



**Marcellus Free Library
Board of Trustees' Meeting
Meeting Minutes May 4, 2023— 6:45 PM**

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

Also present: Jackie Smith (Friends of MFL President), Sara Randolph (MFL Staff), Thomas Pettitt (MFL Adult Services Librarian), Domenick Patti (Friends of MFL, Advocacy Chair), Jeremy Pellizzari (Board of Trustee applicant), Martha Dickey (MFL Bookkeeper)

Meeting Called to Order by Kathryn Dennis at 6:48 PM

- **No Additions/Changes to Agenda.**
- **Review and Approval of Minutes from April 6, 2023.** Motion to approve APRIL minutes made by Kathryn Dennis. Seconded by Pat Dailey. Minutes approved unanimously.
- **Director's Report.** Thomas reported.
 - May 5th will be a staff development day at Rosamond-Gifford Zoo. Thomas, Holly, and Debbie will be in attendance.
 - The Local History Collection continues to be revamped. The census records compiled by Mayor Curtain are now on display.
 - Book vendor, Ingram, will be adding lamination to all new paperback book covers to extend books' shelf lives.
 - Ann Ferro wrote a feature piece about the library that was published in the April 27th edition of the Eagle newspaper.
 - Upcoming programs include: Garden Talk: Birds and Butterflies, a new crochet class by Ann Ferro on the filet stitch, Healthy Living for Your Brain. There are now three book clubs for adults: the regular club, a mystery book club, and a romance book club.
 - There will be a Blood Drive with the American Red Cross on May 27th from 10:00 a.m. to 2:00 p.m.
 - Tania (a new page), Jenna and Cindy (new volunteers) are now onboard. Each will work with Thomas or Sara in some capacity.
 - Pat Dailey asked where do we find volunteers? Thomas reported that two of them reached out to the library directly. Jenna wants to be a librarian and is applying to grad school.



- **Committee Reports**

Friends:

Raffle Baskets are completed and there are 36 total, on display in the library.

Olde Home Days sponsorship and **Main Street tent have been reserved.**

Received so many book donations that Friends have put back a moratorium on them.

Domenick Patti, the FMFL Advocacy Chair, will attend the Public Hearing on the tax levy;

Friends will put out a membership email in order to highlight talking points prior to the vote.

Finance:

- The Board's approval of the Finance Committee's recommendation regarding the library's investments portfolio and near-term allocations will be voted on at the June meeting.
- IRS Form 990 (approval needed)

Nominations Committee:

- Motion to approve Jeremy Pellizzari's nomination to the Board of Trustees was made by Pat Dailey. Seconded by Shane Ventura. Nomination approved unanimously.
- Motion for Jeremy to be nominated to Finance Committed made by Pat Daily. Seconded by Mary Drabot. Nomination to Finance Committee approved unanimously.

Buildings and Maintenance:

- Pavilion – sign needs to be corrected (only Jane was on sign, need to add Robert).
- A few pavers need redoing.
- Some areas have no grass; there is no seed there.
- Furniture ideas were discussed for the gazebo. No idea what the cost will be; Sophia discussed using more grant money. Discussed the idea of bolted perimeter benches.
- There is no power at amphitheater as it was not planned up front; Shane will ask if we can retrofit outlets and get Vince's advice and idea of costs and/or could there be external power outlet near the back door?
- CNY Paving & Sealing came on Wednesday for a walk -thru. Tom asked about the other lot as he recommends doing both at the same time; don't wait for cracks to appear in the other. A quote of \$4200 for the main lot and \$6600 to do both lots. Strips and arrows will be added/repainted as part of sealing project. To seal, must wait until weather gets hot. They can seal on a Saturday, strip on a Sunday, and be functional for Monday.
- Board agrees should get other quotes from commercial sealers Shane will find another company to get a quote from.



- Discussed looking at quotes via email exchanges – can we vote electronically? Martha thinks bylaws state that we can.
- Wall cracks – Shane will follow up with Jamie at McClurg. The paver guy suggested heavy equipment and/or jack hammering may have contributed.
- A resident from the nearby condo building mentioned the property line where gully/stone/shrubs belongs to Library, not to Condos & said we should be the ones to maintain it. Shane will go back to Vince about it to make sure we know where line is on the survey. If it's ours, we will of course maintain it.

Development:

- Pour for a Cause at RiseForm on May 27th:
- A 'celebrity' bartender will be needed from 3-5; Pat and Kathryn are both interested.
- Flier says "all" proceeds, but it is tips collected that day, including any tips put on a credit card. The flier has since been corrected and it is up on the MFL website.
- What kind of promo material can we have there? Perhaps one flier to promote Friends book sale and Reveal Celebration and include a QR code.
- Reveal: made the decision that admission will be free, and donations will come from purchase of food and drink tickets.
- Alyson Esposito will do Facepainting; Lila (an intern) will be doing tattoos
- Someone suggested having tip jars and/or boxes around the event for additional donations.
- Martha will keep track of incoming sponsorships.
- Library has a pop-up tent that can be used, if needed.
- Lobby will be open but doors into library will be locked.
- Set up time is tentatively set at 2:00 p.m.
- Discussed # of crawlers and determined we should order 20 total (figuring 60 pours in 120 minutes) vs. 12 to 15 as originally discussed.
- We will need coolers for the crawlers (Jackie said she might have a couple. Other people said they would let us know. And we will need a lot of ice.)
- Need to have board members sign up for tables.

Personnel/Policies: no report.

● **New Business**

- Steve's contract extension:
Extend six months until Sophia's full time return but no later than October 1st.
(Sophia is returning part-time in mid-July)
Pat Dailey made the motion to extend Steve's contract. Shane Ventura seconded. Vote to extend contract unanimous.



- Shane noticed the Hyper Sign TV has not been functioning. This is the TV that is in the lobby (and was donated by the Friends of MFL). Contract with Usherwood did not get renewed. Board agreed it should be in use. Pat has a contact at Usherwood and will reach out to them.
- **Questions/Comments from the Public.** No questions or comments from the public
- **Other Business.**
 - Sara brought to board's attention a patron who complained about handicapped parking spots. The patron believes that someone should come and evaluate our parking spaces (we have 2 spaces and the patron claims that in order to be ADA compliant, there should be 4 total.)
 - Patron wants 4 spots and more cut outs (wrote a note and provided a check for \$100 to go toward investigating the issue.
 - Kathryn said there are non-profits that evaluate situations like this and determine if compliant or non-compliant and then makes recommendations.
 - It was noted that the door into library does not have a button for automatic door open.
- **Adjournment.** Motion to adjourn meeting made by at Dailey . Motion seconded by Dennis Robillard. Motion unanimously approved. Meeting adjourned at 8:40 PM.

Minutes recorded by: Mary Drabot

Next Board Meeting Date – Thursday, June 8, 2023