

Marilla Free Library – 05/18/21 Board Meeting Minutes

1. **Call to order** - 6:36pm. Live video conference via Zoom. In attendance: Rachelle Walker (President), Kathy Winde (Treasurer), Joanne Goellner (Secretary), Shannon Thompson (Director), Judy Farmer. Also Present: Bonnie Waterman (Town Liaison). Absent: Deborah Mamon, Kathleen Campbell.
2. **Minutes** - A motion was made by Judy Farmer to approve the April 20th 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 April's finances, transactions and account balances. Items of note: Memorial Savings earned .26 in interest, Capital Improvement earned \$2.22 in interest, Fundraising Account had a \$1000 deposit from the generous donation received from Kelly/Gertz, Checking Account no change/activity. The Operating Account had a deposit of \$276.50 in revenue and had a \$139.08 return to system. 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, Computer Use, Laptop Use, Wireless Usage and Patron Count were all up for the month and year to date. (April 2020 the library was closed) The Take and Makes have all had good participation. Shannon is considering a Memorial Day craft. Mask guidance will continue at the library. The Lancaster Elks donated cloth masks and sanitizer to the library.
 - c. **Friends'** – Meeting May 25th, one topic of discussion: membership options.
 - ~~d. **Fundraising Committee** – (currently inactive)~~
 - e. **Town Report** – Bonnie reported that the town would be having their Memorial Day Service with parade at 1pm on May 30th. Any town is welcome to participate in the parade. There would be no carnival this year but the town is looking into fireworks for the 4th of July.
5. **Unfinished Business**
 - a. **State and Annual Reports** – (*Reports on file at library, copy of Resolution below*) Shannon presented the library's 2020 State and Annual Reports. (emailed for review prior to the meeting) Details to note: the reports included COVID information and statistics including in person versus online programming. The Board voted to approve the resolution which states:

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Library attest that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

RESOLVED, that the “Annual Report” was reviewed and accepted by the Board of Trustees.

(3 ayes/0 noes)

- b. Town Contract** – Rachelle was unable to take the contract to the Town Hall but will take care of it prior to the next meeting.
- 6. New Business**
 - a. New Trustee Oath of Office** – Kathy Campbell was unable to attend the meeting.
- 7. Other Business**
 - a. Payroll Report** – Rachelle will email the new one she received.
 - b. HDE estimate** – HDE came to the library and repaired the light above the stairs. No bill has been sent to the library for this service as of the meeting time but Shannon asked them about repairing the motion light and adding a 120v/20amp outlet to the basement closet so a humidifier could be utilized in that area. HDE gave an estimate of \$500 for both jobs including labor. A motion was made by Kathy Winde to approve the estimate of \$500 and work to be completed by HDE. A second was made by Joanne Goellner. All were in favor with none opposed.
 - c. System Improvements Initiative** – Shannon shared that she was going to apply for a grant that was for non-construction library improvements. She would like to replace the computer tables in the children’s area with new children’s desks that could be easily moved for children’s programming.
 - d. Additional Items of Note:** there will be an ACT meeting at the beginning of May and the quarantine of library materials has ended. All items returned will be reshelfed after check-in.
- 8. Next Meeting: 06/15/21 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 7:10pm with a second by Joanne Goellner. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, June 7th 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

RESOLUTION adopted by the Board of Trustees of the
Marilla Free Library at a
regular (or special) meeting of said Board of Trustees held at
via Zoom meeting on the 18th
day of May 2021 at 6:30 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees
of the Marilla Free Library, held
at Zoom on the 18th day of
May 2021, a resolution was adopted of
which the following is a true copy:

RESOLVED, that the Library operated under its plan of service in
accordance with the provisions of Education law and the Regulations of
the Commissioner, and be it further

RESOLVED, that the Library attests that the financial information
provided to the Buffalo & Erie County Public Library and New York State
as part of any and all reporting is true and complete, and be it further

RESOLVED, that the "Annual Report" was reviewed and accepted by the
Board of Trustees.

Clerk Joane G. Belle

Ayes 3

Noes 0