

# Trustee Meeting

Marion Public Library

Board of Trustees

01/25/2025

## Meeting Minutes

The meeting was called to order at 6:57pm by . Those in attendance were Kerry Sargent, Melanie Rivera, Joanna Meyer, Tracy Whitney.

The meeting minutes were read, motion to accept made by Joanna Meyer, seconded by Melanie Rivera and the motion carried.

The operating statement showed a balance of \$9,567.06 as of 12/31/24. Motion to pay the library bills in the amount of \$3,645.28 was made by Joanna Meyer seconded by Kerry Sargent and the motion carried.

2024 FFRPL Report Approval-Motion was made by Kerry Sargent and seconded by Melanie Rivera, motion carried. We will need Priscilla Flack's signature, Tracy will have her sign.

2024 Balance Transfers- Motion was made by Joanna Meyer and seconded by Melanie Rivera, motion carried.

## Manager's Report

- Tracy attended several webinars/seminars in November, December and January.
- We have had a number of visitors already from the OWWL Library Tour.

## Old Business

- Pursuing 414 Referendums-1 steps. The Marion Library Board is in favor of moving forward. Tracy will reach out to Ron Kirsop for our next steps.

## New Business

- Priscilla Flack is retiring from the Marion Library Board-Tracy will get a letter of resignation.
- Julie Stryker is stepping down from the Marion Library Board-Tracy will get a letter of resignation.

# Trustee Meeting

Marion Public Library

Board of Trustees

- Policy reviewed-Internet Policy. Policy was reviewed and accepted as is. Motion to accept was made by Kerry Sargent and seconded by Joanna Meyer, motion carried.
- D&O Insurance Policy-Melanie Riveria is getting quotes for a policy for the board members.
- Tracy is going to double check to see if we have cyber insurance through the OWWL system.

*Next Meeting* The next meeting will be February 18<sup>th</sup>, 2025.

Meeting was adjourned by Kerry Sargent at 8:41pm.

Respectfully submitted,

Kerry Sargent

# Trustee Meeting

Marion Public Library

Board of Trustees

February 18<sup>th</sup>, 2025

## Meeting Minutes

The meeting was called to order at 7pm by . Those in attendance were Priscilla Flack, Kerry Sargent, Melanie Rivera, Joanna Meyer, Tracy Whitney and Margie Taber -town council liaison, and community member, Samantha Buss.

The meeting minutes were read, motion to accept made by Joanna Meyer, seconded by Melanie Rivera and the motion carried.

The operating statement showed a balance of \$211,076.00 as of 1/31/25. Motion to pay the library bills in the amount of \$18,901.03 was made by Joanna Meyer seconded by Kerry Sargent and the motion carried.

A \$150 donation from a patron and \$450 from The Friends of the Library will help fund the winter yoga classes. A resolution to amend the program budget was approved.

We acknowledged receipt of a \$400 grant from the OWWL System to expand our bi-lingual book collection. A resolution was approved to move \$400 from budget line 2760.5.0.0-Grant to 74104.5.0.154-Circulatory Materials

## Manager's Report

- Kone, Inc. is in the process of diagnosis and repair of elevator hydraulic oil leak.
- Tracy attended a Legal Aid Society session on ICE search and arrest protocols.
- Yoga with Terry Whitt will continue until 5/7/25 with the generous donations from a patron and Friends of the Library.
- 2024 Annual Library Report was completed by Tracy.
  - Motion was made by Kerry Sargent to accept the 2024 Annual Library Report, seconded by Joanna Meyer, motion carried.

