



DRAFT

DATE

Marion Public Library Board of Trustees

TYPE OF Meeting

Attendance

<p><u>Board and Invited Attendees</u></p>	<p><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 Co-Liaison</p>	<p><u>Absent</u> Mary Johnson, Town Board Co-Liaison</p>
<p><u>Other Attendees</u></p>	<p>Ron Kirsop, OWWL Executive Director.</p>	

The meeting was called to order by Kerry at 7:11pm.

1. Public Comment:
2. Special Guest: Ron Kirsop, OWWL Executive Director. Ro was asked by the Board to present on the Creation and Maintenance of Reserve Funds.
 - a. Ron shared that current options for Library fund investment is primarily limited to specific investments, typically CDs. The OWWL System had investments that vary in length of time 30, 60, 90, 120 days; then it could be rolled over each time it is not needed. Longer time frames often garner larger yields. Rates of return on CDs are relatively low.
 - b. The Board needs to develop an investment policy; this is required to be reviewed annually. Ron can help us to create this policy. Rules governing the investment policy require the Library to maintain enough “liquid” funds to pay the bills.
 - c. If you have different reserve funds within the same investment (eg: capital, technology, general maintenance), the yield from the investment must be separated back out into each reserve.
 - d. A cash flow reserve is designed to cover the operating costs from the beginning of the calendar/fiscal year (January 1) until the receipt of the taxes collected by the town. Then the money goes back into the reserve once tax income is received.

- e. Questions arose from the Board regarding the titles of Treasurer, Fiscal Officer, and Book Keeper. Ron will provide the Board with greater clarity in a follow-up email.
 - i. The treasurer can serve as the custodian of the money of the Board, but they cannot do anything without Board approval.
 - ii. The Fiscal Officer or Board representative should check that the Board monies are completely separate from the Town monies now that the Board has completed the 414 Referendum.
 - iii. It is okay to keep reserve accounts, guided by Board policy and overseen by the Fiscal Officer of the board. OSC says that any money that comes to the library should be used for current public good; reserves should be specifically dedicated and not just a "rainy day" fund. OSC has criticized municipalities that have reserves greater than their annual budget. If a larger reserve is created for capital improvements such as extensive renovation, then it should be mentioned in the Board minutes and upon review of the budget.
- f. Suggestions for specific reserve accounts included Capital Improvement, Repair, Employee Benefit, Technology, Programming
- g. Suggestions:
 - i. Talk to the bank about the best method of putting monies into CDS and the best way to do that as well as what to do with the collateral accounts.
 - ii. Mel and Kerry should attempt to go to MT&T. They need to make sure accounts are listed as being from a governmental agency. ALL investments need to be in collateralized accounts.
 - iii. The Board needs to develop an investment policy.
 - iv. The Board should consider setting up a Financial Officer.
 - v. The Board needs to allocate and articulate the current "memorial reserve fuds"
- h. Some questions were raised regarding an employee who is shared between the Library and the Town via a Memorandum of Agreement. Ron saw no problem with this continuing, as public entities can have an agreement to share costs for a staff member if it is mutually beneficial.
- i. Kerry to ask for Bank statements for our separate account bank statements and contact info to set up Board access. A Board member should have log-in access to the account online to be able to check (financial officer duties).
 - i. OWWL System banks with CNB.
 - ii. Town Banks with LNB.
 - iii. Our other accounts are at M&T.
- j. Ron to send the Board information about Treasurer responsibilities. the Board needs to decide if it has a treasurer currently fulfilling these duties. Ro shared that other libraries have a treasurer who is appointed by the Board as an independent officer of the board and is paid an hourly wage and often only works a few hours a month. He felt that, by the description given,

Kathy (the Tow account Clerk) is currently functioning as our bookkeeper and this may be fine to continue. Treasurer job description

