



**Marcellus Free Library
Board of Trustees' Meeting
Meeting Minutes NOVEMBER 7, 2024 – 6:45 PM**

Trustees present: Kathryn Dennis (President), Dennis Robillard (Vice President), Jeremy Pellizzari (Treasurer), Mary Drabot (Secretary), Shane Ventura, Michelle Hubbard, Guy Donahoe

Also present: Sophia Brandt (Director), Jackie Smith (Friends of MFL President), Sara Randolph (MFL Staff)

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

Additions/Changes to Agenda None.

Review and Approval of Minutes from. Motion to approve OCTOBER minutes made by Michelle. Seconded by Dennis. Minutes approved unanimously.

Director's Report.

Local and System Updates

The catalog system was updated to improve user experience. Patron account upgrades include flexible checkout limits and extended loan periods based on item brand and collection settings. The update allows for patrons to opt-in to SMS notifications. Interface improvements include faster load time for bibliographic records and flexible pickup area options for a more responsive,

Staff & Volunteers

Ilah has joined the team as the Library Trainee. Ilah is pursuing her MLIS degree at SU.

Library Stats – Key Takeaways

Library traffic has been increasing at an average rate of 8.5% so far in 2024.

YTD there has been a total of 429 programs with a total program attendance of 8,773.

Committee Reports

Friends:

- The Fall Book Sale had total gross proceeds of \$2,016.70 (compared to \$2,202 in 2023 and \$1,869 in 2022).
- A membership drive was held in the lobby during National Friends of the Libraries Week. The final results are forthcoming but there were a least 14 new and renewals.
- Special Friend of the Library Award was presented to Roz NaPier by Jackie and Sophia.
- MFL Funds request of \$2,225 was approved. The funds will be used for Rapid Reads, Stuff-a-Stuffie Workshop, Toys and Mommy Mixer, and Barefoot Bob's December Astronomy program.



- Decorate the Library is Monday, December 2nd at 9:30 a.m.
- Recording Secretary vacancy needs to be filled.
- Next meeting is November 20th at 9:30 a.m.

Nominations Committee:

- o Two candidates have submitted their Board applications.
- o Sophia and the Nominations Committee will be meeting with each person in the near future. We hope to then have them attend the December meeting and join the Board at the annual meeting in January.

Buildings and Maintenance:

- o Update on brick pavers – Dave Reilly did an onsite visit and suggested the fix is using spacer bars; checking with Paragon Supply for guidance. He determined the new pavers are a different size than the originals and that is the root cause of spacing issue.
- o Roof Repair – Welch Construction did an onsite inspection; requested building plans for roof dimensions before providing a quote; suggested that material used for soffit is prone to disrepair as is the fascia. Suggested replacing fascia with metal. Quote will include recommendations. If plans are not available, John June will return to obtain measurements.
- o Welch Constructions can do the installation of Chess Tables. SV to send pictures of tables with dimensions and will follow up for an estimate.
- o Window cracks – need to revisit plan for repair.
- o No update on musical instrument park.

Development:

- o The Murder Mystery Fundraiser was well attended and well received by attendees.
- o Tuscarora was a great venue- good food and accommodating to our needs
- o The committee will meet in the next few weeks to discuss plans for the next six months.

Finance:

- o The balance sheet remains strong. The deposit from the tax Levy was received.
- o Revenue is ahead of budget.
- o Nearly all expenses are trending favorable to budget.
- o Discussed spending any budgeted amounts remaining for collections, supplies, and/or other resources for the library.
- o Sophia will price out costs for new chairs vs. having current chairs reupholstered. A portion of this cost may be accrued.

Personnel/Policies: no updates.



New Business

- Vote on letter from Board to DOL: Motion to approve letter to DOL made by Dennis. Motion seconded by Shane. Motion to approve letter to DOL unanimously approved. BE IT RESOLVED that the board president shall sign the letter reviewed in executive session and submit the same within three business days.
- Annual Fund Drive letters will be ready for pick up by Board members on Saturday, November 23rd.

Questions/Comments from the Public. none

Other Business none

Adjournment. Motion to adjourn meeting made by Shane. Motion seconded by Dennis. Motion unanimously approved. Meeting adjourned at 7:51 PM.

Minutes recorded by: Mary Drabot

Next Board Meeting Date – Thursday, DECEMBER 5, 2024