



**Marcellus Free Library  
Board of Trustees' Meeting  
Meeting Minutes OCTOBER 10, 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), Brigid Farrell (Assistant Director)

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

**Additions/Changes to Agenda** None.

**Review and Approval of Minutes from.** Motion to approve SEPTEMBER minutes made by Guy. Seconded by Shane. Minutes approved unanimously.

**Introduction:** Brigid Farrell – Assistant Director. Welcome, Bridgid!

**Director's Report.**

Local and System Updates

Sophia attended the annual Directors retreat on Tuesday, Sept 10 at Arrowhead Lodge where topics included how to use data to present information to your board, a behind the scenes look at how working with elected officials operates when receiving funding.

Library Updates

The second wave of memorial bricks were installed and Bob tried painting two that had printing errors. The bricks originally ordered are no longer available; 32 more bricks are needed to complete walkway. It may be necessary to replace the last batch.

Regarding the Construction Aid Grant: repairs are not covered by grant funding. We have until 2027 to spend the funds.

Staff & Volunteers

Brigid Farrell has been hired as the Library's Assistant Director. A new sub-clerk, Jennifer, has been hired. In addition, welcome Judi as a new volunteer and high school student, Leo, has returned to volunteer on Fridays during the school year.

Library Stats:

Library traffic has been increasing at an average rate of 9.91.

There have been 371 programs YTD with total program attendance of 7,836.



## **Committee Reports**

### **Friends:**

- Third party independent financial review completed.
- Board vacancies include: Recording Secretary, Basket Raffle Chair/Committee.
- Next meeting is October 16<sup>th</sup>, where three NYLA reps will be in attendance to award Paulette Quinn with the Daniel W. Casey Advocacy Award. Other meeting highlights will include: 2023/24 Fiscal Year Impact Report, Village proclamation, and volunteer recognition from the 23/24 fiscal year.
- October 20-26<sup>th</sup> is National Friends of Library Week. There will be a membership drive during high traffic hours in the lobby 10/21-10/25. New members will be given “swag”, based on membership level.

### **Nominations Committee:**

- Shane suggested we make board info available at the fundraiser. Sophia will create a handout and applications will be available.

### **Buildings and Maintenance:**

- Shane spoke to Corey Ramsden about the masonry work and installation of chess tables.
- Received roof quotes from McClurg, CW Daly, Welch Construction, Mike O’Brian, and a fourth from Lake Shore Construction. Everybody is overbooked.
- Discussed the timing of the project and whether it must be done before winter. Guy indicated it was not crucial.
- The Ast donation potential projects include a Music Park, preferably an ensemble vs. separate instruments, if possible. Marcia Ast, who is a landscape architect, suggested creating shade as part of the project. We could use some of the grant of matching funds to finish the outdoor project.

### **Development:**

- Murder & Mystery Fundraiser is Sunday, October 13 at Tuscarora at 5:30 PM
- Kathryn, Mary, Dennis, Guy and Michelle will arrive early to help set up (stickers on chairs, decorations, flowers, check-in table). Jeremy will man the raffle table.

### **Finance:**

- Balance sheet remains strong; nearly all expenses are trending favorable to budget.
- Check from the levy was received.

**Personnel/Policies:** no updates.



### **New Business**

- o Vote on Budget Amendment of payroll budget line necessitated by new responsibilities for Sara's promotion to Circulation Manager. Motion to approve budget amendment made by Jeremy. Motion seconded by Guy. Motion unanimously approved.
- o Volunteer sign-ups for Fundraiser (done).
- o Motion to approve removing Ast bequest from 2024 budget (due to being recognized in 2023) made by Jeremy. Motion seconded by Guy. Motion unanimously approved.

**Questions/Comments from the Public.** none

**Business.** Board Photo for Annual Fund Drive letter (done).

**Adjournment.** Motion to adjourn meeting made by Shane. Motion seconded by Jeremy. Motion unanimously approved. Meeting adjourned at 7:59 PM.

Minutes recorded by: Mary Drabot

**Next Board Meeting Date – Thursday, NOVEMBER 7, 2024**