



# DRAFT

September 16, 2025

Marion Public Library Board of Trustees

Regular Meeting

## Attendance

<u>Board and Invited Attendees</u>	<u>Present</u> Kerry Sargent, President Melanie Rivera, Vice President Joanna Meyer, Secretary Gail Stoddart, Library Board Trustee Tracy Whitney, Library Manager Margi Taber, Town Board Liaison	<u>Absent</u> Samantha Buss, Library Board Trustee
<u>Other Attendees</u>	There were no other attendees.	

The meeting was called to order by Kerry at 6:34pm.

1. The August 17th meeting minutes were read; motion to accept minutes motion to accept minutes as written was made by Gail, seconded by Kerry. Motion passed unanimously.
2. Financial Report: The operating statement showed a balance of \$69,736.17 as of 8/31/2025.
  - a. Line A. Unallocated Insurance- our Directors and Officers Insurance came out of this line, so we will need to reallocate funds from other line items to cover as we approach the end of the fiscal year.
  - b. The new computer for Tracy's office has been received by OWWL (Dell) and is being set-up.
3. Approval of bills
  - a. Motion made to approve the current library bills in the amount of \$5725.12 by Melanie, seconded by Kerry. Motion passed unanimously.
4. Manager's report
  - a. Library programs are ongoing and have included Ballerina Storytime, Fall storytimes which have restarted, and the adult bookclub. August statistics included a total materials circulation of 1812 and digital uses at 342.
  - b. Outreach:

- i. With Marion Community schools, Tracy attended UPK and K Readiness night to provide information about the library to families.
  - ii. The Great Give Back to support teacher wish lists is going well. This will go until October 6.
  - iii. The library is partnering with Stonehedge Cafe for National Library Card Sign Up Month; flash your library card on Fridays for a discount.
  - iv. Tracy has been working with the friends of the library to get the book and pie sale coming up on October 4.
- c. Tracy attended the Town board meeting and reminded them that the exterior signage needs repair.
  - d. Tracy, Kerry and Joanna attended the Democratic Committee meeting to speak about the 414 Referendum. The information appeared to be well received.

## 5. Committee Reports

### a. Long Range Planning update from Tracy

- i. Tracy will be reaching out to the Board committee members (Melanie and Samantha) in late September/early October.
  - 1. Survey results have been compiled including community needs and priorities, facility considerations, partnerships and staff development.
    - a. One area noted was spacing and sight lines for the children's area. People are looking for more activities and play space. Joanna would be happy to help with the organization of space when the time comes.
  - 2. The Long Range Plan will be wrapping up shortly; the last cohort meeting will be in early October.

### b. 414 Referendum Planning

- i. Fall Festival- October 4- Kerry has turned in the Google form and has not gotten a response yet from MEO She will follow up this coming week.
  - 1. Board support: Kerry has to be in Seneca Falls at 5:30pm, but can be at the table much of the day. Joanna can also support the table at varying times throughout the day (splitting time with Marion Knights Scholarship).
  - 2. Needs:
    - a. Tent with sides and weights. Melanie has one she is willing to lend. She will drop off to Joanna
    - b. Table(s). Joanna has one 6' table, Kerry may have 1 or 2. Melanie to drop black table cloths off to Joanna.
    - c. Chairs- Joanna, Kerry and anyone else able to work the table/tent will bring their own chairs.

d. Engagement ideas:

- i. Bookmarks- Tracy to provide
- ii. Informational flyers- Tracy to print
- iii. Guess how many book worms?
  1. Joanna to purchase worms and provide jar to put them in
  2. Tracy will print guessing sheets
  3. Tracy to donate prize for winner.
- iv. Acrylic stands to have information regarding the Book and Pie Sale, the guessing game, and the 414 vote (what it will look like when you flip the ballot)

e. Other needs:

- i. rocks/weights to hold papers/flyers (Joanna)
- ii. Helium balloons (Kerry)

f.

3. Joanna will help with tent set up and Kerry and Joanna will work to maintain coverage of the table throughout the day. Melanie and Gai will be unavailable.

ii. PR/Signage-

1. Melanie to find pricing for size 18" by 24"; 30-50 signs
2. Kerry has ideas of other places, possibly Lettering Lounge in Williamson.
3. Will ask the Friends of the Library for funds or will seek private donations to pay for them.

6. Old Business

- a. Thank you to Priscilla Flack; plan to revisit in January 2027. Tracy is hoping to get some bulbs planted this fall near the gazebo, possibly a plaque could be ordered in the winter and then we can schedule an event in spring.

7. New Business

- a. 2026 Budget Proposal for Town Board: Tracy has compiled a budget proposal and has spoken with Summer; Kathy was asking for numbers today. Tracy will finalize her calculations to ensure compliance by sharing the information to Kathy, Summer and Margi via email.
  - i. Cheryl's workload has increased, would like to increase her pay to reflect this.
  - ii. Personnel 3% COL increase as well becoming compliant minimum wage (\$16).
  - iii. 2% increase for Contractual Services.
- b. Minimum Standards Compliance Policy Confirmation
  - i. Motion made by Melanie that the Board of Trustees affirms that the Marion Public Library is in full compliance with the New York State Minimum Standards for Public and Association

Libraries as outlined in Commissioner's Regulation §90.2, and further directs Tracy to email the Executive Director of the OWWL Library System a link to the board meeting minutes once they are posted to the library's website, within two weeks of the meeting, in accordance with the New York State Open Meetings Law. Gail seconded, and the motion passed unanimously.

c. Policies Review

- i. Posting of Materials in the Library: The current policy was reviewed and accepted to continue as written. Tracy to update the review date and repost to the website.
- ii. Rules of Conduct: The current policy was reviewed and accepted to continue as written. Tracy to update the review date and repost to the website
- iii. Disposition of Library Materials (New): The suggested policy was reviewed. Melanie made a motion to create and accept the new policy; Gail seconded. The motion passed unanimously.
- iv. Disposal and Sale of Surplus Property Policy (New): The new suggested policy was reviewed. Discussion included setting the amount at which the Board must approve the disposition or sale of any items (the value of \$500 or more was selected) and that the disposition methods may include open sale. Gail made a motion to create and accept the new policy; Melanie seconded. The motion passed unanimously. Tracy to post the new policy to the website.
- v. Internal Communications Policy (New): The new suggested policy was reviewed. Discussion included best practices and maintaining accurate and timely communication for library business. Joanna made a motion to create and accept the new policy; Gail seconded. The motion passed unanimously. Tracy to post the new policy to the website.

d. The light over the back door was brought to Tracy's attention in that there are challenges with exterior lighting. It has been reported to Margi and Summer. Summer did respond to the email asking if we could replace ourselves, but we are unable to do so. Tracy will follow-up.

8. Adjournment: Motion to adjourn was made by Kerry, seconded by Melanie. The meeting was adjourned at 8:12pm.

Respectfully submitted by Joanna Meyer, secretary.

Upcoming dates:

October 4: Table and tent at the Marion Fall Festival

October 21 at 6:30pm: Regular Board meeting

November 4: Election Day

November 18 at 6:30pm: Regular Board Meeting