September 15, 2026
Marion Public Library Board of Trustees
Regular Meeting

Attendance

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

The meeting was called to order by Melanie at 6:33pm.

1. Public Comment: members of the public were in attendance.
2. The July 21, 2026 meeting minutes were read; motion to accept minutes as written was made by Samantha, seconded by Melanie. Motion passed unanimously.
3. The September 1, 2026 budget workshop minutes were read; motion to accept minutes as written was made by Samantha, seconded by Gail. Motion passed unanimously
4. Financial Report: The operating statement showed a balance of $122,947.80 as of 9/1/26.
    a. Reserve Fund accounts at M&T are reported. Melanie and Kerry to follow-up and ensure that all accounts have been transferred/combined and closed as needed.
5. Approval of bills
    a. Motion made to approve the current library bills in the amount of $8,961.82 by Gail, seconded by Samantha. Motion passed unanimously.
    b. The AutoMation/Evergreen Cost was manually added to the bill sheet with the total cost of $6,531.00.
6. Manager's report
    a. Library programs are ongoing and have included Summer Reading with many different programs. August 2026 statistics included a total materials circulation of 1771 and digital uses at 356.

i. Upcoming programs include a presentation by local Author Mike Rinella, the Booksale, Storytimes starting 9/28, and Salem Witchcraft Trials presentation.

b. Outreach: Wayne Partnerships Meeting, OWWL Directors Q&A, Marion Food Security Meeting, UPK/Kindergarten Readiness Nights, OWWLDAC, and NY250: Collaboration Opportunities from NYS Parks, Recreation and Historic Preservation.

i. Upcoming: Tracy has applied for the 2026 Coordinated Outreach Services Aid grant that could support coordination with Food Pantry.

ii. The Great Give Back will run 10/1-10/30. This year we are collecting donations of items for the Humane Society of Wayne County.

c. Trainings: Email Security and System Access & Confidentiality of Records was conducted for all staff

d. National Library Card Sign up Month is September. The Library has partnered with Stonehedge Cafe, which is offering 5% off on Fridays through September if the patron presents their library card.

e. Carpet cleaning was professionally completed in August.

f. See Old Business for updates on building maintenance.

7. Committee Reports

a. Budget Committee updates- the Board met on September 1. Tracy has provided a printout with updates. Tracy did need to change the OWWL cost; it will be increasing next year. The additional money required for this was removed from the circulation line.

8. Old Business

a. Maintenance

i. Drinking Fountain: Tracy has been in communication with the Town Board liaison Margi regarding the replacement. A model and plumber for replacement has been selected, availability of funds from the Town is still unclear.

ii. Front window: No updates have come from the Town at this time, although Tracy believes Supervisor Cramer met with the window company in August.

iii. Gazebo: no updates.

b. Children's Area Updates: still waiting for the company to schedule installation for the custom furniture.

c. Monetary Holding Funds: Melanie and Kerry continue to sort out the M&T and investment funds.

d. Separation of Library and Town funds: Kerry was following up on this and was not at the meeting. Further report forthcoming at a future meeting.

9. New Business

a. Cybersecurity: Board is concerned that, as reported by Tracy, a Marion Library employee did not change her password following the training. The Board requested that Tracy place a

disciplinary letter in the employee's file and continue to stress the importance of following cybersecurity measures to all staff.

b. Renters insurance: Melanie has been working to find companies to get the Board quotes. We plan to move forward with this insurance coverage for 2027.

c. Longevity Policy Amendment: removal of Longevity stipend policy. The motion to rescind the Longevity Recognition Policy was made by Samantha, seconded by Gail. Motion passed unanimously.

d. Education on Reserve Funds: Date was set for Trustee education with Ron Kirsop on October 14th.

e. Community survey regarding library closure dates (to go out spring/summer): typically closed on federal holidays as well as the Friday after Thanksgiving. The Board has decided not to pursue this at this time. The Board may want to review the closure policy as well as the paid holiday policy in a future meeting in 2027.

10. Adjournment: Motion to adjourn was made by Joanna, seconded by Gail. Meeting adjourned at 8:19pm.

Respectfully submitted by Joanna Meyer, secretary.

Upcoming dates:
October 3, 2026 from 9am-3pm: Friends of the Marion Public Library Book Sale, Community Room
October 14, 2026 at 6:30pm: Trustee Education on Reserve Funds
October 20, 2026 at 6:30pm: Regular Library Board meeting
November 17, 2026 at 6:30pm: Regular Library Board meeting