

# Trustee Meeting

Marion Public Library  
Board of Trustees

January 17<sup>th</sup>, 2023  
Meeting Minutes

The meeting was called to order at 6:59pm by Priscilla Flack. Those in attendance were Priscilla Flack, Kerry Sargent, Julie Stryker, Melanie Rivera and Tracy Whitney

The November 2022 meeting minutes were read, motion to accept made by Priscilla Flack, seconded by Melanie Riveria and the motion carried.

The operating statement showed a balance of \$6,588.93 as of 12/31/2022. Motion to pay the library bills in the amount of \$22,644.45 was made by Kerry Sargent, seconded by Priscilla Flack and the motion carried.

## **Manager's Report**

- RRH Mobile Mammography Center did 14 mammograms in November. They had some scheduled and had openings for walk ins.
- Tracy purchased 2 new STEAM kits for kids. They circulate well and we are hoping to add to more kits in the future.
- Due to the popularity of the Empire Pass, Tracy has renewed and purchased an additional pass for circulation.
- Currently offering house plant swaps at the library.

## **Old Business**

- Tracy will get quotes to upgrade our camera system and add additional cameras, 4 inside and 4 outside. We need to look into how to get the funding from the reserve fund.

## **New Business**

- Authorized 2022-year end transactions, all board members signed.
- Received \$1200.00 grant from Assemblyman Brian Manktelow. Resolution signed to move the monies to the 2023 building budget to help offset the cost of upgrading the camera system.

*Next Meeting* The next meeting will be February 20, 2023

Meeting was adjourned Kerry Sargent at 8:24pm.

Respectfully submitted,  
Kerry Sargent

# Trustee Meeting

Marion Public Library  
Board of Trustees

February 21<sup>st</sup>, 2023  
Meeting Minutes

The meeting was called to order at 7:06pm by Priscilla Flack. Those in attendance were Priscilla Flack, Kerry Sargent, Julie Stryker, Melanie Rivera and Tracy Whitney

The 1/17/2023 meeting minutes were read, motion to accept made by Priscilla Flack, seconded by Melanie Rivera and the motion carried.

The operating statement showed a balance of \$186,871.00 as of 1/31/2023. Motion to pay the library bills in the amount of \$2,219.79 was made by Kerry Sargent, seconded by Melanie Rivera and the motion carried.

## Manager's Report

- New to the report is the number of Consumer Reports and Mango Language session were used.
- The books by mail program is growing, they now offer all kinds of materials including hand held illuminated magnifying glasses and portable CD players for audiobooks.
- Adopt a reading buddy started this week. Beanie Babies are adopted by patrons and include the adopting questionnaire and reading log.
- The One Book OWWL Kids program begins in March
- We received generous donations from a patron in honor of her late husband to be used for kids programs and the Erie Canal Quilters Guild bought two new tables for the community room. Thank you cards have been sent.
- The library board toured the damage from the broken pipe. Thankfully not as bad as originally feared. Some drywall and baseboards need to be replaced. Some holiday decorations had to be thrown away. Tracy is working with the town to get the repair work covered by our insurance.

## Old Business

- Security system update and camera-received two quotes back from two companies. We will move forward with the lesser quote to the work done. This will include updating the current system and indoor camera as well as adding 4 more outdoor camera. In order to use the library's reserve funds, we need a resolution from the board. We will also use the \$1200.00 grant we received from NYS.
- New trustee-we may have identified a new trustee. Tracy is going to see if she is interested and let the board know.

## New Business

*Next Meeting* The next meeting will be March 21<sup>st</sup>, 2023

Meeting was adjourned by Priscilla Flack at 8:27pm.

Respectfully submitted,  
Kerry Sargent

# Trustee Meeting

Marion Public Library  
Board of Trustees

March 21<sup>st</sup>, 2023  
Meeting Minutes

The meeting was called to order at 7:14pm by Priscilla Flack. Those in attendance were Priscilla Flack, Kerry Sargent, Julie Stryker, Melanie Rivera, Joanna Meyer and Tracy Whitney

The 2/21/23 meeting minutes were read, motion to accept made by Priscilla Flack,, seconded by Julie Stryker and the motion carried.