# Trustee Meeting

Marion Public Library

Board of Trustees

## Old Business

- We have received Julie Stryker's resignation. Priscilla will turn in her retirement letter with her end date. Motion to accept Julie Stryker's resignation was made by Kerry Sargent seconded by Melanie Riveria-motion passed.
- A/C Replacement-we are waiting for permission from the town to move forward with A/C replacement. Margie Taber, board liaison, is going to check with the town clerk to make sure this will be on the Marion Town Board's agenda for the meeting on February 24<sup>th</sup>, 2025. Kerry Sargent will attend the Marion Town Board Meeting.
- Melanie Riveria presented two D&O insurance options: \$382 for basic D&O and \$1257 for D&O with employment practices coverage. If the library faces a lawsuit for unfair hiring practices, individual board members would be financially liable. Melanie will confirm if the library can start with the \$382 D&O policy and upgrade later without a financial penalty. If no penalty exists for upgrading, the board will purchase the \$382 D&O policy. If a penalty applies, we will discuss the options to afford this.
- 414 Referendum-Next Steps
  - Kerry will contact the town clerk, Heidi Levan, to find out the requirements and timeline for placing a proposition on the municipal ballot
  - Joanna will set up the work groups once tasks are identified
  - We will need to set up a meeting with the Marion Town Board and inform them of our plans for the 414 Referendum. Ron Kirsop, OWWL executive director, has offered to assist us with getting a presentation ready and attending the meeting with the town board.

## New Business

Tracy will contact Ron Kirsop to inquire about any existing policy/procedure regarding ICE agents coming to the library. If no policy is in place, a new protocol will be developed for staff to follow in such situations. We are looking to clarify guidelines concerning minor patrons during ICE searches or arrests.

*Next Meeting* The next meeting will be March 18<sup>th</sup>, 2025

Meeting was adjourned by Priscilla Flack at 8:44pm.

Respectfully submitted,

Kerry Sargent

# Trustee Meeting

Marion Public Library  
Board of Trustees

March 18<sup>th</sup>, 2025  
Meeting Minutes

The meeting was called to order at 7:03pm by Kerry Sargent. Those in attendance were Kerry Sargent, Melanie Rivera, Joanna Meyer, Samantha Buss, Gail Stoddart and Tracy Whitney

The February meeting minutes were read, motion to accept made by Joanna Meyer, seconded by Melanie Rivera and the motion carried.

The operating statement showed a balance of \$170,657.21 as of 2/28/25. Motion to pay the library bills in the amount of \$4,731.85 was made by Kerry Sargent seconded by Melanie Rivera and the motion carried.

## Manager's Report

- Free income tax prep is available on Monday and Tuesdays via the Finger Lakes Community Action RSVP Volunteers
- Attended town meeting on 3/10 regarding the elevator repair.

## Old Business

- Appointment of new board president
  - Joanna Meyer nominated Kerry Sargent; Kerry accepted.
  - Kerry Sargent resigned as secretary and nominated Joanna Meyer; Joanna accepted.
- 414 Referendum- informational meeting with the Marion Town Board members and Ron Kirsop. March 31<sup>st</sup> at 6:30pm
- Board reviewed ICE protocols for staff and agreed with the current protocol
- D&O Insurance, the board has decided to go ahead with both the D&O and employment practices insurance at the cost of \$1257.00 that will be direct billed.

## New Business

- Reviewed Emergency Disaster Plan Policy
  - Kerry Sargent made a motion to accept the policy as is, Melanie Rivera seconded, and the motion carried.
- Reviewed Gift Policy
  - Kerry Sargent made a motion to accept the policy as is, Melanie Rivera seconded, and the motion carried.
- Motion was made to change the meeting start time to 6:30pm by Kerry Sargent, seconded by Melanie Rivera, motion carried.
- Motion was made by Kerry Sargent to change the April meeting from 4/15/25 to 4/22/25 due to many board members on vacation due to school break, seconded by Melanie Rivera, motion carried.

*Next Meeting* The next meeting will be April 22<sup>nd</sup>, 2025.

Meeting was adjourned by Kerry Sargent at 8:26pm

Respectfully submitted,  
Kerry Sargent



April 7, 2025  
Marion Public Library Board of Trustees  
SPECIAL 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 Tracy Whitney, Library Manager	<u>Absent</u> Gail Stoddart, Library Board Member Margi Taber, Town Board Liaison
<u>Other Attendees</u>	There were no other attendees.	

