

# Trustee Meeting

Marion Public Library  
Board of Trustees

January 16<sup>th</sup>, 2024  
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, Joanna Meyer and Tracy Whitney, town board liaison Margi Taber.

The December meeting minutes were read, motion to accept made by Priscilla Flack, seconded by Joanna Meyer and the motion carried.

The operating statement showed a balance of \$8,575.47 as of December 31<sup>st</sup>, 2023. Motion to pay the library bills in the amount of \$4,408.28 was made by Kerry Sargent, seconded by Joanna Meyer and the motion carried.

## Financial Report

- End of year report is missing the insurance reimbursement from the water pipe break.
- Postage for 2024 is incorrect by the amount of \$25.00, Tracy has emailed Kathy, no response received at the time of the board meeting.
- What is the account balance for the unappropriated funds?
- Library board members authorized the end of year balance transfers. (See attachment)

## Manager's Report

- Applied for OWWL System Bilingual Books Partnership Program
- Second annual house plant swap
- Town board organizational meeting to welcome new town supervisor Summer Johnson and new town board member Margi Taber who is also the library liaison for 2024.

## Old Business

## New Business

- Discussed closing for the solar eclipse on April 8<sup>th</sup> with pay for the staff. Motion was made by Kerry Sargent and seconded by Priscilla Flack; motion carried.
- Solar eclipse activities discussed, student art display and selfie station.
- FFRPL annual grant report was reviewed and approved unanimously by the library board.
- Community room policy. Briefly reviewed and was tabled until the February 2024 meeting.
- Get quotes for replacing air conditioner to avoid delays com summer.

*Next Meeting* The next meeting will be February 20<sup>th</sup>, 2024.

Meeting was adjourned by Priscilla Flack at 8:28pm.

Respectfully submitted,  
Kerry Sargent  
Amended 3.8.24



# Trustee Meeting

Marion Public Library  
Board of Trustees

2/20/2024  
Meeting Minutes

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

The January meeting minutes were read, motion to accept after amended made by Joanna Meyer, seconded by Priscilla Flack and the motion carried.

The operating statement showed a balance of \$191,734.36. Motion to pay the library bills in the amount of \$ 6,847.80 was made by Priscilla Flack, seconded by Julie Striker and the motion carried.

## **Manager's Report**

- Our library was selected to participate in the Bilingual Books programs. We will be added 33 Spanish titles to our collection.
- Planning continues for events surrounding the Eclipse.
- Yoga continues to be popular; we may need to cap the number of people who can attend until the program can move outside.

## **Old Business**

- Matt Burgio is working on finishing up replacing parts on the boiler. The boiler is currently working fine.
- John Cornell is going to replace the air conditioner soon.
- Tabling the Community Room policy discussion for a separate meeting.

## **New Business**

- Use the unappropriated fund from last year's budget to replace the staff computers. We will need a resolution and approval from the town.

*Next Meeting* The next meeting will be March 19<sup>th</sup>, 2024  
Meeting was adjourned by Kerry Sargent at 8:08pm

Respectfully submitted,  
Kerry Sargent



# Trustee Meeting

Marion Public Library  
Board of Trustees

March 19<sup>th</sup>, 2024  
Meeting Minutes

The meeting was called to order at 7:02pm by Priscilla Flack. Those in attendance were Priscilla Flack, Kerry Sargent, Julie Stryker, Melanie Rivera, Joanna Meyer, and Tracy Whitney

The February 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 \$175,228.14 as of February 29<sup>th</sup>, 2024. This amount is incorrect, line item 74101.5.0.153 is a duplicate amount of \$9,360.00. The current balance should be \$165,868.14, Tracy will ask the town accountant to rectify the mistake. Motion to pay the library bills in the amount of \$5,691.36 was made by Kerry Sargent, seconded by Priscilla Flack and the motion carried.

## Manager's Report

- 2023 Annual Report Approval
- The Teen Finance class was well attended.
- The Income Tax programs is also well attended.
- Yoga continues to be a popular program; a donation can is available for patrons to donate if they would like to, and those donations go to the Friends of the Library in order to continue paying the instructor.
- Solar eclipse glasses are available at the desk.
- The story walk is going to be installed before the eclipse for families to enjoy.
- Family Literacy-kindness rock project.