The operating statement showed a balance of \$151,684.26 as of 2/28/23. Motion to pay the library bills in the amount of \$8,668.04 was made by Kerry Sargent seconded by Priscilla Flack and the motion carried.

## Manager's Report

- Priscilla Flack, Kerry Sargent and Tracy Whitney attended the Marion Town Board meeting and public hearing regarding the reserve fund for the new security camera. That was approved by the town board and we are moving forward with the project.
- Planning is underway for the summer reading program.
- Tracy attended OWWL directors advisory committee and OWWL Library System meeting and Fostering LGBTQ+ Inclusive Libraries Workshop.
- Canning class coming up this weekend. The class is full (10 spaces), led by Jessica Reffner.
- Reading buddies adoption program went over really well. 30 buddies were adopted
- One Book OWWL Kids program went well, 2 copies of the 25 are left.
- Craft kits continue to be a popular offering.
- The seed library is back and accepting seed donations.

## Old Business

- Security cameras-funds have been secured and we are moving ahead with that project.

## New Business

- Annual report was reviewed, motion to accept the annual report was made by Kerry Sargent, seconded by Melanie Rivera, motion passed.
- Whistleblower Policy was reviewed, motion to accept the policy as written was made by Kerry Sargent, seconded by Melanie Rivera, motion passed
- Sexual Harassment Policy was reviewed, motion to accept the policy as written was made by Priscilla Flack, seconded by Julie Stryker, motion passed
- There was a discussion about opportunities to engage teens that are hanging out at the library on Wednesdays and ways to improve teen programs in general. They are going to offer black out poetry for Poetry Month in April. Possibly offering some gaming tournaments.
- There was also discussion about purchasing software to convert VHS tapes to CD or other digital formats. With possible tech support from Marion HS seniors who need volunteer hours.
- Joanna Meyer has agreed to join the board.

*Next Meeting* The next meeting will be April 18<sup>th</sup>, 2023

Meeting was adjourned by Priscilla Flack at 8:34pm.

Respectfully submitted,  
Kerry Sargent

# Trustee Meeting

Marion Public Library  
Board of Trustees

April 18<sup>th</sup>, 2023  
Meeting Minutes

The meeting was called to order at 7:01pm by Priscilla Flack. Those in attendance were Priscilla Flack, Kerry Sargent, Julie Stryker, Melanie Rivera, Joanna Meyer, and Tracy Whitney

The March meeting minutes were read, motion to accept made by Priscilla Flack, seconded by Julie Stryker and the motion carried.

The operating statement showed a balance of \$134,371.98 as of March 31<sup>st</sup>, 2023. Motion to pay the library bills in the amount of \$5,108.02 was made by Kerry Sargent, seconded by Joanna Meyer and the motion carried.

## Manager's Report

- The Boys Scouts are coming on April 22<sup>nd</sup>, 2023 to do clean up around the library and to re-install the story walk at the Marion Town Park.

## Old Business

- The Friends of the Library are going to purchase 4 all in one computers to replace the outdated public computers.

## New Business

- The town accountant added a line item to the library budget. No changes can be made to the library budget without a resolution from the library board. It was decided by the board to return the insurance money back to the town in the amount of \$5,721.28 to pay for the repairs from the broken pipe and remove the unapproved line item from the library's budget.
- Ask the town accountant to update the budget to reflect job titles and not include employee's names in the budget.
- A motion was made by Kerry Sargent and seconded by Priscilla Flack to close the library on April 20<sup>th</sup>, 2023 in honor of Lonnie Levan, a long-time library employee and patron. The library staff is providing some bagels and cream cheese for the family.
- Board member training. It was decided that board members could watch recordings of the trainings offered by OWWL. We will record the trainings in the meeting minutes as proof of attendance.
- It was decided to change the library board meeting schedule to add in a July meeting and subtract the meeting in August.

*Next Meeting* The next meeting will be May 16<sup>th</sup>, 2023

Meeting was adjourned Priscilla Flack at 7:51pm.

Respectfully submitted,  
Kerry Sargent

## Trustee Meeting

Marion Public Library  
Board of Trustees

May 16, 2023  
Meeting Minutes

The meeting was called to order at 7:04pm by Priscilla Flack. Those in attendance were Julie Stryker, Priscilla Flack, Joanna Meyer, Melanie Rivera and Tracy Whitney.