The meeting was called to order by Kerry Sargent at 6:22pm.

Purpose of the Special Meeting: To discuss and decide whether to move forward with the 414 referendum

1. Discussion of 414 Referendum: Board members discussed pros and cons of 414 Referendum. Concerns were raised in regards to the Library Board Members not having the full information regarding budgetary commitments/requirements from the Town, including (but not limited to):
  - a. Time study regarding Kathy's time for Marion Public Library duties (cost for payroll and accounting)
  - b. Shared staff
  - c. Rent/facility usage contract
    - i. Garbage
    - ii. Maintenance, repairs- who will be responsible for what?
    - iii. Snow removal
    - iv. Other
  - d. What will happen to the current library reserve funds?
  - e. Will the Town Board maintain a contingency budget within the proposed 2026 budget?
2. Comments and Questions-
  - a. Town Supervisor stated at the informational meeting that she would not discuss Town commitments without a formal vote from the Library Board to move forward with the 414 Referendum.
  - b. Discussion: what is a reasonable "starting point" for the overall budget to account for cost of living increases, potential costs that will be incurred, etc based upon current programming and budget plans for 2026?

3. Motion made by Melanie, seconded by Samantha to move forward with a 414 Referendum for the purposes of funding the Marion Public Library through a sustainable, voter-determined tax appropriation. Proposed amount of annual Town of Marion tax contribution to the Marion Public Library to be \$250,000, contingent upon follow-up discussions with Town regarding the Marion Library's liabilities and payments to the town for services and use of premises. Motion passed unanimously.

Motion to adjourn the meeting made by Kerry; seconded by Samantha. Meeting adjourned at 6:28pm.

Respectfully submitted by Joanna Meyer, secretary.



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
  - a. 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.
  - b. 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
  - a. 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.
  - b. 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 OWL 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



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.



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

Attendance

<u>Board and Invited Attendees</u>	<u>Present</u>	<u>Absent</u>
	Joanna Meyer, Secretary Samantha Buss, Library Board Member Gail Stoddart, Library Board Member Tracy Whitney, Library Manager Melanie Rivera, Vice President	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



6/12/25

Marion Public Library Board of Trustees  
Special 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	<u>Absent</u> Margi Taber, Town Board Liaison
<u>Other Attendees</u>	Wendy Cook (Treasurer, Friends of the Library) Debbie Christie (President, Friends of the Library)	

The meeting was called to order by Kerry at 6:04pm.

1. The purpose of the meeting is to discuss, update, and approve the proposed wording for the 414 vote petition.
  - a. Previous Wording is as follows:  
**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?

- b. Upon review, Ron Kirsop (executive director of OWWL), suggested that we remove the word "operating" as some costs may be for insurance, reserve funds, etc. Updated wording to read:

**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 BUDGET OF THE MARION PUBLIC LIBRARY BE AT two-hundred and fifty thousand (\$250,000) ANNUALLY?

Motion made by Kerry, seconded by Melanie, motion passed.

2. Other Business/Public Comments

a. Public Questions/Comments

- i. How does this amount compare to the current budget?
  1. It is an increase. The increase is to cover increases in payroll, required insurance (both for contents of the building as well as for health, disability, etc), as well as beginning a reserve fund for unexpected expenses/increases in these areas in upcoming years.
- ii. Why do this?
  1. This creates a sustainable and predictable source of funding.
  2. It separates the vote for funding the library from the choices of the Town Board.
- iii. Moving forward, our job becomes about educating the town population about what will be impacted by the 414 Referendum. The Board and library supporters need to actively continue to promote the opportunities and activities available through the library.

b. The cost to put up a table/booth at the Marion Fall Festival is \$50 (October 4) to promote both the 414 Vote and the Library. The Board is asking the Friends of Friends of the Library to fund this, as taxpayer dollars cannot be used for campaigning. President and Treasurer of the Friends group approved. They would like the table to also send people down toward the Library and the Book Sale on this day. Kerry will follow-up and get the Board/Friends registered.

