



DRAFT

October 21, 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 Samantha Buss, Library Board Trustee Tracy Whitney, Library Manager Margi Taber, Town Board Liaison	<u>Absent</u> Gail Stoddart, Library Board Trustee
<u>Other Attendees</u>	There were no other attendees.	

The meeting was called to order by Kerry at 6:32pm.

1. Public Comments: no members of the public were in attendance.
2. The September 16, 2025 meeting minutes were read; motion to accept minutes with the corrections below was made by or (with the following corrections) was made by Melanie, seconded by Samantha. Motion passed.
 - a. #6, old business, a. : change date from 2027 to 2026.
 - b. #7, C. iv. and v. : remove statement that the policy will be posted to the website, as these are internal policies.
3. Financial Report: The operating statement showed a balance of \$55,051.18 as of 9/30/25.
4. Approval of bills
 - a. Motion made to approve the current library bills in the amount of \$9, 745.78 by Melanie, seconded by Kerry. Motion passed.
 - b. The Friends of the Library donated \$300 to pay for the fall yoga classes. The Board acknowledges the receipt of this donation and will add this money to the Program Budget line. Motion made by Samantha, seconded by Melanie to amend the budget. Motion passed.
5. Manager's report

- a. Library programs are ongoing and have included Storytimes, Adult Book Club, and the Beginning of Yoga. September 2025 statistics included a total materials circulation of 1584 and digital uses at 319.
- b. Meetings: Tracey attended the Wayne County Library Directors meeting and well as the Wayne Partnerships meeting.
- c. Outreach included Tracy attending the 8th Grade Career Fair at the Wayne County Fairgrounds, being a guest reader at the Community Schools storytime at Lollypops and PlokaDots, and the library concluding the Great Give Back with supplies for MCS teachers.
- d. The Friends of the Library annual Pie and Book sale raised over \$1000.
- e. Baker and Taylor is a major supplier of fiction and children's books for our library and is closing by the end of the year. Tracy is investigating the best new provider to order from. The Board has given Tracy permission to order from other vendors to include both local booksellers and Amazon as needed to remain within our budget and purchase the planned books while we are "vendorless".
- f. Maintenance: The Town Highway Department provided equipment and assistance in replacing the lightbulbs in the back stairway and chandelier. Tracy is awaiting followup from Marlock Electric regarding warranty information for the exterior light future that is non-functional.
- g. There is a delay in the receipt of the new laptop. There was a hardware issue discovered at OWWL and it was returned to Dell to be replaced with a new device.
- h. Trainings: none reported

6. Committee Reports

- a. Long Range Planning
 - i. Tracy shared an initial draft packet. A finalized version will be shared and reviewed at the November meeting. All information from the community survey was included. Tracy developed 3 focus areas including stable funding and support, welcoming and functional space, and community engagement.
 - ii. Melanie and Samantha will take the packet home to review and update as part of the LRP committee.
- b. 414
 - i. Kerry and Joanna reported positive interactions and great responses from the community at the Fall Festival booth.
 - ii. The Friends of the Library purchased the yard signs for "Vote Yes" for the 414 Referendum. Board members will convene after the meeting to distribute.
 - iii. There is a display about the Nov. 4 vote which includes information for the 414 at Stonehedge.
 - iv. Election day is Nov 4. Board members and community members are encouraged to speak to any Marion Town residents regarding the 414 referendum and continuing to garner support.

7. Old Business

- a. The cost for the table at the Fall Festival was covered by a donation by Sargent's on Swan Bay.
- b. Light Bulbs: Tracey continues to work with the contractor on the exterior light and more interior lightbulbs were purchased.
- c. Recognition of Priscilla Flack: future discussion, January 2026.

8. New Business

- a. Preparing for New Core Policies in Annual Report: Tracy has reviewed the information provided by NYS and we are in compliance with the areas listed. The Board shared their appreciation for Tracy's diligent work as well as the work provided by Ron Kirsop via OWWL.
 - b. Memorial Donation Received: A donation was received from Joan Leenhouts-Bornstein in memory of Mr and Mrs. Leenhouts in the amount of \$5000. This will go into the Memorial Reserve fund.
 - c. Motion made by Samantha, seconded by Joanna, to remove Priscilla Flack from the M&T memorial account and add Melanie as a signatory. Motion passed unanimously.
 - d. Tenant/content insurance: We have Directors & Officers as well as Employment Practices insurance. Tracy reached out to Ron Kirsop and got information regarding suggested insurance needs. At this time, we do need to secure Tenant Insurance for 2026.
 - i. Melanie looked at a few representative examples for insurance from other libraries, which could run between \$1400-\$5500.
 - ii. We would be looking at around \$750,000 of insured value.
 - iii. The Board would like to get 3 quotes for a contents and general liability package for contents up to \$750,000 and liability for a 1 million per occurrence and 2 million aggregate per year.
 - iv. Melanie would like Tracy to request a copy of the Workman's Comp policy from the Town to ensure that our employees are covered.
 - e. Tracy received information regarding the OverDrive commitment request from OWWL. In 2025 we committed \$2600. Motion made by Melanie, seconded by Kerry, to commit \$2700 to the 2026 OverDrive funding through OWWL. Motion passed unanimously. This money is used to purchase e-books and audiobooks.
 - f. The regular December meeting will be cancelled due to other Board commitments. A special meeting will be scheduled if needed for library business.
 - g. Motion made by Samantha, seconded by Kerry, to change start time for meetings to 7pm for the upcoming meetings. Motion passed unanimously.
1. Adjournment: Motion to adjourn was made by Kerry, seconded by Samantha. The meeting was adjourned at 7:53pm.

Respectfully submitted by Joanna Meyer, secretary.

Upcoming dates:

November 4, 2025: Election Day

November 18, 2025 at 7pm: Regular Board Meeting

January 20, 2026 at 7pm: Regular Board Meeting