The April meeting minutes were read. It was discussed that Tracy will follow up with Kathy, the Town Account Clerk, to adjust the correct names on the library budget. Also, a sub account labeled "misc." must be updated to reflect insurance money from the flood or be removed completely from the library budget. The Board of Trustees requests that it not be on the budget of the library as it should technically be on the budget of the Town of Marion since they are the owners of the building and agreed to handle the repairs. A motion to accept the minutes as corrected was made by Joanna Meyer and seconded by Priscilla Flack.

A motion to pay the library bills for the month of April in the amount of \$16,569.92 was made by Priscilla Flack and seconded by Joanna Meyer. It was discussed that a line on the bills which is listed as "Town of Marion" needs to be clarified as possibly the water bill. Tracy will look into the correct purpose/title for this bill.

### **Manager's Report**

Priscilla Flack, Julie Stryker and Joanna Meyer signed the Budget Amendment Resolution to move money from the reserve funds to pay for partial installation of the new security cameras. A second Budget Amendment Resolution to receive \$3,825 as a donation from the Friends of the Marion Library to cover \$595 of the Summer Reading Program and \$3230 of computer equipment.

There was an incident report filed on May 14, 2023 regarding a patron complaint about garbage strewn around in the gazebo and blue paint smeared on the floor and steps. Tracy will email the liaison at the town to ask about repainting the steps of the gazebo.

### **New Business**

Tracy updated the Community Room Policy with multiple changes including the change from PLS to the OWWL Library System. It was also discussed that everyone who has already booked the room will receive an email including the updated copy of the policy. A motion to update this policy was made by Joanna Meyer and seconded by Priscilla Flack.

The next meeting will be held on June 20, 2023.

The meeting was adjourned at 7:42pm with a motion to adjourn made by Joanna Meyer and seconded by Melanie Rivera.

# Trustee Meeting

Marion Public Library  
Board of Trustees

June 20<sup>th</sup>, 2023  
Meeting Minutes

The meeting was called to order at 7:04pm by Priscilla Flack. Those in attendance were Priscilla Flack, Kerry Sargent, Melanie Rivera, Joanna Meyer and Tracy Whitney

The May 16th meeting minutes were read, motion to accept made by Kerry Sargent, seconded by Priscilla Flack and the motion carried.

The operating statement showed a balance of \$203,071.98 as of 5/31/23. Motion to pay the library bills in the amount of \$6147.57 was made by Kerry Sargent, seconded by Priscilla Flack and the motion carried.

## Manager's Report

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## Old Business

- Water damage repairs
  - Insurance monies were added to the library budget (Line item 74104.5.0.4). The Library Board acknowledges the receipt of the insurance disbursement in the amount of \$6305.98. Motion was made to accept the disbursement by Joanna Meyer and seconded by Kerry Sargent.
  - Since the monies from insurance disbursement have been added to the Library budget, the Library Board members will need to approve all bills paid from that money. Bills previously paid have been reviewed and approved by the board (see table below). Motion to approved the previously paid bills was made by Joanna Meyer and seconded by Melanie Rivera.

<b>L+J Smith</b>	<b>Drywall</b>	<b>\$1975.00</b>
<b>Serve Pro</b>	<b>Water clean up</b>	<b>\$3572.82</b>
<b>Jim Burgio Plumbing</b>	<b>Plumbing</b>	<b>\$174.00</b>

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- We need the line with the insurance monies to be titled "Insurance Disbursement 2.2023"
- Carpet Spectrum quote is for \$584.16. This bill will be reviewed at the July meeting
- We have not received money yet to replace the holiday decorations. Tracy has submitted the list to the insurance company.

## New Business

- The cost of yoga will be covered by Friends of the Library. It was decided to put out a Friends of the Library donation jar to help fund Sunset Yoga.
- Trustee policies
  - Employer Sexual Harassment training does count for board members mandatory training.
  - Implement the form for board members who completed training so library manager can turn them in when all the board members have completed the mandatory training hours.

