# DRAFT

October 20, 2026
Marion Public Library Board of Trustees
Regular Meeting

Attendance

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| Board and Invited Attendees | Present<br>Kerry Sargent, President (term expires 12/31/2030)<br>Melanie Rivera, Vice President (term expires 12/31/2029)<br>Joanna Meyer, Secretary (term expires 12/31/2027)<br>Samantha Buss, Library Board Trustee (term expires 12/31/2027)<br>Gail Stoddart, Library Board Trustee (term expires 12/31/2026)<br>Tracy Whitney, Library Manager | Absent<br>Margi Taber, Town Board Co-Liaison<br>Mary Johnnson, Town Board Co-Liason |
| Other Attendees | There were no other attendees. | |

The meeting was called to order by Kerry at 6:32pm.

1. Public Comment: No members of the public were in attendance.
2. The September 15, 2026 meeting minutes were read; motion to accept minutes as written was made by Samantha, seconded by Melanie. The motion passed unanimously.
3. Financial Report: The operating statement showed a balance of $99,145.53 as of 10/15/26. In the new M&T Bank account, we were charged a service fee.
    a. The Board requested that the hashtags be clarified, particularly regarding the Variance Percentages in the Revenue lines. Tracy to inquire with Kathy.
4. Approval of bills
    a. Motion made to approve the current library bills in the amount of $28,270.79 by Melanie, seconded by Samantha. Motion passed unanimously.
5. Manager's report
    a. Library programs are ongoing and have included a Local Author Book talk with Michael Rinella; Stamping and Card Making, Book Club, and Storytimes. September 2026 statistics included a total materials circulation of 1418 and digital uses at 349.

i. Upcoming Programs: Yoga, Salem Witchcraft Trials Presentation and a Craft Supply Swap.

b. Outreach: The Great Give Back is running Oct 1-30 and will benefit the Humane Society of Wayne County. Community Schools Partnership continues, and Tracy attended the Wayne County Career Fair for 8th graders with 603 students participating from multiple area school districts.

c. The Book Sale occurred on October 3. After the sale closed, the Friends group held a meeting in which it was decided that the Friends of the Marion Public Library will dissolve due to the lack of members and volunteers. The group plans to close their account at Reliant Credit Union and the funds will be turned over to the Marion Public Library to support the summer reading and general programming for 2027.

i. Tracy spoke with Ron Kirsop and the Library will be able to run the Book Sale as part of the Equipment discard procedure. We will look to make sure we are in full compliance in 2027 prior to planning a Book Sale.

d. Trainings: Tracy attended Understanding AI Scams, De-Escalation in Libraries, Wayne County Directors Meeting and the Directors Q & A.

e. Problem with the security camera: The company came out and diagnosed the problem, Tracy has the parts and they need to be installed.

f. The following online resources are being discontinued through OWWL: Kanopy (9/30), Consumer Reports (10/31), and ArtistWorks (12/20).

6. Committee Reports

a. Long Range Planning: Tracy continues to work on completing sections identified within the LRP. These are identified in the Manager's Report monthly.

b. Tax Levy/Annual Budget Proposition updates: The Board will need to revisit in January 2027 to prepare for November 2027.

i. There is a form online to be completed regarding the Tax Cap Override each year. Tracy has the username and password. We will need to do this in 2028.

c. Budget Committee: 2027 Budget Approval. Motion made by Gail, seconded by Melanie to approve the 2027 Budget. Motion passed unanimously.

7. Old Business

a. Maintenance

i. Drinking Fountain: we believe that this will be on an upcoming Town Board discussion.

ii. Front window and Gazebo: we believe that the Town Board plans to address these concerns in 2027. Kerry is planning to attend the Town Board meeting on Monday October 26.