3. Adjournment: Motion to adjourn was made by Kerry, seconded by Melanie. Meeting adjourned at 6:37pm.

Respectfully submitted by Joanna Meyer, secretary.

Upcoming dates:

- June 17th at 6:30pm: Regular meeting
- October 4: Marion Fall Festival Table



June 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 Member Gail Stoddart, Library Board Member 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 6:38pm.

1. The meeting minutes were read; motion to accept minutes as written made by Melanie, seconded by Gail to accept the May 20 meeting minutes. Motion passed.
2. The meeting minutes from June 12 Special meeting, Gail/Samantha, Motion passed.
3. Financial Report: The operating statement showed a balance of \$119,092.65 as of 5/31/25.
4. Approval of bills
  - a. The security firm has changed hands, it is now Volney.
  - b. Motion made to approve the current library bills in the amount of \$8991.62 by Melanie, seconded by Samantha. Motion passed.
5. Manager's report
  - a. Library programs are ongoing and have included yoga, adult book club, story times. May 2025 statistics included a total materials circulation of 1673 and digital uses at 293.
  - b. Summer reading registration will begin June 23.
  - c. Outreach:
    - i. Spring showcase at the High School
    - ii. Cleat exchange continues

- iii. Multiple class visits to the library, from UPK-5 classes including special education classes.
  - d. Trainings: Tracy attended the next session of long range planning training/workshop.
  - e. Matt Burgio fixed a broken pump valve on the hot water heater.
- 6. Committee Reports
  - a. Long Range Planning
    - i. Community interviews- Google Forms- there are links on Facebook and our website. Paper copies are available upon request and are available at the library desk.
      - 1. Margi suggested having a hard copy printed to go out in the monthly mailing to the businesses from the Town.
      - 2. Margi offered to give hard copies to the Senior Citizen Luncheon.
      - 3. Tracy is asking her community members (Mel and Samantha), to complete individual focus group community conversation questions. For a total of 15 or so.
    - ii. Focus group of community leaders and stakeholders: Tracy sent an email link to the Town Board members, community schools representatives, and Elementary and Junior Senior High Schools.
      - 1. Kerry suggested sending this to the school library.
    - iii. A personnel questionnaire was sent out to current employees. Tracy said that the information provided was generally positive.
  - b. 414- Joanna
    - i. Community member Jennifer Williams has started a YouTube channel and spoke to Tracy about doing a video interview. The Board appreciates her support, but would be most comfortable if she shares the public media and videos that the Board will be posting to create a consistent message. Please refer people with questions to the Library or members of the Library Board.
    - ii. Petition and signatures review: Certification of Names: Kerry checked the names against the active voter roles supplied by the Board of Elections. Those signatures found to be on the roles were accepted. One was rejected.
    - iii. Melanie made the following motion at 7:37pm Gail second. Motion passed unanimously.

WHEREAS, there has been presented to the Board of Trustees of the Marion Public Library the petitions signed by 30 qualified voters of the Town of Marion, asking 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 BUDGET OF THE MARION PUBLIC LIBRARY BE AT two-hundred and fifty thousand (\$250,000) ANNUALLY?

And WHEREAS, the endorsement of this Board of Trustees of the Marion Public Library is required before such question may be placed upon the ballot. NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby endorses the petitions presented to it and directs that the following question be voted on at the next general election of the Town of Marion:

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

- iv. Joanna to type the formal certification letter for Kerry to sign and return to Joanna.
- v. Joanna will follow up with Heidi with the petitions and letter of certification. Joanna to scan a full copy of petitions and letter before submitting to Heidi.
- vi. Board of Elections contact (Mindy) would prefer information as soon as possible.