*Next Meeting* The next meeting will be July 18<sup>th</sup>, 2023

Meeting was adjourned Joanna Meyer at 7:50pm.

Respectfully submitted,  
Kerry Sargent

# Trustee Meeting

Marion Public Library  
Board of Trustees

July 18<sup>th</sup>, 2023  
Meeting Minutes

The meeting was called to order at 7:03pm by Priscilla Flack. Those in attendance were Priscilla Flack, Kerry Sargent, Julie Stryker, Melanie Rivera, Joanna Meyer and Tracy Whitney

The June 20<sup>th</sup>, 2023, meeting minutes were read, motion to accept made by Joanna Meyer, seconded by Priscilla Flack and the motion carried.

The operating statement showed a balance of \$108,876.95 as of 6/30/2023. Motion to pay the library bills in the amount of \$4,915.65 was made by Kerry Sargent, seconded by Joanna Meyer and the motion carried.

## **Manager's Report**

- Distributed 37 free bicycle helmets in partnership with the Wayne County Health Department.
- The Great and Powerful Dave, magic and comedy show was well attended.
- The Wayne County Dairy Ambassadors came for story hour and brought a young calf named Wonder. Approximately 70 people attended.
- Summer yoga has begun. Exploring options to fund Fall yoga, suggestion that we go to the town since summer rec was cancelled and ask for funding.

## **Old Business**

- Trustee Education policy was reviewed. Motion to accept the policy was made by Joanna Meyer and seconded by Julie Stryker, motion carried.

## **New Business**

- The Member Library Agreement Form was reviewed. Motion to accept the policy was made by Joanna Meyer and seconded by Kerry Sargent, motion carried. Priscilla Flack signed the agreement.

*Next Meeting* The next meeting will be September 19, 2023

Meeting was adjourned by Melanie Rivera at 7:39pm.

Respectfully submitted,  
Kerry Sargent

# Trustee Meeting

Marion Public Library  
Board of Trustees

September 19<sup>th</sup>, 2023  
Meeting Minutes

The meeting was called to order at 7:04pm by Priscilla Flack. Those in attendance were Priscilla Flack, Kerry Sargent, Julie Stryker, Melanie Rivera, Joanna Meyer and Tracy Whitney

The July meeting minutes were read, motion to accept made by Joanna Meyer, seconded by Melanie Rivera and the motion carried.

The operating statement showed a balance of \$64,827.86 as of 8/31/23. Motion to pay the library bills in the amount of \$4830.64 was made by Kerry Sargent, seconded by Priscilla Flack and the motion carried.

## **Manager's Report**

- Knitting classes will be offered on Wednesday afternoons by Andrea Bortle. The Friends of the Library will pay for the cost of the classes to keep it fee free for the patrons.
- Tracy is going to talk to Angela about continuing yoga.
- Largest summer reading program participation in history.
- Food preserving classes had a great response, possibly looking at having that class bi-monthly.

## **Old Business**

- No old business.

## **New Business**

- Per the town accountant, the sewer plant RG&E was paid from the library budget. The amount was \$717.99 paid from line 74104.5.0.44. Tracy will talk to the town accountant and have that rectified. We will review the numbers next month to ensure that that amount has been credited to the library budget.
- We need to move the insurance monies in the amount of \$2680.00 to the year-to-date column. It is now in the current month column appear that we received the monies in August when they were received earlier in the year.
- We need to transfer the insurance monies in the amount of \$469.00 from the insurance line to the supplies line to purchase supplies/décor that was damaged in the water pipe break.
- Create baskets for raffles to help fund summer reading for next summer.
- Angel Tree information will be coming soon.

*Next Meeting* The next meeting will be October 17<sup>th</sup>, 2023

Meeting was adjourned by Priscilla Flack at 8:37pm.

Respectfully submitted,  
Kerry Sargent

# Trustee Meeting

Marion Public Library  
Board of Trustees

October 17<sup>th</sup>, 2023  
Meeting Minutes

The meeting was called to order at 7:01 pm by Priscilla Flack. Those in attendance were Priscilla Flack, Kerry Sargent, Julie Stryker, Melanie Rivera, Joanna Meyer and Tracy Whitney

The September meeting minutes were read, motion to accept made by Joanna Meyer, seconded by Melanie Rivera and the motion carried.

