewis thanked the Board and officers for their great work during her one year of being President and her 6 years of Board participation.

With that, Martha Lollis thanked Rachel for her service and took over the meeting as acting President.

- II. **Friends of MFL:** Audrey Kearney reported. The Friends last met on January 25th, 2018. The Friends are excited to bring chef and author Julie Taboulie to an upcoming event on February 8, 2018 at 7pm. Special guests have been invited and State Senator John DeFrancisco will be sending a representative to present a proclamation for the Friends 50th anniversary. A raffle for tickets to the Rosamond Gifford Lecture Series will be held in honor of "Library Lovers Month" in February. The February meeting of the Friends will be in the form of a "Hobnob 2.0" to celebrate the 50th Anniversary and high tea will be served. The Friends voted to gift the Library \$12,000 for various items and programs requested by Jake Widrick.

III. Committee Reports:

Treasurer/Finance: Martha Lollis reported. Martha thanked the Finance Committee for all of their hard work this year, bringing awareness to some financial questions and better organizing our accounting format. She also thanked Pat Dailey for taking on the task of Treasurer. Martha asked for a motion to add “Hired and Non-owned Auto and \$1M Umbrella Policy” to our present library insurance coverage at the cost of \$641 more to our premium. Rachel Hendricks made the motion. Ann Ferro seconded. Motion unanimously approved. The reports submitted by the committee compared the old format with the new. They are still converting some numbers. Martha encouraged questions in reviewing the reports.

Building and Maintenance: Jake Widrick reported. Jake gave an overview of the parking lot project to the new Board members. Jake will send PDF’s on the project to them. Ann Ferro made the suggestion to research community foundations (such as the Allyn Foundation) as possible sources to fund the 25% not covered by the DLD grant. Joe Durand (engineer) has suggested that we have brush removed from the proposed parking lot site now rather than later when the project is closer. Jake asked permission from the Board to access money from reserves (<\$5000) to arrange brush clearing. Martha Lollis asked for a motion. Deb Abbott moved. Steve Kankus seconded. Motion unanimously approved.

Personnel: Rachel Hendricks reported. The Personnel committee met last week. They asked Jake to sketch out the job flow now that Amanda is gone. The new Employee Handbook will be done before the next meeting and will include newly required policies.

Development: Ann Ferro reported. The Annual Fund Drive has so far collected \$18,330. It was reiterated that the Drive goes from December 2017- December 2018. Jake will be sending out handwritten thank you notes as well as bookmarks with art from local artist Pat Reagan to donors who give more than \$100.

The committee is still working on a postcard to distribute to invite patrons to fill out a survey (on the library website or at the library) to update and hopefully expand our mailing list. There will be a \$100 value raffle prize offered as an incentive.

The committee continues to plan the fund raising dinner at Vernak’s Bistro slated for April 7th, 2018. They are working on prospects for sponsors, raffles and auction ideas. A prospective menu has been offered that will cost us \$22/meal and we can decide what to charge the guests.

Director’s Report: Jake Widrick reported. He thanked the Friends for their large gift to pay for a display screen for the lobby and other programming. Jake presented the pamphlet for the annual report and talked about the need for fleshing out talking points as the time for the tax levy vote comes nearer. Jake thought the year went really well, but has come up with some community needs that we should focus on in the future, one being greater digital literacy and technical help for our patrons. The question

was asked if this might be incongruent with the recent decrease of digital content in the last budget, but Jake explained that we can still provide plenty of content for our patrons through the OCPL system.

New Business: Martha thanked Michele Merwarth for coming to the meeting. She is a member of the Friends and the only community member to attend our Annual Meeting this year. Martha would really like to foster communication within the Board and asked, in order to keep meeting times reasonable, that all committees submit reports ahead of time in PDF form so that members can come prepared to discuss action items, rather than background information, during the actual meetings.

Martha asked all Board members to consider two items for the upcoming meetings:

1. Goals we can set so we can gauge accomplishments over the year.
2. Talking points for the tax levy so that we can all have a common message when we advocate for the library to the public.

Rachel Hendricks asked for a copy of the library mission. Martha will send a copy to all Board members.

Jake Widrick will send new members contact lists. Martha would like new committee member lists from the chairs.

Martha also asked Board members to think of potential Board candidates for the future.

Martha then introduced Kyle Tierney and asked for a motion to add him to the Board of Trustees. Pat Dailey moved. Ann Ferro seconded. Kyle was unanimously approved.

It was noted that we need a new Buildings and Maintenance chair. Committee descriptions will be sent out to new members.

Pat Dailey acknowledged the need to make decisions about the timing of the annual fund and how to work financials into our talking points for the public.

IV. Adjournment: Martha Lollis asked for a motion to adjourn. Ann Ferro moved. Rachel Hendricks seconded. Unanimously approved. Meeting adjourned at 8:35pm.

Next meeting Thursday March 1, 2018.

Respectfully submitted,

Debra Abbott