



April 30, 2025

Marion Public Library Board of Trustees

SPECIAL Workshop Meeting

Location: Faith Fellowship [formerly Second Reformed Church] in the Education Building

Attendance

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

The meeting was called to order by Kerry at 6:39pm.

1. Purpose of Meeting: To organize and plan current available fiscal responsibilities in anticipation of a joint workshop with the Town board regarding 414 Referendum.
2. Discussion points:
 - a. Review of the current lease the Marion Historical Society has for Jennie's House (Town document). Discussed adapting/amending this document to create a similar document for the Marion Library building.
 - i. The Board decided to use the majority of the format and wording, making small adjustments to best reflect the current informal plan already in place with the Town for the use of the library building.
 - ii. Once retyped, this will be provided to Library Board members and the Town Board members.
 - b. The Board reviewed the Memorandum of Understanding boilerplate provided by Ron. Board members felt that most areas were addressed in the lease or created discussion questions/points for the joint workshop with the Town Board (see section 2c).
 - c. Review and create specific thoughts and questions for the Town Board:
 - i. We currently have many critical interdependencies and interests which align. We are not looking to sever any of these, but just want clarification for budgetary purposes.
 - ii. Clarify how liability and content insurances will be handled moving forward. This includes things such as insurance coverage for damage to library assets (collection, furniture, equipment); damage to library structure: insurance coverage; and liability.

- iii. How will accounting and payroll services be funded, through the Library budget or the Town? Specifically, is the Town going to continue to be paying Account Clerk or expect the Library to budget for these services?
- iv. We would like to confirm the current system for employees: processing of payroll (would remain with the Account Clerk) and tracking time worked and leave accruals (would remain with the Library Manager). Benefits (retirement, deferred comp, workers' compensation, paid family medical leave, and disability, etc) will continue to be paid for by the Library to the Town.
- v. Currently the Library has an equipment reserve fund with the Town of \$7540. What would be the plan for this money? Proposal: this money could be applied by the Town for building maintenance and contracts (eg. elevator contract/repair, etc).
- vi. Can you clarify the \$156,915.03 Money Market and \$92,314.00 Savings Account? We understand that some of this is the 2025 operating budget, but the totals are more than our expected budget and current revenue. As these are in Library accounts, we are budgeting and planning that they will remain Library funds in 2026.
- vii. Contingency planning (see 2d).
- d. Contingency planning: As best practice, the Library Board and Town Board need to create a contingency plan in the event that the 414 Referendum vote does not pass. This contingency plan would include:
 - i. an austerity budget which would be sufficient to maintain library services for 2026. The proposed total Town support (within the Town budget) would be approximately \$214,600 (2% increase in operating expenses, and payroll increase of 3% to maintain staff above minimum wage)
 - ii. the Library would maintain the current status quo of all other items (total budget of the Library would be approximately \$222,700, which is inclusive of anticipated additional revenue from grants, donations, interest/earnings, etc) without incurring additional expenses of payroll and accounting services, insurance, etc.

3. Actions:

- a. Joanna will provide a copy of these minutes as working information to the Town Board members in anticipation of a joint Town and Library board workshop as soon as possible after the conclusion of this workshop.
- b. As soon as re-typed, Joanna will send the proposed Lease Agreement to the Town Board members, by Friday 5/2 at the latest.
- c. Meet with members of the Town Board on May 5th at 6:30 in the Community Meeting Room at the Library for the purposes of reviewing the information discussed tonight as well as information as needed for the Town Board.
- d. For the purposes of the 414 Referendum, the Library Board is currently proposing a tax appropriation of \$250,000; this may still need to be adjusted for insurance costs, payroll services, etc. Any adjustments to this amount would need to be discussed and voted upon at the next Library Board meeting in May.

4. Public Comment & Questions- none

- 5. Adjournment: Motion to adjourn was made by Melanie, seconded by Kerry. Meeting adjourned at 9:05pm.

Respectfully submitted by Joanna Meyer, secretary.