## Old Business

- Community room policy revised.
  - Where is the community room revenue being put in the budget?
- Computer inventory planning-resolution to order 2 staff computers this year and 1 per year going forward. Resolution needed to access reserve funds. Motion was made to access reserve funds to pay for the 2 new computers by Kerry Sargent and seconded by Melanie Rivera, motion carried. Tracy will add this to the Town Board Agenda for consideration.
- Boiler has been repaired and is all set.

## New Business

- FFRPL Grant was accepted and signed by Priscilla Flack for digital materials.
- Update Statement of Purpose-reviewed by board.
- Personnel Unpaid Leave Policy-
  - Discussions included, budget impact, staff impact, max vacation per year, vacations vs leaves of absence.
  - Updated policy to include the following:
    - Request for leave for more than 2 consecutive weeks must be approved by the library board.
- We received a grant in the amount of \$1600 that will be used to spruce up the teen area.



# Trustee Meeting

Marion Public Library  
Board of Trustees

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

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

Respectfully submitted,  
Kerry Sargent



# Trustee Meeting

Marion Public Library  
Board of Trustees

April 16<sup>th</sup>, 2024  
Meeting Minutes

The meeting was called to order at 7 pm by Priscilla Flack. Those in attendance were Priscilla Flack, Kerry Sargent, Julie Stryker, Melanie Rivera, Joanna Meyer, Tracy Whitney, Margie Taber (Marion Town Board liaison) and Ron Kirsop (OWWL Library System Director).

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

The operating statement showed a balance of \$ 151,497.32 as of March 31<sup>st</sup>, 2024. Motion to pay the library bills in the amount of \$ 6,837.54 was made by Kerry Sargent., seconded by Priscilla Flack and the motion carried.

## Resolutions

- Computer inventory planning-resolution to use reserve funds to purchase two new staff computers. Approved and signed but the board.
- Resolution 2023-24 Assembly Aid grant-resolution to add to the budget under the line item of furniture. Approved and signed but the board.
- Resolution 2024 FFRPL grant -resolution to add to the budget under the line item of circulation. Approved and signed but the board.

## Municipal Library Tax Fundings-Ron Kirsop

- Ron presented on different options future funding options for our library. Three options were presented in response to a community member's dissatisfaction with overlapping taxes. The board will review the options and decide our course of action at a future meeting.

## Manager's Report

- Tracy attended an Adult Services Roundtable Summer Reading Share
- Summer Reading theme is Adventure Begins at your Library. Several events have already been scheduled including Wildlife Rockstars, Wonder Makers and a hot air balloon visit.
- The income tax prep that was provided by Finger Lakes Community Action was very popular and we plan to partner with them again next year.
- Yoga is continuing for another six weeks starting April 24<sup>th</sup>.
- The story walk is up in the town park.
- Twenty-five copies of "Finding Kindness" By Deborah Underwood were distributed. There was also a kindness rock activity for kids to decorate rocks and hide them around our community.
- We distributed almost 600 pairs of eclipse glasses. We had 16 visitors for our special Eclipse Storytime which included snacks and a craft to prepare for solar eclipse.
- The library will have a booth at the Marion AG Day celebration on May 17<sup>th</sup>.

## Old Business

- John Cornell is contacting suppliers and firming up pricing for the A/C unit replacement.

# Trustee Meeting

Marion Public Library  
Board of Trustees

## **New Business**

- Our current cleaner has expressed that she does not want to be paid as a library employee. She would prefer to be paid as a contractor. The cost of the contract would be nearly double the current budgeted amount. The options discussed were to post the position and hire someone new or move funds to accommodate the increase and contract with our current cleaner at a higher rate. The rate proposed is in line with the current market.

*Next Meeting* The next meeting will be May 21<sup>st</sup>, 2024

Meeting was adjourned by Priscilla Flack at 8:54pm.

Respectfully submitted,  
Kerry Sargent

## Trustee Meeting

Marion Public Library  
Board of Trustees

May 21, 2024  
Meeting Minutes

The meeting was called to order at 7:00pm by Prescilla Flack. Those in attendance were Priscilla Flack, Julie Stryker, Melanie Rivera, Joanna Meyer and Tracy Whitney.

