

## Marilla Free Library – 03/16/21 Board Meeting Minutes

1. **Call to order** - 6:32pm. Live video conference via Zoom. In attendance: Rachelle Walker (President), Kathy Winde (Treasurer), Joanne Goellner (Secretary), Shannon Thompson (Director), Deborah Mamon, Judy Farmer. Also Present: Matt Dolegowski & Bonnie Waterman (Town Liaisons) and Kathleen Campbell.
2. **Minutes** - A motion was made by Deb Mamon to approve the February 16<sup>th</sup> 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 see the Treasurer's Report on file at the library*) Kathy and Shannon updated the Board regarding February's finances, transactions and account balances. Items of note: the Fundraising Account has had no activity so the balance remains the same. The donation made by the Huston family was deposited into the Memorial Checking Account. The Capital Improvement Account earned \$2.07 in interest. The Operating Account made payments to Erie County Water Authority and Dawn Pearce (for taxes). 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*) Everything was down for the month. Shannon did note that with the nicer weather that the library has noticed an increase in patrons in the past few days. The Take and Makes prepared at the library have been successful and they are planning more for Easter/spring. Library expenditures for the month included ACT dues and building insurance. Shannon mentioned the free trustee training seminar email sent to library trustees from Mary Jean Jakubowski (B&ECPL director) and asked that if anyone participates to let her know so she can document it. Shannon is working to complete the financial portion of the State Report.
  - c. **Friends'** – currently not meeting.
  - ~~d. **Fundraising Committee** (currently inactive)~~
  - e. **Town Report** – Bonnie and Matt did not have anything to report. They offered their support and asked if the Library needed anything from the town. Shannon asked if they could get her information regarding who to contact to schedule an inspection for the lift.
5. **Unfinished Business**
  - a. **Prospective Trustee** – Kathy Campbell expressed interest in becoming a trustee and shared her experience with the Board.
6. **New Business**
  - a. **Policy Review: Declared Health Emergency Plan** (on file at the library) – emailed to trustees prior to the meeting. Shannon shared that all public employers are required to have a health emergency plan. Marilla being an Association Library did not have to create one but it was recommended to do so. Shannon talked about the various library employee roles and the difference between essential vs non-essential regarding who had to do their jobs on premises and who could complete duties from home. A motion was made by Judy Farmer to adopt

the Declared Health Emergency Plan as written. A second was made by Deb Mamon. All were in favor with none opposed.

**7. Other Business**

- a. Payroll Report** – Rachelle received a new report. She will share with the Board members via email after the meeting.
  - b. Executive Session** - The Board entered into Executive Session at 6:55pm to discuss personnel matters. A motion was made by Deb Mamon to adjourn Executive Session at 7:00pm. A second was made by Joanne Goellner. All were in favor with none opposed. During Executive Session, it was decided that Kathy Campbell would be invited to join the Board as a trustee.
- 8. Next Meeting: 04/20/21 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 7:02pm with a second by Judy Farmer. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, March 18<sup>th</sup>, 2021, by Joanne Goellner, Secretary.

## Librarians Report – March 16, 2021

### **Operating Budget**

#### *Receipts*

February Receipts: \$3,355.55 (\$31.50 Fines / \$4.20 Copies / \$21.85 Print) (\$3,298 System Appropriation)

*Receipts year to date:* \$ 3,409.90

This represents fine/copy/print revenue. This year our revenue commitment is \$2,302.

#### *Expenditures*

February: \$1762.51

*Expenditures year to date:* \$2,020.01

This year our expenditure allotment is \$5,600.

### **Circulation**

February was 2,373. This was **down by 550** or -18.8%

Year to date is 4,275. This is **down by 1,443** or -25.2%

### **Computer Use**

February was 41. This was **down by 19** or -31.7%

Year to date is 108. This is **down by 4** or -3.6%

### **Laptop Use**

February was 5. This was **down by 10**

Year to date is 26. This is **down by 8**

### **Wireless Usage**

February was 89. This was **down by 33** or -27%

Year to date is 185. This is **down by 47** or -20.3%

### **Patron Count**

February was 697. This was **down by 569** or -44.9%

Year to date is 1,289. This is **down by 1,186** or -47.9%

### **Programs**

- **In-Library Take and Makes**
  - Spring Keychain
  - Easter Theme

### **Other**

- State Report – Non-financials are complete. Working to complete the financials