Marcellus Free Library
Board of Trustees' Meeting
Meeting Minutes April 14, 2026 —6:45 PM

Trustees present: Dennis Robillard (President), Jeremy Pellizzari (Treasurer), Kathryn Dennis (Secretary), Michelle Hubbard, Hank Roane, Renee Alexander, Vanessa Barton

Also present: Sophia Brandt (Library Director), Sara Randolph (MFL Staff), Isla (MFL Staff), Martha (MFL Staff), Steve Kankus (Friends of the MFL), Vanessa Barton (Prospective Trustee)

Meeting Called to Order by Dennis Robillard at 6:49 PM.

Additions/Changes to Agenda.

One addition to the agenda was made; an Executive Session will be added onto the night's agenda following the regular board meeting.

Review and Approval of Minutes from March 10, 2026. Motion to approve March meeting minutes by H. Roane. Seconded by R. Alexander. Minutes approved unanimously.

Director's Report:

Local and System Updates

- This year's OCPL Staff Day will be on Friday, May 1st at the Rosamond Gifford Zoo.
- A Stop the Bleed kit, funded by the Friends of the Library, was installed near the public photocopying machine to enhance patron safety and emergency preparedness.
- A new literature display rack and bulletin board, also funded by the Friends, were installed in the library lobby to highlight community programs and resources.

Programs, Services, & Collections

Programming Highlights

Adult Programming:

- o NYS Taxpayer Assistance Program — 15/18 appointments filled
- o Upstate Medical Mammography Van — 15 appointments satisfied

Passive & Family Programming:

- o Tournament of Books (March Madness) — 141 entries
- o Pi Day Raffle — 40 entries
- o Peeps Diorama Contest — 21 entries
  - 143 ballots entered – 46 children, 11 teens, and 86 adults voted

Staff & Volunteers

- In March, volunteers contributed a total of 32 hours of service to the library.
- The Friends agreed to fund an AED and AED/First Aid training for staff

Library Stats – Key Takeaways

- Library traffic increased by 0.6% compared to March 2025
- Overall circulation is down by 1% compared to this time last year.
    - Physical materials circulation decreased by 8%.
    - Libby circulation increased 15%
    - Hoopla circulations grew by 89%
- March Programs: 105 offered, with a total participation of 1,199.

Committee Reports:

Friends Update: Given by S. Kankus: As of today, membership of the Friends is at 217. The Friends are still accepting book donations for the Book Nook and Olde Home Days. The Friends are working on developing slate of officers for the 2026-27 fiscal year and do not anticipate any problems filling those open positions! Continuing to update bylaws and officer roles/position descriptions. Final stages of being able to accept membership applications and dues via the website. Additionally, looking at an alternative for accepting credit cards for annual book sales. *As of the end of April, the Friends will have donated over $13,000 to the library since the beginning of their fiscal year, July 1, 2025. Since July 1, 20 Friends members have contributed more than 350 hours volunteering in books sales, the Book Nook, the Holiday open house, groundskeeping and in other ways!! The Friends next meeting is on April 15th at 1pm.*

Finance Update: Given by J. Pellizzari:

- The balance sheet remains strong. Our cash position is roughly $60K lower than the same time 2025, primarily due to prepayment of the Creekwalk Project.
- Revenue is tracking very close to budget; however, our annual fund drive did come in behind expectation / our previous years.
- Our annual form 990 is due on May 15th. Martha is beginning to work on that report.
- Tompkins Account – Our investment mix remains unchanged, and we have no near-term or significant mid-term needs from our portfolio.

Nominations Update: we were pleased to welcome Vanessa Barton as our guest this evening, and we will vote Vanessa on as a Trustee when we reach "New Business". Welcome Aboard, Vanessa!

Development Update: *From January meeting*: Sophia received confirmation from Peter at Tuscarora that October 11th is available for this year's Gala Fundraiser. The Board decided that early evening was still a good time, and that we need to discuss themes. Feedback included that dressing up or "era-themed" events were off-putting to some, and may have hurt attendance. Perhaps a comedian or entertainment that didn't require involvement by the attendees, or hint that dressing up was encouraged, will be the direction we move to. *Building on this with update from April meeting*: ideas were given for a wine class/tasting, beer class/tasting, jazz band. We will check with Peter on viable options and what outside vendors are permitted to come in for things like this.

Buildings and Maintenance: Duraseal quote has been received for sealing and striping. The roofing and soffit project has come to a halt as there are hesitations on work involved. So, this project has been paused with Welch for now. New concern is dripping water for the awning over the main entrance.

Personnel/Policies: No updates at this time

New Business

- Vote on Vanessa Barton joining MFL as Trustee. Motion made by K. Dennis, Seconded by M. Hubbard. All ayes.
- System wide AI Policy that Sophia handed out – Trustees please read and let Sophia know if you have any questions.

Old Business

- 2025 Annual Report to NYS: due April 16th and will be voted on at May's meeting.
- Board & Staff Retreat – September 20, 2026. With the Syracuse Portable Programs – Sunday afternoon at the Marcellus Park. Motion made by R. Alexander, Seconded by V. Barton. All ayes.
- Continuing discussion on the MFL Strategic Plan with bond payment completing soon. Goals 5 & 6 on the plan could be supported by funds freed up with the completion of the bond payment. More discussion needed and then a formal proposal could be added to plan and made known to the public.

Questions/Comments from the Public. No questions or comments from the public

Other Business.

- Reminder: BOE Budget hearing is May 11th at LGI in the High School, with the budget vote occurring on May 19th in the High School Auditorium. Come out and vote, and bring a friend or two!

Adjournment. Motion to adjourn open meeting and move into an Executive Session to discuss Personnel updates made by K. Dennis. Motion seconded by H. Roane. Motion unanimously approved. Meeting adjourned at 7:18 PM.

Minutes recorded by: Kathryn Dennis

Next Board Meeting Date – Tuesday, May 12, 2026