## 7. Old Business

- a. 414 information table at the Marion Fall Festival: Kerry will follow up to reserve the table and confirm payment. The table will be funded by Friends of the Library to prevent the use of taxpayer public funds.
- b. Lease agreement
  - i. One Town Board member expressed interest in selling the building to the Library to a Library Board trustee. At this time, the Library Board does not have the funds or plans to acquire the building.
  - ii. Joanna re-shared the lease agreement (version 2) to all Library and Town Board members on 5/15. The lease is scheduled to be reviewed by the Town Board at their June 23 meeting at 6:30pm.
- c. Next meeting: A motion was made by Melanie, seconded by Samantha to cancel the July meeting. The next meeting will be August 19 at 6:30pm.

## 8. New Business

- a. Co-sponsoring a local author event in the community room: Local author Tom Erb contacted Tracy to let her know that he is releasing another book. He is interested in hosting an event again. We want to promote authors. Concern regarding selling books at the event and this does not conform to the current policy.
  - 1. The author would not be able to sell books in the meeting room.
  - 2. The Library could co-sponsor the event and allow purchase of the book at the event.
  - 3. The library buys copies of the book and donates them.
  - 4. Another proposed idea: Partner with local community businesses (Stonehenge, Lollipops) and send people there before or after the presentation to purchase the book.
- ii. To be discussed further at the August meeting.

9. Adjournment: Motion to adjourn was made by Sam, seconded by Gail. Meeting adjourned at 8:22pm.

Respectfully submitted by Joanna Meyer, secretary.

Upcoming dates:

June 23 at 6:30pm: Town Board meeting, lease of Library building to be on the agenda.

August 19 at 6:30pm: Regular Board Meeting

September 15 at 6:30pm: Regular Board Meeting

October 4: Fall Festival



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

The meeting was called to order by Kerry at 6:31pm.

1. The June 17th meeting minutes were read; motion to accept minutes as written was made by Kerry, seconded by Samantha. Motion passed.
2. Financial Report: The operating statement showed a balance of \$85,782.15 as of 8/19/25.
  - a. Motion made to amend budget by moving \$500 from line 2760.5.0.0 to line 74104.5.0.201 for Friends of the Library donation by Kerry, seconded by Gail. Motion passed.
3. Approval of bills
  - a. Motion made to approve the current library bills in the amount of \$7,548.96 by Kerry, seconded by Samantha. Motion passed.
4. Manager's report
  - a. Library programs are ongoing and have included Pajama Storytimes, Toddler Storytimes, Sensory Storytime & Play, Stitch Camp, Craft & Snack, Weekly Kid Librarians, Adult Book Club, Home Alone Safety, and Adult Yoga. July 2025 statistics included a total materials circulation of 2172 and digital uses at 306.
  - b. Outreach: In partnership with MCS coordinators, the MES Books and Bites club met in the community room several times this summer. We are also making plans for the Great Give Back in support of Marion teachers by collecting donations of items from classroom supply wish lists during the month of September. We are also deeply grateful to the businesses and organizations that invest in our library patrons and help make our summer programs a success. Special thanks to: Lollipops and Polkadots, Casa Mexicana Bar & Grill, Stonehenge Market

Cafe, Lyons National Bank, Friend of the Marion Library, Newark Wegmans, Toys for Tots, and Alpco Recycling.

- c. Incident Report: A neighborhood member called police this past weekend due to concern over burn damage and defacing of the gazebo outside. Police confirmed a report was filed and Tracy is awaiting a call back.

## 5. Committee Reports

### a. Long Range Planning

- i. There was discussion around some of the feedback from the community interviews including a desire for a more spacious layout. At this time we are not in a position to enlarge the building but some discussion around revised layouts or room usage is possible. Also potential for community sourced solutions for space usage.