The operating statement received at this meeting was dated 8/31/23. We do not have the current operating statement. Motion to pay the library bills in the amount of \$9,363.18 was made by Priscilla Flack, seconded by Melanie Rivera and the motion carried.

The operating statement dated 8/31/2023 received at the October 17<sup>th</sup>, 2023 was updated to reflect the correction for the RG&E bill. The amount of \$717.99 that was previously paid by the from line 74104.5.0.44 in error. Per town accountant, the \$717.99 was the electric bill for the waste management plant. The operating statement dated 8/31/23 that was received on October 17<sup>th</sup>, 2023 shows the the correction for line 74104.5.0.44.

The operating statement shows that the insurance monies to be received in the current month per operating statement dated 8/31/2023. These monies were received prior to August and need to be moved to the Year-to-Date column. Also, the \$469.00 reimbursement for supplies lost is currently unaccounted for. We need an updated statement to confirm that the \$469.00 has been put in line 2680.5.0.0)

Given the consistent errors and inconsistencies, if the operating statement at the November 2023 meeting is not correct, the library board will ask for a meeting with the town accountant.

## **Manager's Report**

- Access to Kanopy a free streaming service.
- Collecting donations for the Great Give Back-personal care items to be donated to the Marion Central School Caring Closet.
- COVID tests available.
- Building maintenance-we are going to need to air conditioning unit. Library Manger is working on getting quotes for that.

## **Old Business**

- Resolution: Move the \$469.00 insurance reimbursement from Insurance Recoveries (2680.5.0.0) to the supplies budget (74104.5.0.11) to purchase holiday decorations that were lost when the water pipe broke. Board unanimously agreed.

## **New Business**

- OWWL Overdrive Fiction Agreement 2024 giving the library patrons access to the downloadable fiction.

*Next Meeting* The next meeting will be November 21<sup>st</sup>, 2023.

Meeting was adjourned by Priscilla Flack at 7:55pm.

Respectfully submitted,  
Kerry Sargent

# Trustee Meeting

Marion Public Library  
Board of Trustees

November 21<sup>st</sup>, 2023

Meeting Minutes

The meeting was called to order at 7:15pm by Priscilla Flack. Those in attendance were Priscilla Flack, Kerry Sargent, Julie Stryker, Melanie Rivera, Joanna Meyer and Tracy Whitney

The October meeting minutes were read, motion to accept made by Priscilla Flack, seconded by Julie Stryker and the motion carried.

The operating statement showed a balance of \$38,573.86 as of 10/31/2023. Motion to pay the library bills in the amount of \$3,129.43 was made by Kerry Sargent, seconded by Priscilla Flack and the motion carried.

Operating statement continues to be incorrect. The following issues were found on the 10/31/23 operating statement.

1. The insurance line is no longer on the operating statement where the reimbursement for the repairs and supplies from the water pipe break.
2. The \$469.00 to replace the holiday decorations that were damaged in the water pipe break. Those funds should have been put in the insurance line and then the library board signed a resolution to move that money to the supplies line.
3. Revenue of \$2.00 was added to the Supplies line 74104.5.0.11 in the Library Fund. The town accountant is not allowed to add anything to our budget without a resolution from the library board. That revenue should have been added to the Revenue Account 2770.5.0.0-Unclassified Revenues. While we recognize that the amount is minor, the operating budget cannot be changed by law without a resolution from the library board.

## Manager's Report

- Priscilla Flack and Kerry Sargent attended the town meeting where the 2024 library budget was passed unanimously.
- We are working on getting quotes to replace the boiler/ac unit at the library.
- The Mobile Mammography Center will be parked at the library on November 27<sup>th</sup>.
- The Great Give back was a success, we donated 2 boxes of personal care items to the MCS Sharing closet.

## Old Business

- No old business

## New Business

- Community Room Policy. We will be meeting with Ron Kirsop on 12/11/23 at 3pm to discuss the community room policy.

*Next Meeting* The next meeting will be January 16<sup>th</sup>, 2024

Meeting was adjourned by Joanna Meyer at 8:35pm.

Respectfully submitted,  
Kerry Sargent