



# **DRAFT**

November 17, 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 Gail Stoddart, Library Board Trustee Tracy Whitney, Library Manager Margi Taber, Town Board Liaison	<u>Absent</u>
<u>Other Attendees</u>	There were no other attendees.	

The meeting was called to order by Kerry at 6:59pm.

1. Public Comment: no members of the public were in attendance. Margi, as a resident, expressed gratitude for all the work on the 414 Referendum.
2. The October 21, 2025 meeting minutes were read; motion to accept minutes as written was made by Samantha, seconded by Gail. Motion passed unanimously.
3. Financial Report: The operating statement showed a balance of \$31,450.46 as of 10/31/25.
4. Approval of bills
  - a. Motion made to approve the current library bills in the amount of \$7212.03 by Samantha, seconded by Gail. Motion unanimously approved.
5. Manager's report
  - a. Library programs in the last month have included storytimes for preschoolers and toddlers, an Ancestry Library Edition training, Craft Supply Swap, Adult Book Club, and Yoga. October statistics included a total materials circulation of 1443 and digital uses at 333.
  - b. Outreach included a thank you to the community for the passage of the 414 Referendum and Tracy as the guest speaker at the Marion Senior Citizens luncheon.

- c. Trainings included CyberSecurity Training, Accessible and Inclusive Programs, Ingram Account Overview Training and the OWWLDAC meeting at the Perry Public Library.
- d. We will be contracting with Ingram Book Company to transition from Baker & Taylor.
- e. Maintenance:
  - i. Tracy is still awaiting followup regarding warranty information from Marlock Electric regarding the exterior light fixture.
  - ii. There was no heat on November 7; there was an issue with the furnace. John Cornell was called and the issue was corrected by November 11.
  - iii. Tracy met with Nick Lucci, then Town of Marion's new maintenance person.
- f. The new Dell laptop has been received. Three outdated ethernet cables were replaced.

## 6. Committee Reports

- a. Long Range Planning
  - i. Melanie made a motion to approve the Long Range Plan as presented by Tracy, seconded by Gail. Motion passed unanimously. A copy of the LRP will be posted to the website and available to the public.
- b. 414 Referendum
  - i. Thank you to everyone for their efforts in educating the community regarding the 414 Referendum. Although the results are still unofficial, the Referendum has enough of a lead that we can be confident it will pass officially.
  - ii. Questions were raised regarding how the accounting will be deposited and managed. Tracy to reach out to Ron Kirsop (OWWL) to confirm whether the account needs to be fully separate from the Town Accounts, how best to establish reserve funds, when monies need to be deposited into the account, and the best practices for maintaining legal and ethical standards.
  - iii. It was recommended by Ron Kirsop to get a verification that the Town will be collecting the tax on behalf of the Marion Public Library and that the levy is on the preliminary tax rolls as a separate line item (this should be before the collecting agency finalizes the roles on December 31). This should be in writing since failing to levy the tax is a difficult issue to correct. Tracy has reached out to the Town regarding this.

## 7. Old Business

- a. A copy of the finalized October Minutes was forwarded to Melanie to take to M&T for the signatory change.
- b. Exterior light fixture: Tracy continues to work on contacting and getting a response from the correct person from Marlock Energy.
- c. Followup from the question regarding Workers comp policy: There is no separate policy, we are following NYS Law and we are under Wayne County's Policy.

## 8. New Business

a. Approval of 2026 Closed Dates

- i. A question was raised regarding whether people would actually like to come in on holidays such as Martin Luther King, Veteran's Day, etc. Tracy noted that, earlier in her time at the Marion Public Library, some of these days were not closed holidays; however, few, if any, patrons came into the Library. For future years (2027 and beyond), the Board may consider putting out a survey to assess community interest in having the Library open on these days.
- ii. The following dates were presented by Tracy for 2026.
  1. 1/1/2026: New Years Day
  2. 1/19/2026: Martin Luther King Jr. Day
  3. 2/16/2026: Presidents Day
  4. 5/25/2026: Memorial Day
  5. 6/19/2026: Juneteenth
  6. 7/3/2026: July 4th observed
  7. 9/7/2026: Labor Day
  8. 10/12/2026: Columbus Day/Indigenous Peoples Day
  9. 11/11/2026: Veterans Day
  10. 11/26/2026: Thanksgiving
  11. 11/27/2026: Thanksgiving Extra Day
  12. 12/24/2026: Christmas Eve
  13. 12/25/2026: Christmas
  14. 12/31/2026: New Years Eve
- iii. A motion to approve these dates was made by Melanie, seconded by Samantha. Motion passed unanimously.

b. 2026 Budget Discussion

- i. Tracy has been working diligently with Kathy to finalize the budget.
- ii. The Board would like clarification that the \$33000 for health insurance is the correct amount.
- iii. We need to add a line to the budget under expenses entitled miscellaneous reserve fund for \$3004 for a total budgeted expenses of \$250,000.
- iv. Motion to approve the current budget, pending clarification regarding the health insurance cost with any funds less than the \$33000 being reallocated to the miscellaneous reserve fund, made by Gail, seconded by Melanie. Motion passed unanimously.

- c. The Board presented Tracy with a gift, thanking her for her extended dedication this year in both spearheading the Long Range Plan and creating various educational materials for the 414 Referendum.
9. Adjournment: Motion to adjourn was made by Melanie, seconded by Gail. Motion passed unanimously. Meeting adjourned at 8:34pm.

Respectfully submitted by Joanna Meyer, secretary.

Upcoming dates:

- January 20, 2026 at 7:00 PM: Regular Board Meeting