

## Marilla Free Library – 04/20/21 Board Meeting Minutes

1. **Call to order** - 6:31pm. Live video conference via Zoom. In attendance: Rachelle Walker (President), Kathy Winde (Treasurer), Joanne Goellner (Secretary), Shannon Thompson (Director), Deborah Mamon, Judy Farmer and Kathleen Campbell. Also Present: Matt Dolegowski (Town Liaison).
2. **Minutes** - A motion was made by Kathy Winde to approve the March 16<sup>th</sup> meeting minutes as written. Second motion made by Deb Mamon. 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 March's finances, transactions and account balances. Items of note: Memorial Savings earned .26 interest, Capital Improvement earned \$2.29 interest, Fundraising Account, Checking Account no change/activity. The Operating Account had a deposit of \$245.42 in revenue. 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*) Circulation, Laptop Use, Wireless Usage and Patron Count were up for the month. The Spring Keychain and Easter themed Take and Makes both had good participation. The Take and Make bags include a craft, coloring sheet, activity sheet and a list of books pertaining to the topic. Shannon is planning a Mother's Day craft. The Library received a generous donation from George Gertz and Sharon Kelly. It will be deposited into the Fundraising Account. The State Report is complete and will be shared at the May meeting. Shannon is making decisions regarding summer programming for the library.
  - c. **Friends'** – the Friends have not met but are currently planning their next meeting.
  - d. ~~**Fundraising Committee (currently inactive)**~~
  - e. **Town Report** – Matt volunteered to do a read-a-loud for the summer. He also inquired about the Lift's annual inspection and volunteered information about another company to contact.
5. **Unfinished Business** – no unfinished business.
6. **New Business** –
  - a. **Building Maintenance** – Shannon mentioned that Brian, the Library Caretaker would like to work on the shutters and bike rack. She wants to purchase supplies from Home Depot for that project and shelves for the basement closet. A motion was made by Judy Farmer for preapproval of a budget of \$250 for shelves, paint, Rustoleum, brushes and a roller. A second motion was made by Joanne Goellner. All were in favor with none opposed.
  - b. **Donations** – Deb asked if donations of items could be made to the library, for example for someone to donate paint and supplies. Shannon mentioned that she was not sure the procedure for non-library items as no one had ever made a donation like that. The Donation Policy will be looked at to see what kind of items it includes.

- c. **Roof-** Rachelle inquired about the library's roof. It will probably need replacement soon. Shannon could not remember the exact date when it was last replaced but suggested maybe 2007. Research would be made to determine when.
  - d. **Banking-** Kathy Winde mentioned that Bank of America closed several branches and it was making banking less convenient. Shannon said she would inquire at Citizens for information and Deb shared that Bank of Holland might also be worth looking into. You can also use M&T for transactions with that Bank.
  - e. **Electrician-** One of the new LED fixtures that was installed under the energy initiative is not working correctly. Shannon had the electrician come out to look at it and asked for a quote for other issues including the flood light at the book drop which doesn't turn off and to add an outlet to the small room where the mold mitigation took place so the humidifier could be plugged in back there. She has not received a quote or a bill yet.
7. **Other Business**
- a. **Payroll Report** – no new report.
  - b. **Town Contract-** Shannon reported that the library received the contract with a generous donation from the Town. There was a small error in the wording of numbers. Rachelle will pick up the document and deliver to the Town Hall where she can address the error and sign.
  - c. **Patron Incident-** Shannon shared about an incident that occurred in the library regarding a patron and face masks. The B&ECPL COO was contacted, ADA accommodations, library/county policies were discussed as well as what to do if a similar situation occurs again. It should be noted that during the pandemic, reasonable accommodations for anyone who does not wish to wear a face mask are curbside pick-up or wearing a face shield while in the library.
8. **Next Meeting: 05/18/21 at 6:30 pm (virtual unless the order is rescinded)**
9. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Deb Mamon at 7:36pm with a second by Judy Farmer. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, May 7<sup>th</sup> 2021, by Joanne Goellner, Secretary.

## Librarians Report – April 20, 2021

### **Operating Budget**

#### *Receipts*

March Receipts: \$80.20 (\$55.75 Fines / \$10.75 Copies / \$13.70 Print)

Receipts year to date: \$ 3,490.10 (includes \$3,298 System Appropriation)

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

#### *Expenditures*

March: \$189.84

Expenditures year to date: \$2,209.85

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

### **Circulation**

March was 2,587. This was **up by 364** or 16.4%

Year to date is 6,862. This is **down by 1,079** or -13.6%

### **Computer Use**

March was 40. This was **down by 4** or -9.1%

Year to date is 148. This is **down by 8** or -5.1%

### **Laptop Use**

March was 11. This was **up by 2**

Year to date is 37. This is **down by 6**

### **Wireless Usage**

March was 109. This was **up by 21** or 23.9%

Year to date is 294. This is **down by 26** or -8.1%

### **Patron Count**

March was 1,066. This was **up by 344** or 47.6%

Year to date is 2,355. This is **down by 842** or -26.3%

### **Programs**

- **In-Library Take and Makes**
  - Spring Keychain (**12 participated**)
  - Easter Theme (**25 participated**)
  - Love Your Library Theme
  - Earth Day Theme

### **Donations**

- George Getz and Sharon Kelly

### **Other**

State Report – Non-financials and financials are complete. Report and Annual Report will be ready for approval at the May Meeting