

## **Marilla Free Library – 11/15/17 Board Meeting Agenda**

1. Call to order
2. Minutes
3. Public Expression
4. Reports
  - a. Treasurer's
  - b. Librarian's
  - c. Friends'
  - d. Fundraising Committee
  - e. Town Report
5. Unfinished Business
  - a. Parking & Library Signs
6. New Business
  - a. Review Policies
  - b. Member Recruitment
  - c. 2018 Goals
7. Other Business
  - a. Report on ACT Meeting
8. Next Meeting:
9. Adjournment

## Marilla Free Library – 11/15/17 Board Meeting Minutes

1. **Call to order** - 6:32pm. *In attendance:* Shannon Thompson, Kristen Matthews, Joanne Goellner, Marsha Wingate, Martha Mummery, Judy Farmer. *Absent:* Rachelle Walker, Lorraine Martzolf. *Also Present:* Julie Lathrop
2. **Minutes** - Previous meeting minutes approved as written. *1<sup>st</sup> motion Martha Mummery, 2<sup>nd</sup> by Joanne Goellner: all in favor with none opposed.*
3. **Public Expression** - no public expression
4. **Reports**
  - a. **Treasurer's** - (*for full account details including all transactions and balances, see the Treasurer's Report on file at the library*) Memorial Checking has a balance of \$183.61. The Memorial Savings account earned .42 in interest and a balance of \$26,698.28 after two donation deposits and a grant from Senator Gallivan. The Fundraising Account rose to \$19,058.65 after a \$720 deposit, Town Funds \$31,035.32 (earned \$1.05 interest), Operating \$1887.23 and CD has a balance of \$177,156.26.
  - b. **Librarian's** - (*see Librarian Report on file at Library for complete details*) Laptop and Patron count were both up for the month, while other areas (circulation, wireless use, etc) were down. The Friends of the Marilla Library will once again be sponsoring the Graham Cracker House program. The Library will be offering 4 sessions this year to accommodate interest. Tuesday Book Club met October 24<sup>th</sup> there were 8 patrons in attendance. Their next meeting is November 28<sup>th</sup>.

### Receipts:

*A motion was made to approve payment (reimbursement) of \$96.61 for story time supplies. 1st motion made by Judy Farmer, 2nd by Joanne Goellner; all in favor and none opposed.*

*A motion was made to approve payment (reimbursement) of \$40.37 for Funfest poster and raffle supplies. 1st motion made by Marty Mummery, 2nd by Judy Farmer; all in favor and none opposed.*

**Special Legislative Grant Update:** Improvement ideas for the library. Shannon suggested funds be used for items like computer carrels (which are mobile), a large flat screen tv for the meeting room or an additional iPad. These are all items which would benefit patrons and programs.

### Other items:

- Marilla Primary Art was displayed at the library.
- Book Sale/3+ days do we need to pay taxes regarding funds earned? Shannon will check with Tracy (Central finance person)
- Tom & Karen Thompson (library caretakers) have recommended we have a tree looked. Several board members recommended Schmidts.
- Some program ideas for 2018: Lego Club, Cookbook Club & Makerspace
- Purchasing a new flag was discussed and how to dispose of old one as well as the library needing a safe to store the new Makerspace items in

c. **Friends'** – The Friends had their meeting on November 14<sup>th</sup>@7pm at the Library.

- Their bylaws have been updated, 501c3 is almost complete and they are working on updating their finance transitions.
- Decided against a Christmas Luncheon in favor of a spring/summer picnic to include the Board.
- They will sponsor Graham Cracker House programming.
- They will put up the Christmas tree in the Library.
- They will participate at Christmas in Marilla with theme baskets.
- The Friends are considering Membership dues.

Their next meeting will be on **March 13<sup>th</sup>@7pm** at the library.

d. **Fundraising Committee** – the committee will regroup after the new year to set goals and gain new members.

e. **Town Report** – The Board thanked Julie for her time as the Town Liaison. Julie expressed her continued support of the library despite leaving her town position.

#### 5. **Unfinished Business**

a. **Parking & Library Signs** – Ron was called in regard to the signs. A chart was made and Marty will call again.

#### 6. **New Business**

a. **Review Policies** – The Board reviewed and each signed a copy of a Conflict of Interest disclosure statement.

b. **Member Recruitment** – the Trustee Board is down a seat and could use another member. Further discussion was made regarding more information about having an Association.

c. **2018 Goals** – Kristen asked the Board to think about library goals for the 2018 year besides the addition project. She asked, “What else can we do for the library to increase numbers and bring children in?”

#### 7. **Other Business**

a. **Report on ACT Meeting** – Marty attended the ACT meeting on 11/4/17 and brought back notes. Information was passed out regarding a Trustee Blog which will be used for communication about library topics, concerns, happenings and successes.

b. **Vacancy of Vice President** – Kristen asked the board if anyone would be interested in fulfilling the Vice President Vacancy. Martha Mummery stepped up and said she would be willing to fill the position for one year. Secretary Joanne cast one ballot for Marty as Vice President.

8. **Next Meeting: 01/16/18 (Tuesday) at 6:30pm.**

9. **Adjournment** – *The meeting adjourned at 7:34pm. First motion made by Judy Farmer followed by Martha Mummery. All in favor with none opposed.*

Meeting Minutes Respectfully Submitted, December 4<sup>th</sup> by Joanne Goellner, Secretary.

## Librarians Report

November 15, 2017

### Operating Budget

#### Receipts

October receipts: \$ 303.05

**Receipts** year to date: \$4,263.83

This represents fine/copy/print revenue. This year our revenue commitment is \$4,628.

#### Expenditures

October: \$ 117.48

**Expenditures** year to date: \$ 3,828.26. This year our expenditure allotment is \$5,069.

### Circulation

October was 3,067. This was **down by 174** or -5.4%.

Year to date is 31,979. This was **down by 4,956** or -13.4%.

### Computer

October was 91. This was **down by 35** or -27.8%

Year to date is 1,016. This was **down by 303** or -23%

### Laptop Use

October was 2. This was the same as last October.

Year to date is 30 uses. This is **up by 3 uses**.

### Wireless Usage

October was 111. This was **down by 26** or -19%

Year to date is 1,234. This was **down by 277** or -18.3%

### Patron Count

October was 1,508. This was **up by 87** or 6.1%

Year to date is 16,102. This was **up by 124** or .8%

Statistical Information comparing the Marilla Free Library to other libraries can be found at

[www.buffalolib.org/aboutthelibrary/statistics/index.asp](http://www.buffalolib.org/aboutthelibrary/statistics/index.asp)

### Fall Programs

- **Provided by Central:**
  - **What did the Scarecrow See? Story time** – October 5<sup>th</sup> at 6 pm ages 3-6 **(19 attended)**
  - **Take Flight Airplanes and Rockets** – November 4<sup>th</sup> at 11 am ages 7-12 **(16 attended)**
- **Graham Cracker House Program**
  - Saturday, December 16<sup>th</sup> three sessions at 11:00, 12:00 and 1:00
  - Tuesday, December 19<sup>th</sup> at 6:30 pm

### Book Club Programs

- **Book Club Tuesday 2 pm**
  - October 24<sup>th</sup> – And After the Fire by Lauren Belfer **(8 Attended)**
  - November 28<sup>th</sup> – Our Souls at Night by Kent Haruf

### Other

- **Special Legislative Grant Update**