



**Marcellus Free Library
Board of Trustees' Meeting
Meeting Minutes November 11, 2022—7:00 PM**

Trustees present: Beth Anne Piper (President), Pat Dailey (Treasurer), Martha Fiacchi (Secretary), Mary Drebot, Katie Reilly, Shawn Gillen-Caryl, Kathryn Dennis, Shane Ventura, Michelle Hubbard

Also present: Sophia Brandt (Acting MFL Director), Michele Merwarth and Jackie Smith (Friends of MFL President), Steve Kankus, Thomas Pettit (Adult Services Librarian) Sara Randolph (Library Staff)

Meeting Called to Order by Beth Anne Piper at 7:00 PM.

- **Additions/Changes to Agenda.**
- **Review and Approval of Minutes from October 6, 2022.** Motion to approve November minutes made by Pat Dailey. Seconded by Mary Drebot. Minutes approved unanimously.
- **Tompkins Financial Advisers Tamer Eishourbagy and Michael Zoanetti provided updated financial review.**
- **New Staff Member Introduction:** Adult Services Librarian, Thomas Pettit introduced himself and shared his background and vision for adult programming.
- **Director's Report.** Sophia Brandt presented her report.
- **Committee Reports:**

Friends: Report presented by President Jackie Smith. Membership: 130 at time of 10/26 meeting + 6 as of 11/07= 136 (includes 11 new members), 25 reminders being sent to non-renewals. Membership goal is at least 150, ended 20/21 fiscal year with 147. 22 members attended October 26th meeting (average attendance is 11-12). Facebook following is up to 141 followers, up from 125 21/22 fiscal year end. October Book Sale: \$1,689.75 book sale + \$179 bag sale = \$1,868.75 total (a little better than 2021, just under \$1,626.85). Approximately 100 boxes picked up on 11/09. Donations will be accepted again beginning Jan 5th. Gift-giving condition book sale. Prep work completed 11/9, well stocked. Books will go out in lobby Monday, 11/21, 9:30. MFL Strategic planning Friends representative – Michele Merwarth. Holiday Open House – volunteers, sponsorship \$250, supplies. Members continue to volunteer at the circulation desk as needed. Upcoming events: Decorate the library – 11/30, 9:30 am. Undecorate the library – 1/04, 9:30am. Library workday – 1/25, 1pm. Vacancies for basket raffle & historian chairs.

Nominations Committee:

Report by Kathryn Dennis. Committee met with nominee Michelle Hubbard and are recommending approval to board. Motion to add Ms. Hubbard to the board was made by Shawn Gillen-Caryl and seconded by Katie Reilly. Board voted unanimously to approve her



addition to the board. Committee has another candidate who they plan to interview by December meeting.

Buildings and Maintenance Committee:

Shane Ventura reported on the outdoor building project. Conducted walk through with Sophia and contractor and identified some items that will need to be addressed re additional seating, lighting, gazebo, signage, bike racks and donor pavers. We have identified new memorial paver brick contractor Bricks are Us. Final walkthrough will be done when complete.

Development Committee:

Per Mary Drabot and Katie Reilly the donor letters are drafted and packages available for board members to complete. Requesting letters be mailed by Thanksgiving. Will begin discussing a fund raising event for Spring 2023.

Finance Committee:

Pat Dailey reviewed Financials.

Personnel/Policies Committee:

Martha Fiacchi and Shane Ventura nothing to report in open session.

- **New Business.**
 - * 403(b) plan revision was presented by Pat Dailey
 - * Review of Trustee Google Drive resource presented by Sophia Brandt. She will be sending online resources board to Trustees to include committee roles and responsibilities, trustee documents, standardized forms for committees, minutes and director reports to allow easier and standardized access.
 - * Update on strategic plan was presented by Sophia and Steve.

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

- **Executive Session to discuss issues related to compensation.** Board moved into executive session 8:15pm motion by Shane Ventura seconded Katie Reilly
 - Board voted to agree to extend Thomas an offer for full time position as librarian at Marcellus Free. Motion to approve Beth Anne Piper, 2nd Katie Rielly. Approved unanimously.

- **Adjournment.** Motion to adjourn meeting made by Pat Dailey. Motion seconded by Katie Reilly. Motion unanimously approved. Meeting adjourned at 9:15 PM.

Minutes recorded by: Martha Fiacchi

Next Board Meeting Date – Thursday, December 8, 2022