

Marilla Free Library – 02/25/20 Board Meeting Agenda

1. **Call to order** - 6:32pm. In attendance: Shannon Thompson (*Director*), Rachele Walker (*President*), Judy Farmer (*Vice President*), Kathy Winde (*Treasurer*) and Joanne Goellner (*Secretary*). Absent: Marsha Wingate (*Excused*), Bonnie Waterman & Matthew Dolegowski (*Town Liaisons*) Also present: Dennis Jakubowski (*Friends of Marilla Free Library, Vice President*)
2. **Minutes** - A motion was made by Judy Farmer to approve January's meeting minutes as written. Second motion made by Kathy Winde. 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*) Kathy & Shannon updated the Board regarding December/January's finances, transactions and accounts. A motion was made by Joanne Goellner to approve the Treasurer's Reports as presented. A second motion was made by Judy Farmer. All were in favor with none opposed.
 - b. **Librarian's** - (*for full details, see the Librarian's Report below*)
 1. Laptop usage and Patron Count were up for the month.
 2. 22 participated in the library's, "Where's Tigger" scavenger hunt.
 3. 18 children and adults visited the library for "Take Your Child to the Library Day" on February 1st.
 4. The Valentine card table craft, available Feb 8-13 had 29 participants.
 5. March Madness board book titles are up for patrons to vote on.
 6. The Marilla Free Library will be a census hub where patrons and residents can ask questions, see sample questions or use computers to fill out their census survey.
 7. Shannon is almost finished with the non-financial part of the State Report.
 8. A motion was made by Judy Farmer to reimburse Shannon \$198.64 for the purchase of spring/summer supplies and prizes. A second was made by Kathy Winde. All were in favor with none opposed.
 - c. **Friends'** – Dennis Jakubowski spoke on behalf of the Friends. The Friends will be holding a paperback book sale April 18th at the Community Center from 9am-3pm. The library will collect paperback books if anyone wants to donate. Dennis also reported that the group had several new members. They are working on designing a welcome letter to mail out.
 - d. **Fundraising Committee** - the FC was given June 7th as a carnival date. Shannon will revamp donation letters in order to get them in the mail by April 1st. Shannon is still researching options for reusable bags and totes.
 - e. **Town Report** – No Town Board liaisons were able to attend the meeting.
5. **Unfinished Business**
 - a. **Building Maintenance** –
 1. LED lights were installed. A motion was made by Joanne Goellner to approve movement of funds from the Capital Improvement account to the Operating account in the amount of \$2860 to pay HDE Electric. A second was made by Kathy Winde. All were in favor with none opposed.

2. Shannon presented three quotes to the board regarding the repair of basement drywall that was treated for mold.

1. Maintenance Experts: \$420
2. Darling Paint & Restoration: \$1500
3. Brian Caughel: \$702.08 (includes library discount)

After discussion, the Board felt that even though their quote was the highest, that the library should utilize the services of Darling Paint & Restoration. Their job description was the most thorough and also included a lead test. The basement has a history of flooding and Darling's quote included preventative measures against moisture and mold.

A motion was made by Judy Farmer to approve Darling Paint & Restoration as the contractor to repair the basement drywall. A second was made by Kathy Winde. All were in favor with none opposed.

6. New Business

- a. **Town Contract** - Shannon shared with the board the new contract she received in the mail from the town. The town corrected Rachelle Walker's misspelled name. They also made an amendment the Marilla Free Library Board suggested which was: The first paragraph after ORGANIZATION that begins, "WHEREAS, the Organization is furnishing services", the board asked that a line to be added to the end of the section which states that the library, (organization) "provides and maintains a safe, welcoming and pleasant environment".

Upon further review, the document had several errors in the dates. Matt Dolegowski forwarded the initial contract from the town attorney to the Marilla Free Board members on January 21, 2020. The document from that email was dated March 2020. The contract the library received in the mail was dated November 09, 2019 and was signed by Supervisor Gingerich with a date of November 09, 2020.

