



**Marcellus Free Library**  
**Board of Trustees' Meeting**  
**Meeting Minutes October 8, 2023— 7:15 PM**

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

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

**Meeting Called to Order by Kathryn Dennis at 7:17 PM.**

**Additions/Changes to Agenda** – Executive Session added at 6:45

**Review and Approval of Minutes from September 7, 2023.** Motion to approve September minutes made by Pat Dailey. Seconded by Shane Ventura. Minutes approved unanimously.

**Director's Report.**

Local & System Updates/Library Updates

- On October 16th, OCPL will be migrating the library's ILS, Polaris, over to a hosted environment.
- A BOOGIIO large-print, high-contrast keyboard for visually impaired individuals has been installed at Public PC#2.
- The Rapid Reads Collection is back and sponsored by the Friends of the Library; this allows patrons to skip long waitlists for popular new adult fiction titles.

Patron Feedback (a new section added to the Director's Report)

- Debrah O. donated \$20 as a thank you for bringing programs like the "Evolution of Country Music" Author Talk with Michael Streissguth.

**Committee Reports**

**Friends:**

- 14 people attended the first Friends meeting of the year.
- Sophia updated the members on the happenings at the library
- The group gave Thomas kudos for bringing new adult programming to the MFL
- Membership drive is pending updated numbers, lots of envelopes coming in
- 30 day extension approved for Independent Financial Review
- Top volunteers of last fiscal year were recognized
- The week of 10/15-10/21 is National Friends of Library Week
  - There will be a membership drive in the lobby during peak hours.
  - Impact report to be displayed evidencing the Friends impact on the library
- Fall Book Sale 10/20-10/22 - good inventory of books (though light on gardening, hobbies, and sports)

**Nominations Committee:**

- Sophia reached out to a few local architects but no response back as of yet.
- Committee will continue to be on the lookout for people with expertise in engineering, construction, law
- Sara will keep an eye out for patrons who frequent the library and who might be good candidates.

**Buildings and Maintenance:**

- Outlet for the Amphitheater still needs to go in and where it should be placed is still to be decided (ideally on the amphitheater stage itself)
- Additional projects to consider: furniture for gazebo, cracks in walk
- Leak in ceiling will be repaired by Van Derhoof
- Capital improvements include needing a handicap button at front door at inside entrance

**Development:**

- The latest order of bricks is scheduled to arrive soon
- There remain approximately 30 pavers to be added to walkway.
- Sophia to begin drafting the Annual Fund drive letter in mid-October. As in previous years, board members will volunteer to address letters/envelopes in mid- to late-November.

**Finance:**

- Further discussion is needed regarding recognition to the family of June Ast for her bequest to the library.
- Cash and savings account balances remain at similar levels to September 2022.
- Levy funds will be received within the next week.
- Due to favorable short-term interest rates, Pat will review options for the Levy funds to obtain interest income.
- Expenses are favorable to budget in most categories, with only a minor negative variance in General Expenses (attributed to Depreciation).
- Sophia, Kathryn, and Pat have started discussing the 2024 budget. Jeremy will attend future meetings. The 2024 budget will begin to incorporate some strategic initiatives, which all Board members will need to evaluate.
- We have updated our account signers at Tompkins, and are in process of doing the same with our M&T accounts.

**Personnel/Policies:**

- Staff is finishing up anti-harassment training
- Switching over to HR1, a new payroll service (vs. Paychex).
- Policy changes for bereavement and room sign up in progress



### **New Business**

- Tax levy cap for 2024: We have to go through the process of how we determine the number that goes on the ballot. In today's session, we are taking a vote on the ability to exceed the tax cap, should that be decided.
- Pat Dailey motioned to exceed tax levy cap. Motion seconded by Jeremy Pellizzari. Motion unanimously approved.

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

### **Other Business.**

- The Strategic Plan – Sophia, along with Steve Kankus, presented to staff. Board discussed that the Plan must be considered a living document; that action items on the Plan will be measured regularly; that there will be combined review between Staff and Board.
  - Vote on acceptance of Strategic Plan: Motion to accept Strategic Plan made by Mary Drabot. Motion seconded by Dennis Robillard. Motion unanimously approved.

**Adjournment of Public Meeting to enter Executive Session regarding library leadership position** Motion made by Shane Ventura. Motion seconded by Pat Dailey. Motion unanimously approved. The meeting adjourned at 8:15 PM.

Minutes recorded by: Mary Drabot

**Next Board Meeting Date – Thursday, November 9, 2023**