



**Marcellus Free Library
Board of Trustees' Meeting
October 8, 2020-- 7:00pm**

Attended in person: Beth Anne Piper, Shawn Gillen-Caryl, Jake Widrick, Mary Drabot

Attended via Zoom: Pat Dailey, Martha Fiacchi, Katie Reilly, Gary Germain, Katie Cook, Sara Randolph, Kristin Wetherell, Michelle Merwarth

- Meeting Call to Order 7:02pm motion by Beth Anne Piper
- Additions/Changes to Agenda None
- Review and Approval of Minutes from September 2020
Shawn Gillen-Caryl, Beth Anne Piper 2nd, approved unanimously.
- Director's Report Jake will be on vacation 10/13-10/18

MFL Reopening Updates

-The new operating hours have been well received and attendance is up.

-We had informally been allowing walk-ins since the middle of September. Last Friday an email blast was sent out to our subscribers highlighting that we would now officially accommodate walk-ins as long as our occupancy was at a safe level (scheduled staff and up to 13 patrons at one time). We have not yet run into a situation where the occupancy level was in danger of being exceeded. Patrons who schedule browsing appointments are in and out pretty quickly.

-With the announcement of walk-ins, we have seen a notable increase in attendance. As reported last month, we are still averaging nearly 20 scheduled appointments per day. In the three full business days since the announcement we had uptake in traffic with 45, 23, and 24 walk-ins. (Pre pandemic we had about 100 patrons per day) We continue to allow appointments for browsing and computer use. Averaging 20 apts.

-Patrons are still very responsible inside the building and continue to be respectful of our rules and policies. Continue to have sign in process all patrons with sign in sheets, questions for state and county tracking and use of hand sanitizer.

-We haven't had a lot of kids coming to the library after school so far and have only received one request for tutoring. We will continue to monitor the needs of the community and make any adjustments as soon as we can safely do so. Had a few kids come in and staff set them up with appointments.

-Two air purifiers have been ordered for staff areas: one will go in the office and one at the circulation desk. Discussed possible installing ultra violet light system in HVAC system. Jake will look into this further re cost ect.

-The flu clinic last week was once again a huge success. Between 9 and 11am, 31 people received a shot.

-Upstate's mobile mammography van was here on Monday and had an appointment booked for each time slot. There was enough interest that they may come back again next month.

-We are running a Halloween themed contest in the lobby, as well as the month-long Friends of MFL book sale.

-We will be partnering with M3F3 again this year to bring the Marcellus Film Festival to the library parking lot November 14th. Renting a 20 foot screen and AV equipment to broadcast an FM signal, people will be able to watch submitted films from the comfort of their vehicles. Food truck may be available for intermission. Attendees will make reservations for their cars. Board agreed that we can make the bathrooms available for the event and Jake will check with cleaning vendor to address any issues. Films



will be submitted from all over the world. Discussed that there appears to be 20 spots in our lot and will consider moving to the park if to many reservations.

Construction Grant Update

-Recently, there have been rumors that we may receive 80% of what we had been anticipating (80% of the 75%). There still have been no award announcements, but it seems there is a possibility the money may show up at some point(40%/40%/20%).

- Committee Reports

Friends

Michelle confirmed that Book Sale will continue through the month of October in the lobby. They have made \$60 in 2 days. Sale is self-serve with lock box. The groups theme is to be adaptable and flexible. They had monthly meeting on 092320 in the parking lot. 15 members attended. National Friends of the Library week is 1018-102420. Mayor Curtin plans to make proclamation which will be on display in the library. Next meeting 102820. Michelle asked Jake to speak regarding Covid 19 and library services. During November the Friends will have a sale in lobby of books in gift giving condition.

Finance

- Investment Meeting Review
Pat, Jake and Gary met with Phil Dean the library investment manager. When the building was first built had fund for bond payments. The objective was to earn 4% to run library and pay bond payments. Since then there has been no discussion to change this. Bond will be paid off 2027. They feel we should consider withdrawing 530K from the fund (1.2M currently in fund). Look to maintain 500-600K in fund to pay the bond and library costs which would mature at each year owe payment with conservative return 4% and to consider investing balance of 600-700K more aggressively to earn more than 4% interest. Consider purchase of preferred stock and to buy stocks not in fund to insure more stability. Phil is to put together recommendation for mix of stocks and bonds for purchase and Pat, Jake and Gary will have a preliminary meeting with him to more thoroughly identify options to bring to the board. We are a free library so can invest in stocks. Current investments very conservative with 45% US equities, 7% international equities and balance in bonds. 250K not earning anything. Shawn noted electronic stocks continue to rise.
- Budget First Draft Questions/Comments
Pat Dailey presented the 1st proposal for the 2021 budget at October meeting. Budget remains close to last year. Does not include any funding from NYS or County because to early and given Covid issues a lot of unknowns. Most recent information is that OCLP received Local Library State Aid today and that libraries should get 80% of the usual funding broken down into 80/20 payments. Usually 4000 and we get 2 payments of 3200/800 but likely we will get 80% of these amounts this year. We will see another drop of \$2750 in funding from the Town of Marcellus next year. Library revenue will likely be down. Currently not charging for printing and copying. Michele requested we bump down the donation from Friends They committed to 10K in 2020 and could not fulfill and likely next year will need to be lower.

Nothing to date from the Amidon Estate and unlikely will get anything until the condo sells so not included in the budget.



Budget expense for staffing during the 1st quarter is based on current costs and then after that increased back to pre pandemic amounts.

Budget includes the grant money for the building project/construction but Jake advised we should not count on those funds until hear something further.

Discussed putting a drop box for donations from patrons in the lobby.

We will need to plan to work on fund raising letters during next few weeks.

Personnel/Policies

Sexual Harassment Policy Vote

Vote was adjourned. NYS has mandated Sexual Harassment training. Jake recommended we use the stock language re maintaining confidentiality during investigation however some concern was raised re who does the review. Agreed that any review would be done by the director and 2 members of the board of trustees selected by the president at the time of the complaint. Objective will be to review and once determined if valid make report to the board re any sanctions. Jake will edit the policy and we will vote to confirm during November meeting with changes. Page 6 refers to complaint form and Jake will forward this for review.

New Business - none

Questions/Comments from the Public - none

Other Business

Meeting adjourned - motion by Beth Anne Piper 7:57pm

Next Board Meeting Date: Thursday November 5, 2020