Joanne Goellner will email the town liaisons about the contract issue as well as to inquire about the lift reimbursement they insisted the library submit and to ask about the third party elevator inspector contact information. Joanne also submitted for Board minutes record, the initial email she sent to the town liaisons regarding the contract. (*see attached*)

- b. **Binder from Central** – the board should continue to read the personnel binder link that was emailed to them making any necessary notes for future discussion.
- c. **Sharing Meeting Minutes** – Joanne Goellner shared with the Board that she received the Friends of the Marilla Library February meeting minutes via email from their secretary Sandra Luss. The board agreed it was a wonderful way to keep open lines of communication and once the library board meeting minutes were approved, Joanne would email them to the Friends. Joanne said she would forward the Friends' minutes to the Marilla Free Library Trustee Board members.
- d. **Policy: Gift and Donor Recognition** – A motion was made by Joanne Goellner to approve the amended Gift and Donor Recognition Policy. A second was made by Judy Farmer. All were in favor with none opposed. (*see attached*)

7. Other Business

- a. Payroll Report** – Rachelle emailed the payroll report to board members prior to the meeting for review.
 - b. ACT March workshop** – Will take place 03/14/2020 from 8:30am-1:30pm at Central. Shannon will need to know who will attend ASAP because Central needs registrations by 03/06. This workshop (as all ACT meetings do) will count towards the necessary education hours required to be fulfilled by trustees.
- 8. Next Meeting: 04/21/20 at 6:30 pm**
- 9. Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Kathy Winde at 7:35pm with a second by Judy Farmer. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, March 06, 2020 by Joanne Goellner, Secretary.

Librarians Report – February 25, 2020

Operating Budget

Receipts

January Receipts: \$ 2,488.70 (Includes \$2,217 System Appropriation)

Receipts year to date: \$ 2,488.70

(\$260.80 Fines/ \$2.10 Copies/ \$8.80 Print)

This represents fine/copy/print revenue. This year our revenue commitment is \$3,383.

Expenditures

January: \$ 1,810.10

Expenditures year to date: \$ 1,810.10. This year our expenditure allotment is \$5,600.

Circulation

January was 2,795. This was **down by 118** or -4.1%

Year to date is same as monthly numbers

Computer Use

January was 52. This was **down by 5** or -8.8%

Year to date is same as monthly numbers

Laptop Use

January was 19. This was **up by 4**

Year to date is same as monthly numbers

Wireless Usage

January was 110. This was **down by 8** or -6.8%

Year to date is same as monthly numbers

Patron Count

January was 1,209. This was **up by 103** or 9.3%

Year to date is same as monthly numbers

Winter Programs

- **Lego Club** – Thursday, January 16th at 6:00 pm for ages 5 & up **(4 Attended)**
- **National Winnie the Pooh Day** – January 18th till January 23^d
 - Scavenger Hunt – Where's Tigger? **(22 Participated)**
 - Winnie the Pooh themed craft **(18 Participated)**
- **Take Your Child to the Library Day** – Saturday, February 1st **(18 Kids & Adults)**

- **Groundhog Day Craft** – Table craft **(6 Participated)**
- **Make Valentine’s Day Cards** – February 8th through February 13th **(29 Participated)**
- **Winter Story Hour** – Wednesday, February 19th at 10:30 am for ages 3-6 **(6 Attended)**
- **Lego Club** – Thursday, February 20th at 6:00 pm for ages 5 & up **(7 Attended)**

Spring Programs

- **March Madness of Books** – All month – Each week vote to narrow down the picture books
- **Dr. Seuss’ Birthday** – March 2nd – March 7th during regular library hours – craft table
- **Build a Leprechaun Trap** – Saturday, March 7th at 11:00 am for ages 6-12
- **St. Patrick’s Day Story Hour** – Thursday, March 12th at 6:00 pm for ages 3-6
- **Lego Club** – Thursday, March 19th at 6:00 pm for ages 5 & up
- **It’s Spring! Story Hour** – Thursday, March 26th at 6:00 pm for ages 3-6
- **Census Day** – Wednesday, April 1st
- **National Library Week** – Make a Mini Book April 20th – April 25th during regular hours
- **Peep Houses** – Graham Cracker Peep Houses – Space is limited – Registration Required
 - Thursday, April 2nd at 6:00 pm
 - Saturday, April 4th at 11:00 am
- **Easter Story Hour** – Monday, April 13th at 10:30 am for ages 3-6
- **Lego Club** – Thursday, April 16th at 6:00 pm for ages 5 & up

