

Marilla Free Library – 04/19/17 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. Security Gate
 - b. Building Maintenance
 - c. Green Library Sign
6. New Business
 - a. New Members
 - b. New Library Standards
 - c. Trustee Survey
7. Other Business
8. Next Meeting
9. Adjournment

Marilla Free Library – 04/19/17 Board Meeting Minutes

1. **Call to order** – 6:35pm. *In attendance:* Shannon Thompson, Kristen Matthews, Jay Walkowiak, Joanne Goellner, Lorraine Martzolf. *Absent:* Marsha Wingate, Martha Mummery, James Tait, Nellie Niespodzinski. *Also present:* Julie Lathrop (town liaison).
2. **Minutes** – Previous meeting minutes approved as written. 1st motion Jay Walkowiak, 2nd 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 balances, see the Treasurer's Report on file at the library*) The library accounts have had little change since the last Treasurer's report. The Memorial Savings and Town Account both gained interest and there was a payment of \$30.02 made from the Operating account for janitorial supplies.
 - b. **Librarian's** – (*see attached Librarian Report for complete details*) Circulation and computer use are still down as are wireless usage and patron count. Laptop use was up. However, year to date, wireless and patron count is up. During March the power outages, loss of phone service and States of Emergency issued by NY State both affected library hours and utilization by patrons.

The book clubs and especially story time are doing very well. Shannon has been working on the State Report and will have the Annual Report ready for review and approval at the next board meeting. One item to note is the State Report asks about library audits and The Marilla Free Library's last audit was a self-audit done in 2012.

Shannon worked to finish the Ready to Read initiative. There was low turnout for the focus groups (which was noticed across many other libraries) and interviews were conducted. She has written a report to submit.

The Library Discard Sale will be May 6-27. The town has permitted the library to use their sign to advertise.

- c. **Friends'** – Again, there were not enough members of the Friends group present in order to vote new officers or to make a decision regarding the status of 501c3. They are considering changing their meeting time so that more of their members might be able to attend meetings. The group decided that they will be having a book sale in September. August 3rd will be their root beer float day.

The group would like more information about sponsoring the library's proposed Lego Club. (in regard to this, Shannon has begun pricing purchase options from various retailers)

A representative of the Friends group is planning on meeting with Shannon to go over paperwork in order to try and make sense of bank/tax information.

The Friends of the Marilla Free Library's next scheduled meeting date is May 2nd.

- d. **Fundraising Committee** – The FC is ready to go ahead and begin Fun Fest promotions. The group will contact previous businesses and organizations who donated to our event to see if they would like to participate again as well as solicit new sponsors. The committee will also begin to hang fliers, contact news/radio stations and promote via social media.

The FC is ready to sell coasters designed with Marilla Free Library and Buffalo imagery. A flyer was created to help advertise.

- e. **Town Report** – Nothing new to report. Julie inquired to make sure the library received the town check. (*the library did – it is ready to be deposited*) Julie also said that she (and the town) is willing to help support the library any way they can.

5. Unfinished Business

- a. **Security** – Carol/Kelly are looking at quotes regarding library security. We may need to delay some options due to cost and roll into the addition project.
- b. **Building Maintenance** – The wall/carpet was wet again after all the rain. The library was informed that the lift can no longer be repaired as parts cannot be located. They are looking into replacement or a used one and will send a quote. The library is considering reworking the front steps to include a handicapped accessible ramp and replacing the lift with the addition.
- c. **Green Library Sign** – An appointment with Ron needs to be made to have the signs made and installed.

6. New Business

- a. **New Members** – The Library is in need of help. Everyone needs to be on the lookout for community members who are supportive and who would like to be a trustee, fundraising committee member, or volunteer to help.
- b. **New Library Standards** – The NY Libraries Minimum Standards Committee sent a survey to all libraries in order to have them review and offer opinion on proposed standards revisions. The survey contained the standards with their reason for revision, the proposed revision and asked if the library would be able to meet the standard. It also asked about the long term impact on the community.
- c. **Trustee Survey** – As a group, the Board reviewed each question of the survey, came to a consensus on an answer and also noted any concerns for the comment section of the survey.

- 7. **Other Business** – Shannon reported that she submitted for furniture from the Year End Appeal money the library received. The library had \$500 to spend so she requested two folding tables and an alphabet rug. The total came to \$501.49 so the library will receive a bill for \$1.49 in the future.

The Meeting Adjourned into Executive Session at 7:55pm. Executive Session ended at 8:10pm. Motion made by Lorraine Martzolf to accept, 2nd by Jay Walkowiak. It will be publicly noted, during session, the Board received the official resignation of Linda Whalen.

8. **Next Meeting** – The next meeting will be on May 17th, 2017 at 6:30pm.
9. **Adjournment** – The meeting adjourned at 8:11pm. First motion made by Jay Walkowiak followed by Joanne Goellner. All in favor with none opposed.

Meeting minutes respectfully submitted, April 27, 2017 by Joanne Goellner, secretary.

Librarians Report

April 19, 2017

Operating Budget

Receipts

March receipts: \$ 471.70

Receipts year to date: \$ 1,243.57

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

Expenditures

March: \$ 172.18

Expenditures year to date: \$ 2,187.49. This year our expenditure allotment is \$5,069.

Circulation

March was 3,698. This was **down by 472** or – 11.3%.

Year to date is 9,940. This was **down by 1,510** or – 13.2%

Computer***

March was 119. This was **down by 38** or -24.2%

Year to date is 313. This was **down by 81** or -20.6%

Laptop Use

March was 4. This was **up by 1**.

Year to date is 7 uses. This was **down by 4**.

Wireless Usage***

March was 131. This was **down by 43** or -24.7%

Year to date is 355. This was **up by 45** or 14.5%

Patron Count***

March was 1,613. This was **down by 48** or -2.9%

Year to date is 4,404. This was **up by 143** or 3.4%

***Wind Storm 3/8 lost power at 1:40 pm, closed at 4:30 pm. 3/9 No phones. Winter Storm Warning 3/14 and 3/15 and a State of Emergency was issued.

Statistical Information comparing the Marilla Free Library to other libraries can be found at www.buffalolib.org/aboutthelibrary/statistics/index.asp

Book Club Programs

- **Book Club Tuesday**
 - March 28th at 2 pm – The Hummingbird by Stephen P. Kiernan **(5 Attended)**
 - April 25th at 2 pm – When Breath Becomes Air by Paul Kalanithi

Programs

- **Story Time Monday Mornings: February 6th – April 3rd (Total Attendance 65)**
- **Story Time Thursday Evenings: February 9th – March 30th (Total Attendance 40)**

Programs provided by Central

- **Trains** – Thursday, April 6th at 6:00 pm for ages 3 to 6 years old **(6 attended)**

Other

- **State Report** – Non-financial and Financial sections have been completed. Annual Report is being worked on for Board Approval
- **NYS Minimum Standards for Public Libraries**
- **Ready to Read**
 - Focus Groups
 - Saturday, April 8th at 11:00 am
 - Tuesday, April 11th at 6:30 pm
 - Interviews (at least 2 required)
- **Library Discard Sale** tentatively scheduled for May 6th – May 27th
- **Girl Scout Troop Visit in May**