### b. 414

- i. Discussion regarding what Town Board members are able to discuss with regard to the 414 Referendum included feedback from an email from Ron Kirsop which advised that as long as they are clear that their thoughts are from the perspective of a Town citizen as opposed to representing thoughts of the Town Board, they are free to discuss. They are also welcome to attend any of our Board meetings which are open to the public with time and date available on our website.

## 6. Old Business

- a. Table at Fall Festival (October 4): Someone posing as a contact for this was found to be unrelated to the event. Kerry is reaching out to the appropriate contact to solidify the table.
- b. Building Lease has been finalized and received.

## 7. New Business

- a. None posed this evening.

- 8. Adjournment: Motion to adjourn was made by Kerry, seconded by Samantha. Meeting adjourned at 7:30pm.

Respectfully submitted by Melanie Rivera , acting secretary in Joanna's absence.

Upcoming dates:

September 15 at 6:30pm: Regular Board Meeting  
October 4: Fall Festival  
October 21 at 6:30pm: Regular Board Meeting



September 16, 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 Gail Stoddart, Library Board Trustee Tracy Whitney, Library Manager Margi Taber, Town Board Liaison	<u>Absent</u> Samantha Buss, Library Board Trustee
<u>Other Attendees</u>	There were no other attendees.	

The meeting was called to order by Kerry at 6:34pm.

1. The August 17th meeting minutes were read; motion to accept minutes motion to accept minutes as written was made by Gail, seconded by Kerry. Motion passed unanimously.
2. Financial Report: The operating statement showed a balance of \$69,736.17 as of 8/31/2025.
  - a. Line A. Unallocated Insurance- our Directors and Officers Insurance came out of this line, so we will need to reallocate funds from other line items to cover as we approach the end of the fiscal year.
  - b. The new computer for Tracy's office has been received by OWWL (Dell) and is being set-up.
3. Approval of bills
  - a. Motion made to approve the current library bills in the amount of \$5725.12 by Melanie, seconded by Kerry. Motion passed unanimously.
4. Manager's report
  - a. Library programs are ongoing and have included Ballerina Storytime, Fall storytimes which have restarted, and the adult bookclub. August statistics included a total materials circulation of 1812 and digital uses at 342.
  - b. Outreach:
    - i. With Marion Community schools, Tracy attended UPK and K Readiness night to provide information about the library to families.

- ii. The Great Give Back to support teacher wish lists is going well. This will go until October 6.
- iii. The library is partnering with Stonehedge Cafe for National Library Card Sign Up Month; flash your library card on Fridays for a discount.
- iv. Tracy has been working with the friends of the library to get the book and pie sale coming up on October 4.

- c. Tracy attended the Town board meeting and reminded them that the exterior signage needs repair.
- d. Tracy, Kerry and Joanna attended the Democratic Committee meeting to speak about the 414 Referendum. The information appeared to be well received.

## 5. Committee Reports

- a. Long Range Planning update from Tracy
  - i. Tracy will be reaching out to the Board committee members (Melanie and Samantha) in late September/early October.
    - 1. Survey results have been compiled including community needs and priorities, facility considerations, partnerships and staff development.
      - a. One area noted was spacing and sight lines for the children's area. People are looking for more activities and play space. Joanna would be happy to help with the organization of space when the time comes.
    - 2. The Long Range Plan will be wrapping up shortly; the last cohort meeting will be in early October.
- b. 414 Referendum Planning
  - i. Fall Festival- October 4- Kerry has turned in the Google form and has not gotten a response yet from MEO. She will follow up this coming week.
    - 1. Board support: Kerry has to be in Seneca Falls at 5:30pm, but can be at the table much of the day. Joanna can also support the table at varying times throughout the day (splitting time with Marion Knights Scholarship).
    - 2. Needs:
      - a. Tent with sides and weights. Melanie has one she is willing to lend. She will drop off to Joanna
      - b. Table(s). Joanna has one 6' table, Kerry may have 1 or 2. Melanie to drop black table cloths off to Joanna.
      - c. Chairs- Joanna, Kerry and anyone else able to work the table/tent will bring their own chairs.
    - d. Engagement ideas:
      - i. Bookmarks- Tracy to provide