- k. Ron to create a “next step” document. Action items to be revisited by June/July 2026.
 - l. Fact finding: can Kerry get viewer access to the Operating Expense account. (Treasurer should be the signatory). Independent treasurer would solve the potential “gray area” of having the bookkeeper and treasurer being the same.
 - m. Future meetings: The Board will need motions to create the reserve funds, then a motion to designate the monies to each fund. Ron can help craft language. The Board will need to decide what monies should be put into each fund.
 - n. The Board asked Ron about CyberSecurity coverage through OWWL. See discussion point 9di documented under Old Business.
 - o. Ron left the meeting at 8:42pm.
3. The March 17 2026 meeting minutes were reviewed; motion to accept minutes motion to accept minutes (as written) was made by Samantha, seconded by Gail. The motion passed unanimously.
4. Financial Report: The operating statement showed a balance of \$194,513.28 as of 4/14/26.
5. Approval of bills
- a. Motion made to approve the current library bills in the amount of \$5695.91 by Melanie, seconded by Gail. The motion passed unanimously.
6. Manager’s report
- a. Library programs are ongoing and have included Toddler and Preschooler Storytimes, One Book OWWL Kids, Adult Book Club and a water bath canning class which had 14 people attending. Pressure canning class is planned for June.
 - b. April 2026 statistics included a total materials circulation of 1529 and digital uses at 372.
 - c. Collection notes: The Vox books (auditory independent read-along) and stem kits are new and appear to be very well received.
 - d. Outreach: Community schools and food securities group spearheaded by Steve Mattison. Various initiatives are trying to be coordinated. Tracy to send the link to Board members.
 - e. Trainings/Meetings: included YS Historic newspapers meeting, OWWL Directors Q&A, ad Waye COuty Library Directors meeting.
 - f. There has been a repeated issue with the water fountain. Nick is unsure if there are replacement parts, it may need to be replaced. The Board would like to have a water bottle filler in the new fountain if possible as this has been brought up by community members.
7. Committee Reports
- a. Discussion regarding forming a budget committee to support Tracy in planning for salaries, expenses and revenues for 2027 and beyond was tabled until the May meeting and will be placed on that agenda.

8. Old Business

- a. Children's Area Report- Tracy has been talking to Hillary Zeiss from Creative Library Services about the children's area and is excited for some of the ideas.
- b. Outside Light Fixture- o changes, continues to be out of service.

9. New Business

- a. Resolution to approve the 2025 Annual Report. Motion made by Samatha, seconded by Melanie, motion passed unanimously.
- b. FFRPL Grant and Budget Amendment: A motion to create the "FFRPL Circulation" budget line was made by Samantha, seconded by Gail; motion passed unanimously. A motion to move the FFRPL grant money from the revenue budget line "Grant" to the newly created "FFRPL Circulation" under the Appropriation Account was made by Melannie and seconded by Gail; motion passed unanimously.
- c. Photography and Recording Policy and Consent Policy: Overview: written consent is required for all video and photos. Tracy has a consent form, which staff will be instructed on and will begin using. Motion made by Samatha, seconded by Gail, to approve the policy. The motion passed unanimously.
- d. Discussion and review of Cyber Security Quote:
 - i. Per Ron: as long as the Marion Library is following the system cybersecurity procedures (including password requirements, rules/procedures for system access, and using only OWWL supplied/compliant programs), then the Library is covered under the OWWL cybersecurity liability coverage.
 - ii. Mel did get a quote for separate cybersecurity liability insurance for up to 1 million dollars. The cost per year was \$605.
 - iii. Based on the discussion, the Board will not pursue this additional coverage at this current time, as it was felt that the Library was adequately covered by OWWL System coverage.

10. Adjournment: Motion to adjourn was made by Melaie, seconded by Gail. The meeting adjourned at 9:12pm.

Respectfully submitted by Joanna Meyer, secretary.

Upcoming dates:

- May 19, 2026 at 7:00 PM: Regular Library Board Meeting
- June 16, 2026 at 7:00PM: Regular Library Board Meeting