Book Club

- **Tuesdays at 2 pm**
 - January 28th – *A Spark of Light* by Jodi Picoult **(6 Attended)**
 - February 25th – *Where the Crawdads Sing* by Delia Owens

Other

- **Class Visits** – January 16th, February 5th and February 6th
- **ITAC Health Fair** – Saturday, March 21st we will have a table at the event
- **Financial Training** – February 20th
- **Census Training** – February 25th
- **ACT Workshop** – Saturday, March 14th



Joanne Goellner <jensenblue@gmail.com>

Contract Information for Meeting

JG <jensenblue@gmail.com>

Thu, Feb 13, 2020 at 5:48 PM

To: Bonnie Waterman <bwaterman@townofmarilla.com>, Matthew Dolegowski <mdolegowski@townofmarilla.com>

Matt and Bonnie,

Thanks for your patience as our board reviewed the contract. We would like you to share the following with the town board.

Town of Marilla Board Members,

Thank you for your generous financial support of the Marilla Free Library. We appreciate your continual commitment in assisting us in our dedication to providing access to information, supporting life-long learning, and encouraging a love of reading through resources, programs and services.

We respectfully ask for the Board to consider the following changes to the contract prior to approval:

1. Our Board President's name is misspelled. It should read: Rachelle Walker
2. The first paragraph, after ORGANIZATION that begins, "WHEREAS, the Organization is furnishing services", we would like a line to be added to the end of the section which states that the library, (organization) "provides and maintains a safe, welcoming and pleasant environment".

Thank you! Our next board meeting is February 25th at 6:30pm.

Joanne



Marilla Free Library Gift and Donor Recognition Policy

This policy is for application to the Marilla Free Library.

I. GENERAL STATEMENT OF POLICY

- A. The Marilla Free Library actively encourages and welcomes gifts and contributions which will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to New York State applicable laws as well as the Library's existing policies and guidelines.

The purpose of a formal recognition program is to thank donors, encourage others to give, and build healthy, long-term relationships between the Marilla Free Library and its donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate, and equitable.

- B. Monetary gifts as well as library and other materials in good condition may be donated to the Marilla Free Library.
- C. All gifts (designated and undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the Marilla Free Library Board of Trustees or its designee in accordance with this policy and/or the B&ECPL Collection Development Policy.
- D. The Marilla Free Library will make every effort to honor the wishes of donors. Gifts on which a donor places restrictions or special conditions will be allowed only if those restrictions or conditions are accepted by the Marilla Free Library Board of Trustees or its designee.

II. GIFTS

- A. Monetary gifts in any amount including but not limited to onetime or recurring financial donations, bequests, memorials, stock options, and legacy gifts are accepted year-round.

- B. Gifts of traditional library materials will be accepted with the understanding that the Marilla Free Library reserves the right to add items to the collection, distribute to other libraries, sell, donate, or discard them. Any items added to the collection will be evaluated and judged according to the selection standards in the B&ECPL Collection Development Policy.
- C. Personal property, real property, antiques, and all other gifts will be accepted at the discretion of the Library Director or his or her designee. The Director may enlist the feedback of the Marilla Free Library Board of Trustees depending on the item or offer.
- D. An acknowledgement letter will be sent to the donor provided contact information is given. The Marilla Free Library will not appraise or estimate the value of gifts in kind. The responsibility for such fair market value appraisal lies with the donor.
- E. The Marilla Free Library may consider individual plaques, paving stones, or equivalent acknowledgement for substantial donations at the discretion of the Marilla Free Library Board of Trustees and the owner of the building. The Marilla Free Library reserves the right to name or re-name designated facilities (with proper permissions), resources, or collections if the terms of a donation are not honored, if the term (duration) of a donation expires, or if the Marilla Free Library Board of Trustees determines that continued association does not support the mission or image of the Marilla Free Library.
- F. The Marilla Free Library shall maintain donor confidentiality when requested by the donor, subject to disclosure upon request for consent of the donor or pursuant to subpoena, court order, or where otherwise required by law.

Adopted February 22, 2017

Amended 02/25/2020