The April meeting minutes were read, motion to accept made by Prescilla Flack and seconded by Joanna Meyer and the motion carried.

The operating statement showed a balance of \$143,113.11 as of April 30, 2024. Motion to pay the library bills in the amount of \$6,352.41 was made by Joanna Meyer and seconded by Melanie Rivera; the motion carried.

- PTM Power Washing came to clean and replace pavers in the front of the building.
- Tracy Whitney corrected a credit card payment error and was due \$236 for Microsoft Office renewal on all new employee computers.

### Resolutions:

- Personnel services budget amendment
  - Marion Public Library acknowledges the library manager's discovery of a miscommunication with the town account clerk. A motion to approve this amendment was made by Joanna Meyer and seconded by Melanie Rivera.
- Resolution to accept Kayci Nevlezer's resignation as part time cleaner was signed by all Board of Trustees in attendance.
- Resolution to hire Christy Bruni as part time cleaner was accepted and signed by all Board of Trustees in attendance.

### Manager's Report

- Tracy Whitney spoke with Ron Kirsop from the OWWL system about potential funds coming from Senator Manktelow. It was discussed that if those funds become available, they may be considered for interior painting projects.
- Tracy Whitney participated in Marion Elementary School's Ag Day on May 17th.
- The library welcomed Kyle from Wayne ARC who will be working on Mondays through the program Pathways to Employment.

### Old Business

- Marion Library Tax Funding
  - This will be discussed in June as a group possibly at a separate meeting.

**New Business**

- There will be no meeting in August.

The meeting was adjourned at 7:42pm by Priscilla Flack and seconded by Joanna Meyer.

The next meeting will be held on Tuesday, June 18, 2024.

Respectfully Submitted,

Julie Stryker

# Trustee Meeting

Marion Public Library  
Board of Trustees

6/18/24  
Meeting Minutes

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

The May 2024 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 \$121,331.78 as of May 31<sup>st</sup>, 2024. Motion to pay the library bills in the amount of \$4,879.04 was made by Kerry Sargent, seconded by Jonna Meyer and the motion carried.

## **Manager's Report**

- Discussed getting two passes to the Rochester Museum & Science center for a year at the cost of \$120.00. We will use Friends of the Library funds to pay for that.
- We also discussed the trustees having an email for the community to contact us. Discussed the possibility of a shared email. Tracy is going to talk with OWWL to see if they can give us an email.
- The popularity of the kid librarian program is growing, and we have kids scheduled to create their own book recommendations and displays into July.
- Lots for great prizes available for summer reading.

## **Old Business**

- We have decided to schedule a separate meeting to discuss the library tax number, we are leaning toward pursuing the 414 plan. We will work the Ron Kirsop to get this underway.
- We are still working on getting another quote for the air conditioner. No one is getting back to us. We will try one more time with Potter Heating and Cooling then go ahead with the quote that we have.

## **New Business**

- Lonnie's bench and memorial planter are going to be delivered and paid for by the memorial fund.
- The teen furniture should be delivered soon.
- We received a donation from Joan Leenhouts

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

Meeting was adjourned by Joanna Meyer at 8:15pm.

Respectfully submitted,  
Kerry Sargent



# Trustee Meeting

Marion Public Library  
Board of Trustees

Current date  
Meeting Minutes

AUG, 2024

The meeting was called to order at 7:30pm by Kerry Sargent. Those in attendance were Kerry Sargent, Julie Stryker, Melanie Rivera, and Tracy Whitney. Absent Priscilla Flack and Joanna Meyer.

The June meeting minutes were read, motion to accept made by Julie Stryker, seconded by Melanie Rivera and the motion carried.

The operating statement showed a balance of \$110,149.62 as of 7/31/24. Motion to pay the library bills in the amount of \$6,998.25 was made by Kerry Sargent seconded by Melanie Rivera and the motion carried.

