



DRAFT

April 22, 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 Member Gail Stoddart, Library Board Member Tracy Whitney, Library Manager Margi Taber, Town Board Liaison	<u>Absent</u> none
<u>Other Attendees</u>	There were no other attendees.	

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

1. Approval of Minutes

- The March Regular Meeting minutes were reviewed. Corrections to the spelling of Gail's first name, as well as to the current operating statement of \$170,657.21 as of 2/28/25 were suggested. Motion to accept minutes as amended was made by Samantha, seconded by Melanie. Motion passed.
- The April 7 Special Meeting minutes were read; motion to accept minutes as written made by Kerry, seconded by Samantha. Motion passed.

2. Financial Report: The operating statement showed a balance of \$157,275.29 as of 3/31/25.

3. Approval of bills

- Correction to Kone Inc Invoice #1158891064 for service on 3/11/2025 was addressed. Previously \$940.44, the bill was decreased to \$712.59 as it included excessive charges for mileage. Although the \$940.44 was approved in the March bills, after further investigating the invoice, the original bill was not paid and a new bill included in the April bills to be paid.
- Motion made to approve the current Library bills in the amount of \$4898.86 by Melanie, seconded by Samantha. Motion passed.

4. Manager's report:

- a. Angel Tree program which is housed at the Library will be renamed, based upon a request made due to this name being previously trademarked.
- b. Library programs are ongoing and have included yoga classes, children storytimes, One Book One OWWL STEM activity, Adult Book Club and Kids Spring Break Photo Hunt. March statistics included a total materials circulation of 1806 and digital uses at 387.
- c. Outreach with youth baseball/softball equipment exchange is ongoing in the foyer.
- d. Tracy has had a great connection and work efforts with the Community Schools Program in supporting and connecting with the community needs.
- e. The elevator has been repaired.
- f. A/C work is beginning today.

5. Committee Reports

a. 414- Joanna

- i. Tax Cap Resolution: Motion made Samatha seconded by Kerry to accept the following:

Marion Public Library Tax Cap Override Resolution

Whereas, the adoption of the 2026 budget for the **Marion Public Library** may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c, adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the governing board of a local public library to override the tax levy limit by a resolution approved by at least sixty percent of the total voting power of the board of trustees;

Now, therefore, be it resolved, that the Board of Trustees of the **Marion Public Library** voted and approved, by at least a sixty percent majority of its total membership, to override the tax levy limit for the 2026 fiscal year as required by state law, at a meeting held on **Tuesday, April 22, 2025**.

Motion passed unanimously.

- ii. Answers to "Frequently Asked Questions" has been developed. Tracy has developed a very user friendly format. We are waiting to publish this until a final total appropriation has been determined for budgetary purposes.
- iii. The Library has informed the Town of our intent to pursue the 414 Referendum. The Town Supervisor (Summer Johnson) requested a single point of contact rather than continuing to email the entire Board. Joanna will be the contact person to the Town; Margi will be copied into all communication as our official Town Board liaison.
- iv. Kerry has agreed to be the designated Library spokesperson to connect with the municipal clerk and Board of Elections representative regarding petition format, procedures and timelines, as well as confirmation or registered voters and any special procedures.
- v. It was determined that the Board needs a separate work session to discuss 414 needs, and activities to move forward in a timely, fiscally responsible and transparent manner. A 414 Library Board workshop will be scheduled at 6:30pm Wednesday April 30, 2025.

Planned location in Faith Fellowship [formerly Second Reformed Church] in the Education Building, with a potential backup location of Town Court room. Meeting to be publicly posted once location is finalized. Actions/discussion points include plans to:

1. Review current Lease of Jennie's House (Town document). Discuss adapting/amending to create a similar document for the Marion Library building.
 2. Review the MOU document/website provided by Ron.
 3. Review and create specific questions for the Town Board regarding funding, contingency budget, reserve fund usage, etc.
 4. Provide working information to Town in anticipation of a joint Town and Library board workshop.
- vi. The Library Board officially requested a list of duties for the Town Principal Account Clerk as they relate to the Library finances as well as a time study to account for the amount of time required by these duties from Town Liaison (Margi), to be provided as soon as possible to the Library Board in order to plan final budgetary needs. Joanna will email this request to pertinent parties (Town Supervisor, Town Clerk, Town Principal Account Clerk, Town liaison, (cc Tracy)) by evening of 4/23/25.
- vii. Request from Library Board to Town Board to set a date for a joint workshop to discuss and review pertinent information in order to allow the 414 budgetary and petition process to move forward at the appropriate time frame. Email to be sent from Joanna to Town Supervisor, Town Clerk, Town liaison, (cc Tracy) by evening of 4/23/25
1. Dates available include: May 6, 7, 8; 6:30pm. Location TBD at the discretion of the Town Board (downstairs community room is booked for yoga classes on Wednesdays)
 2. Tracy is planning to attend the town board meeting on April 28 if questions regarding the need or dates for this meeting arise.
- viii. Pending joint workshop, request to the Town Board to be placed on the May 12 agenda for the purposes of discussion and presentation of the 414; Tracy to determine if Ron Kirsop is available to attend this meeting and present with us.

6. Old Business- none

7. New Business

- a. Emergency Key for Marion Fire Department (MFD): The Marion Fire chiefs asked if the Library would like to have a key held by the MFD in case a response is required after hours. Discussion included providing code for the alarm system. Motion made by Melanie to provide a key and the alarm code to the Marion Fire Department for use in emergencies, seconded by Gail. Motion passed.
- b. Reserve Funds Policy: We have been advised that we do not have a current reserve fund policy separate from the Town Reserve policy and funds. We do currently have a Memorial Account into which funds are placed when designated in memoriam, etc. Motion is made by Melanie, seconded by Gail to create and accept the Resolution to Establish Reserve Funds Policy. Motion passed.
- c. Long Range Planning: The Library is required to have a current, working, long range plan. Ours has expired. Tracy is in the process of creating the long range plan, and is completing multiple trainings and workshops. The purpose of the long range plan is to take input from the community regarding Library services, functions and maintenance and to highlight our goals, programs, and continued relevance to the provision of Library services within the town of

Marion. Tracy will keep the Board apprised of the process and any requirements from the Board.

8. Other Business: none presented

9. Adjournment: Motion to adjourn was made by Kerry, seconded by Melanie. Meeting adjourned at 8:17pm.

Respectfully submitted by Joanna Meyer, secretary.

Upcoming dates:

- April 30 at 6:30pm: 414 Library Board Workshop; location TBD (Faith Fellowship [formerly Second Reformed Church] Education Building or Town Court)
- TBD: May 6, 7, 8 at 6:30pm, proposed joint Workshop with Library and Town Board
- May 12: tentative Presentation of 414 at Town Board Meeting (dependent upon workshop)
- May 20, 2025 at 6:30 PM: Next Regular Board Meeting