- ii. Informational flyers- Tracy to print
- iii. Guess how many book worms?
  - 1. Joanna to purchase worms and provide jar to put them in
  - 2. Tracy will print guessing sheets
  - 3. Tracy to donate prize for winner.
- iv. Acrylic stands to have information regarding the Book and Pie Sale, the guessing game, and the 414 vote (what it will look like when you flip the ballot)
- e. Other needs:
  - i. rocks/weights to hold papers/flyers (Joanna)
  - ii. Helium balloons (Kerry)
- f.

3. Joanna will help with tent set up and Kerry and Joanna will work to maintain coverage of the table throughout the day. Melanie and Gai will be unavailable.

- ii. PR/Signage-
  - 1. Melanie to find pricing for size 18" by 24"; 30-50 signs
  - 2. Kerry has ideas of other places, possibly Lettering Lounge in Williamson.
  - 3. Will ask the Friends of the Library for funds or will seek private donations to pay for them.

## 6. Old Business

- a. Thank you to Priscilla Flack; plan to revisit in January 2026. Tracy is hoping to get some bulbs planted this fall near the gazebo, possibly a plaque could be ordered in the winter and then we can schedule an event in spring.

## 7. New Business

- a. 2026 Budget Proposal for Town Board: Tracy has compiled a budget proposal and has spoken with Summer; Kathy was asking for numbers today. Tracy will finalize her calculations to ensure compliance be sharing the information to Kathy, Summer and Margi via email.
  - i. Cheryl's workload has increased, would like to increase her pay to reflect this.
  - ii. Personnel 3% COL increase as well becoming compliant minimum wage (\$16).
  - iii. 2% increase for Contractual Services.
- b. Minimum Standards Compliance Policy Confirmation
  - i. Motion made by Melanie that the Board of Trustees affirms that the Marion Public Library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in Commissioner's Regulation §90.2, and further directs Tracy to email the Executive Director of the OWWL Library System a link to the board meeting minutes once they are posted to the library's website, within two weeks of the meeting, in accordance

with the New York State Open Meetings Law. Gail seconded, and the motion passed unanimously.

c. Policies Review

- i. Posting of Materials in the Library: The current policy was reviewed and accepted to continue as written. Tracy to update the review date and repost to the website.
- ii. Rules of Conduct: The current policy was reviewed and accepted to continue as written. Tracy to update the review date and repost to the website
- iii. Disposition of Library Materials (New): The suggested policy was reviewed. Melanie made a motion to create and accept the new policy; Gail seconded. The motion passed unanimously.
- iv. Disposal and Sale of Surplus Property Policy (New): The new suggested policy was reviewed. Discussion included setting the amount at which the Board must approve the disposition or sale of any items (the value of \$500 or more was selected) and that the disposition methods may include open sale. Gail made a motion to create and accept the new policy; Melanie seconded. The motion passed unanimously.
- v. Internal Communications Policy (New): The new suggested policy was reviewed. Discussion included best practices and maintaining accurate and timely communication for library business. Joanna made a motion to create and accept the new policy; Gail seconded. The motion passed unanimously.

- d. The light over the back door was brought to Tracy's attention in that there are challenges with exterior lighting. It has been reported to Margi and Summer. Summer did respond to the email asking if we could replace ourselves, but we are unable to do so. Tracy will follow-up.

8. Adjournment: Motion to adjourn was made by Kerry, seconded by Melanie. The meeting was adjourned at 8:12pm.

Respectfully submitted by Joanna Meyer, secretary.

Upcoming dates:

- October 4: Table and tent at the Marion Fall Festival
- October 21 at 6:30pm: Regular Board meeting
- November 4: Election Day
- November 18 at 7pm: Regular Board Meeting



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 Lollipops 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 fixture 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. Taracy 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



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