## Manager's Report

- Tracy had an informal meeting with Summer Johnson, Town Supervisor regarding the 2025 library budget
- We had record numbers for summer reading. Many thanks to the businesses who generously donated to the program. Lollypops & Polka Dots, Alpco, Newark Wegmans, Newark Wal-Mart, Toys for Tots, Typnady Balloon Adventures and the Wayne County Fair.
- The free Canva account has been very helpful with creating promotional information for social media.
- Our program attendance is up 51%.

## Old Business

- A/C Replacement. The quote from John Cornell has been submitted to the town for the 2025 budget.
- Marion Library Funding-Ron Kirsop is going to come back to talk to us and help us with the next steps of pursuing sustainable funding.

## New Business

- 2025 budget-conversation has been tabled until all board members are present.

*Next Meeting* The next meeting will be September 17<sup>th</sup>, 2024.

Meeting was adjourned by Kerry Sargent at 8:10pm.

Respectfully submitted,  
Kerry Sargent



# Trustee Meeting

Marion Public Library  
Board of Trustees

9/17/2024  
Meeting Minutes

The meeting was called to order at 7pm by Priscilla Flack. Those in attendance were Priscilla Flack, Kerry Sargent, Melanie Rivera, Joanna Meyer, Tracy Whitney and Margie Taber -town council liaison.

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

There is no operating statement. Town accountant was out of the office.

Motion to accept the bills we have in the amount of \$1309.74 was made by Joanna Meyer and seconded by Kerry Sargent.

## **Manager's Report**

- We are participating in The Great Give Back. This year we are collecting new diapers and diapering supplies for our local families.
- Weekly story time has resumed
- Yoga will resume on 9/25/24 and will run until 11/27
- Local author Michael Rinella will be speaking on 9/23/24

## **Old Business**

- Marion Library Tax Funding discussion with Ron Kirsop on 11/19/24.

## **New Business**

- FOIL Policy and Procedures
  - A motion to accept the FOIL policy as is was made by Kerry Sargent and seconded by Joanna Meyer. The motion carried.
- 2025 Budget
  - Our total requested budget is \$209,154.00
  - Motion was made to change line 0.201 title from Summer Reading to Programming was made by Melanie Rivera and seconded by Kerry Sargent. Motion carried.
  - The town will be responsible for repairing the air conditioning unit at the library.

*Next Meeting* The next meeting will be October 15<sup>th</sup>, 2024.

Meeting was adjourned by Priscilla Flack at 7:47pm.

Respectfully submitted,  
Kerry Sargent



# Trustee Meeting

Marion Public Library  
Board of Trustees

10/15/2024  
Meeting Minutes

The meeting was called to order at 7:06pm by Priscilla Flack. Those in attendance were Priscilla Flack, Kerry Sargent, Melanie Rivera, Joanna Meyer, 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 showed a balance of \$138,571.89 for period ending September 30<sup>th</sup>, 2024. Motion to pay the library bills in the amount of \$ 9,849.13 was made by Kerry Sargent, seconded by Melanie Rivera and the motion carried.

A motion was made by Kerry Sargent and seconded by Melanie Rivera to correct a typo in the operating budget to move \$418.35 from line 74104.5.0.4 Misc to line 74104.5.0.48 Water/Sewer. This typo was made in March 2024.

## Manager's Report

- Our library is working with the school district to come up with ways to foster literacy for our community's young people. Possible ideas are a Library club or and after school program story time.
- Big Thank you to Morgan's Farm Market for generously donating apples again this year.
- The Great Give Back was not well participated in. Possible ways to increase donations is to create an Amazon Wishlist that can be updated to make it easier for our community to participate.
- Our library was awarded \$500 from the OWWL System to ad VOX books. These books have a built in audio player. The suggestion was made to gear our purchases toward early chapter book readers and older. To help foster a love of reading at those reading levels. Also to review other Vox books that are available system wide to not overlap and be able to expand our collection as a system.

## Old Business

- Requested 2025 budget amount of @209,154.00 has been approved by the town. The Library Board will adopted the preliminary budget as written with one change. Line 74104.5.0.201 title will be changed from Summer Reading to Programming. Motion to adopt 2025 preliminary budget as the final 2025 budget was made by Kerry Sargent and seconded by Priscilla Flack. Motion passed.