8. New Business

a. 2026 Budget Amendments - Discussion and Approval

i. Motion was made to pass Resolution I, which is the receipt of $250

Friends of the Library donation for fall yoga classes, by Samantha, seconded by Gail. Motion passed unanimously.

ii. Motion was made to pass Resolution II, which is to pay $21,572.87 from the bequest from Meredith Sorenson for the children's area re-design and furniture, by Gail, seconded by Samantha. Motion passed unanimously.

b. Sexual Harassment Training Clause

i. The motion was made to add the following (items 1-4) to the Trustee Education Policy by Melanie, seconded by Samantha. Motion passed unanimously.

1. The Board requires each trustee to complete sexual harassment prevention training once each calendar year.

2. The Board accepts training from any source recognized in New York State for employers, including a trustee's own employer's New York State-compliant training, the New York State model training, or a training the Library offers. No specific provider is required.

3. Each trustee must give a certificate or other proof of completion to the Board President during or before the Board's November meeting.

4. At one meeting each year, the Board reviews the certificates and votes to accept them. The vote may take place at any meeting within the year. The Board Secretary records the vote in the minutes and keeps the certificates with the Board's records.

c. Financial Management Discussion

i. Separation of Library and Town Funds:

1. Kerry emailed the Town account clerk, requesting view only access. Kathy (Town account clerk) stated that she could not give view access to the account, as monies are pooled in a Money Market Fund with Town funds. The Library has a savings account in addition to these funds.

2. The Board would like to request a monthly trial balance with the Library's savings and money market balances, as offered by Kathy. In receiving these for inclusion in our monthly Board review, we would be in consensus to continue the monies being commingled with the Town monies within the single Money Market fund for the current time.

ii. M&T Account and Investment Funds

1. We still have 2 checking accounts, the old one still appears open and the new one appears to be charging us a service fee. Kerry to follow up.

2. Motion was made by Gail to remove Priscilla Flack and any other previous Board members (potentially Irene Hansen and or others) as signatories on the Wilmington Funds Account. Additionally, Kerry Sargent (president) and Melanie Rivera (Vice President) should be added as signatories. Motion was seconded by Samantha; motion passed unanimously.

iii. Transfer of Reserve Funds from M&T Bank to Lyons National Bank (LNB)

1. Discussion revolved around Kerry and Melanie investigating the best process and contacts. Tracy to share contact name for logistics at the Macedon Branch.

2. Motion to transfer funds to LNB made by Samantha, seconded by Gail, motion passed unanimously.

iv. Update Fund Policies

1. Motion made by Samantha, seconded by Melanie to amend the policy. Motion passed unanimously.

2. Motion made by Gail, to adopt the new investment policy, seconded by Melanie. Motion passed unanimously.

v. Motion to create the Undesignated Fund Balance (Operating Reserve Fund): was made by Melanie, seconded by Samantha. Motion passed unanimously.

vi. Motion made by Samantha, seconded by Melanie, to put all the current reserve funds into the newly created Undesignated Fund Balance (Operating Reserve Fund). Motion passed unanimously.

vii. Division of Reserve Funds into CDs: This discussion tabled for a future meeting pending investigation on rates of return, but options available at LNB, etc.

viii. Future discussion of Treasurer position to occur in January 2027

d. Discussion of future meeting dates and times: December 2026 there will be no meeting and January 2027 will remain at 6:30pm.

e. Discussion occurred regarding paying the rent to the Town. Melanie will send an email to the Town requesting to be able to pay $30 for the length of the lease.

f. Renter's Business and Liability Insurance: For insurance on $75,000 in contents and $1M per occurrence up to $2M aggregate liability coverage, Melanie received a quote of $1447.55. We had budgeted $1575. Melanie will go back and ask what increases might be possible (such as increasing the contents coverage) and remain within the $1575 budgeted amount. Final insurance discussion and vote planned for November 2027.

9. Adjournment: Motion to adjourn was made by Gail, seconded by Samantha. Meeting adjourned at 8:29pm.

Respectfully submitted by Joanna Meyer, secretary.

Upcoming dates:

- November 17, 2026 at 6:30pm: Regular Library Board meeting
- January 19, 2027 at 6:30pm: Regular Library Board meeting