

## Marilla Free Library – 12/10/19 Board Meeting Minutes

1. **Call to order** - 7:56pm. In attendance: Shannon Thompson, Rachelle Walker, Judy Farmer, Kathy Winde and Joanne Goellner. Absent: Marsha Wingate (Excused), Bonnie Waterman (*Town Liaison*).
2. **Minutes** - A motion was made by Judy Farmer to approve November's meeting minutes as written with an amendment of 7:32pm as the adjournment time of the November meeting. Second motion made by Kathy Winde. All in favor with none opposed.
3. **Public Expression** – No public expression.
4. **Reports**
  - a. **Treasurer's** – No report until January.
  - b. **Librarian's** – (*for full details, see the Librarian's Report on file at the library*)
    1. Laptop, Wireless usage and Patron Count were up. Circulation, Laptop and Wireless Usage are up for the year.
    2. 38 participated in the Library's open table Thanksgiving crafts.
    3. Graham Cracker Houses were successful with a total of 63 children and 38 adults in attendance between the 2 sessions.
    4. A Holiday Card making craft was available starting December 2<sup>nd</sup>.
    5. Shannon attended training and is researching ideas to implement what she learned as part of the Ready to Read initiative and Early Learning play spaces.
  - c. **Friends'** – Meeting 12/10/19.
  - d. **Fundraising Committee** – Nothing to Report.
  - e. **Town Report** - Liaison not present.
5. **Unfinished Business**
  - a. **Library Lift Presentation** – Members of the Board attended the Town of Marilla Work Session meeting held at the Marilla Town Hall on 12/10/19, prior to the Trustee Board Meeting. Rachelle Walker presented to the Town Board giving a little bit of history of the library, its relationship to the town, expenses, the future of the library and updated the Board regarding our lift. Supervisor Gingerich stated during the meeting that the town would be willing to continue to pay for the upkeep/maintenance on the library lift but the contract must be amended to include those details. Rachelle will contact the supervisor's office to set up a meeting. The Library also needs to have the lift inspected once a year by a 3<sup>rd</sup> party. The town recommended Elps as they inspect the town's elevator.
  - b. **Building Maintenance**
    1. Judy Farmer made a motion to approve moving \$10,670.40 from the Town Account into the Operating Account in order to pay Elevator Maintenance of Buffalo. Kathy Winde seconded the motion and all were in favor with none opposed.
    2. Shannon suggested that when the trustees visit the bank to change over names on accounts that it might be worthwhile to open an account called Capital Improvement.
    3. Shannon is still waiting on a 3<sup>rd</sup> quote regarding the installation of the new LED lights. Once she receives the quote she will email the trustee board

for a decision so she can schedule with a contractor. She will research contractors for the treated basement walls after Christmas.

**6. New Business**

- a. Meeting Dates for 2020** – The Board decided to go with the same meeting schedule of the third Tuesday of every month at 6:30pm at the Library. Dates may change based on trustee availability. Joanne Goellner will email and print out a copy of the schedule for the trustees. The dates are as follows:

January 21, 2020

February 18, 2020

March 17, 2020

April 21, 2020

May 19, 2020

June 16, 2020

July 21, 2020

August 18, 2020

September 15, 2020

October 20, 2020 (Annual Meeting/Elections/Oath of Office)

November 17, 2020

December 15, 2020 (only if needed)

**b. Reimbursements**

- 1.** Joanne Goellner made a motion to approve reimbursement to Shannon Thompson for \$143.19 for Graham Cracker House supplies and the gift card for the summer reading club additional minutes drawing. Kathy Winde made a second. All were in favor with none opposed.

**7. Other Business**

- a.** Rachele Walker shared a timeline of information & emails she received from Jeannine Doyle the Buffalo and Erie County Library's Chief Operating Officer regarding a change to Shannon's health insurance requiring her to pay 15% with a wage increase to cover the expense.
- b.** The ACT Contract Committee is having a meeting on January 18<sup>th</sup> as they continue to amend the contract between libraries and The Buffalo & Erie County Library System. They are not removing anything but revamping the information to make it easier to read.
- c.** Payroll (that was also emailed) was passed around for viewing.

**8. Next Meeting: 01/21/20 at 6:30 pm**

- 9. Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Judy Farmer at 8:35pm with a second by Joanne Goellner. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, January 2, 2020 by Joanne Goellner, Secretary.