**Marcellus Free Library**
**Board of Trustees' Meeting**
**Meeting Minutes May 12, 2026—6:45 PM**

**Trustees present**: Dennis Robillard (President), Guy Donahoe (Vice President), Jeremy Pellizzari (Treasurer), Renee Alexander, Vanessa Barton

**Also present**: Sophia Brandt (Library Director), Dominik Patti (Friends of MFL), Sara Randolph (MFL Staff), Ilah Welsh (MFL Staff), Martha Dickey (MFL Staff)

**Meeting Called to Order by Dennis Robillard at 6:48 PM.**

**Additions/Changes to Agenda:** None

**Review and Approval of Minutes from April 14, 2026.** Motion to approve March minutes made by J. Pellizzari. Seconded by G. Donahoe. Minutes approved unanimously.

**Director's Report.**

April Programming Highlights

- Marcellus Youth Music Program – 57 attendees
- Storytime Adventures with Miss Ilah – 7 sessions; 228 attendees
- **Passive & Family Programming:**
  - Typewriter Project – 40 entries
  - 14 puzzles – 48 participants
  - Egg-citing Scavenger hunt – 94 participants

Staff & Volunteers

- In April, volunteers contributed a total of 27 hours of service to the library.
- Ilah graduated from Syracuse University with a Masters in Library Science this past weekend!

Library Stats – Key Takeaways

- **Library traffic** increased by 5.6**%** compared to April 2025
- **Overall circulation** is down by 4**%** compared to this time last year.
  - **Physical materials circulation** decreased by 9**%.**
  - **Libby circulation** increased **5.3%**
  - **Hoopla circulations** grew by 50.8**%**
- **April Programs:** 79 offered, with a total participation of 1,297**.**

**Committee Reports**

**Friends:** Have reached 218 members. They now have a device to accept credit cards at book sales. They also have a report that shows where their fundraising is used to support the library. No basket raffle this year for Olde Home Days, but the fliers will be distributed around town for the Book Sale.

**Finance:** The balance sheet looks good. Budget is further ahead from this time last year. Discussion around Tompkins coming to the next board meeting for a brief overview.

**Nominations Committee:** Nothing new to report.

**Buildings and Maintenance:** Discussed repairing potholes and plan for timeline. Roof replacement was discussed- possible grants may be available for the library to apply for.

**Development:** Sophia shared some information regarding entertainment ideas for fall fundraiser, jazz band or a comedian. Still waiting to hear back from the comedian lead.

**Personnel/Policies:** Sophia is researching an annual review platform to assist with documentation and administering staff annual reviews.

**New Business**

- Review and Approval of 2025 Annual Report to NYS. Motion to approve made by J. Pellizzari. Seconded by V. Barton. Annual Report approved unanimously.
- Discussed MOU and plan to vote in June.
- Discuss and approval of 990 Form. Motion to approve, G. Donahoe. Seconded by V. Barton 990 Form approved unanimously.

**Old Business**

- Review and discuss AI Policy. Motion to approve, R. Alexander. Seconded by J. Pellizzari. AI Policy approved unanimously.
- Strategic Plan- Discussion and more to discuss in June.

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

**Other Business.**

**Adjournment.** Motion to adjourn open meeting and move into an Executive Session to discuss Personnel updates made by J. Pellizzari. Motion seconded by G. Donahoe. Motion unanimously approved. Meeting adjourned at 7:57pm.

**Minutes recorded by:** Renee Alexander

**Next Board Meeting Date –** Tuesday, June 9, 2026