## New Business

- Motion was made by Joanna Meyer, seconded by Kerry Sargent to approve the following closed dates for 2025, motion carried.
  - 1/1/25            1/20/25            2/17/25            5/26/25            6/19/25
  - 7/4/25            9/1/25            10/13/25            11/27/25            11/28/25
  - 12/24/25            12/25/25            12/26/25            12/31/25            1/1/26

# Trustee Meeting

Marion Public Library  
Board of Trustees

- All Trustees present signed the Code of Ethics for 2024. We will mail the policy to the absent board member for signature.
- Open Meeting Policy was reviewed. Motion to accept policy with revision was made by Joanna Meyer and seconded by Melanie Riveria, motion carried. Revision-remove the language that we distribute the meeting minutes to the staff. Our meeting minutes are available on our website.
- Confidentiality Of Library Records policy was reviewed. Motion to accept policy as written was made by Kerry Sargent and seconded by Priscilla Flack, motion carried.
- Bed Bug Policy was reviewed. Motion to accept policy as written was made by Joanna Meyer and seconded by Kerry Sargent, motion carried.
- Overdrive Contribution to the OWWL system in the amount of \$2600.00. Motion was made by Kerry Sargent and seconded by Melanie Rivera to pay this amount from our circulation budget.

*Next Meeting* The next meeting will be November 19<sup>th</sup>, 2024

Meeting was adjourned by Kerry Sargent at 8:05pm

Respectfully submitted,  
Kerry Sargent

# Trustee Meeting

Marion Public Library  
Board of Trustees

11/19/2024  
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, Julie Stryker, Tracy Whitney and Margie Taber -town council liaison.

The October 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 \$41,788.80 as of October 31<sup>st</sup>, 2024. Motion to pay the bills we have in the amount of \$5,020.55 was made by Kerry Sargent and seconded by Melanie Rivera, motion passed.

- Third request to correct clerical error on the operating budget. Move the amount of \$418.35 from line 74104.5.0.4 MICS to 74104.5.0.48 Water/sewer.
- Motion to accept a grant in the amount of \$500 was made by Kerry Sargent and seconded by Priscilla Flack, motion carried.
- Motion was made to move the about grant money in the amount of \$500 from line 2760.5.0.0 (Grants) to line 074104.05.000.155 (Circulation) by Kerry Sargent, seconded by Priscilla Flack, motion carried.

## Manager's Report

- We now have Vox books in our collection paid for by a grant.
- Elementary school had their first book club, *Books and Bites*, the kids were very excited and very much enjoyed coming to the library after school.
- The Angel Tree is up and the tags have been added.
- We are participating in the Wayne County Business Council Gingerbread competition. We received feedback that some of our younger patrons have been planning for their gingerbread houses that are not related to local businesses. We will have our own categories within the library for patrons who do not want to make a local business.

## Old Business

- Marion Library Tax Funding discussion with Ron Kirsop on 11/25/24.

## New Business

- Reviewed Borrowing Privileges Policy. Motion to accept the policy as is was made by Kerry Sargent and seconded by Priscilla Flack, motion carried.
- Reviewed Access to Materials Policy, Motion to accept with the addition of a comma after "each individual child" was made by Kerry Sargent, seconded by Priscilla Flack, the motion carried.
- Reviewed Marion Public Library By-Law-Board of Trustees. Motion was made to accept the by-laws as is was made by Kerry Sargent and seconded by Julie Styer, motion carried.
  - Motion was made to elect Priscilla Flack as the president by Kerry Sargent, seconded by Melanie Rivera, motion carried.

# Trustee Meeting

Marion Public Library  
Board of Trustees

- Motion was made to elect Melanie Rivera as the vice president was made by Joanna Meyer, seconded by Kerry Sargent, motion carried.
- Motion was made to elect Kerry Sargent as secretary by Joanna Meyer and seconded by Melanie Rivera, motion carried.
- Reviewed Computer Use Policy, motion was made to accept the policy as is by Joanna Meyer and seconded by Melanie Rivera, motion carried.

*Next Meeting* Special meeting to discuss 414 funding will be November 25<sup>th</sup>, 2024, at 6:30pm with Ron Kirsop.

Meeting was adjourned by Priscilla Flack at 7:46pm.

Respectfully submitted,  
Kerry Sargent