



May 20, 2025  
Marion Public Library Board of Trustees  
Regular Meeting

Attendance

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

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

1. Review of minutes:
  - a. The April 22, 2025 meeting minutes were read; motion to accept minutes as written made by Samantha, seconded by Gail. Motion passed.
  - b. Notes from April 30, 2025 workshop were read; motion to accept minutes as written made by Samantha, seconded by Gail. Motion passed.
2. Financial Report: The operating statement showed a balance of \$141,242.75 as of 4/30/25.
  - a. "Unallocated Insurance" line is the payment to Travellers for D&O insurance. This should become its own line item next year as this will be a regular bill moving forward.
3. Approval of bills
  - a. Motion made to approve the current library bills in the amount of \$5,395.92 by Gail, seconded by Samantha. Motion passed.
4. Manager's report
  - a. Resolution to acknowledge and accept a donation from Lyons National Bank in the amount of \$250. We will increase our summer program budget by \$250 to help offset the community cost for a Stay Home Alone Safely program on July 29 10:30am-12pm. Motion made by Samantha, seconded by Gail. Motion passed.
  - b. Continuing programs included yoga, adult book club and storytimes. April statistics included a total materials circulation of 1765 and digital uses at 351.

- c. Outreach included Agriculture Day at Marion Elementary, connecting with the school librarian and community schools liaison, hosting a box for Lasagna Love in the foyer, and a cleat exchange for soccer upcoming
- d. AC work has been completed.
- e. John Bovet worked with the local Scouts to get mulching of gardens done.
- f. Technician from Kone came to resolve and replace a faulty part on May 13. He visited on May 12 as well.

## 5. Committee Reports

### a. Long Range Plan

- i. We are required to have a long range plan which is the goals and vision for the next few years. Ron and Piety (from OWWL system) are offering monthly Zoom meetings to help libraries build this long range plan. Goals would include revising Mission Statement, creating a Vision Statement, reviewing Core Values, as well as clarifying financial and insurance commitments moving forward.
- ii. Samantha and Melanie are willing to be a part of this committee.
- iii. An internal survey has been suggested to elicit information from employees for the long range plan. This survey will be anonymous and returned to a board member.

### b. 414 updates

- i. Lease: The revisions following the joint workshop on May 5, 2025 were sent to Board and Town Board members. Joanna to reach out to Heid Levan regarding the procedure for moving forward with the Town to review and accept the lease. Joanna will proceed as recommended.
- ii. Insurance quotes: Melanie got estimates of approximately \$2500-\$4000 for liability and content insurance, this amount will be included in the 2026 budget.
- iii. Petition: The Board needs to determine the wording and vote upon this for the petition. The style has been given to us.

### **Petition to Vote** to Fund the Marion Public Library

I, the undersigned, do hereby state that I am a registered voter of the Town of Marion, that my present place of residence is truly stated below my signature hereto, and that I do hereby petition that the following question be placed upon the ballot and voted on at the next general election of the Town of Marion:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF MARION FOR THE OPERATING BUDGET OF THE MARION PUBLIC LIBRARY BE AT two-hundred and fifty thousand (\$250,000) ANNUALLY?

Motion made by Gail, seconded by Melanie to approve the above wording and create the petition. Joanna will forward the petition to all Board members to print and get signatures.

Board members will bring at least 2 completed papers (10 signatures) to the June Board meeting for review and acceptance.

- iv. Flyer: Tracy has created a wonderful flyer to be able to share and answer frequently asked questions. She will share this with the Board members and they will be available at the Library. Tracy has also created a video that is posted to the website.

6. Old Business

- a. Tracy has copied the keys for the building, which will be provided to the Fire Department. Keys were given to Joanna to deliver to Andrew Meyer, one of the chiefs of the Fire Department.

7. New Business

- a. Video Surveillance Policy: Melanie made a motion to approve the presented policy with grammatical and formatting edits. Samantha seconded; motion passed.
- b. Recognition of Priscilla Flack as past president. Looking to have put together a small event and recognition in the future.
- c. The Board discussed cancelling the in-person July meeting. Will review and make final decision at the next meeting based upon any upcoming events/required activities.

- 8. Adjournment: Motion to adjourn was made by Samantha, seconded by Gail. Motion passed; meeting adjourned at 8:43pm.

Respectfully submitted by Joanna Meyer, secretary.

Upcoming dates:

June 17th at 6:30pm: Regular meeting