

## Marilla Free Library – 01/21/20 Board Meeting Minutes

1. **Call to order** - 6:30pm. In attendance: Shannon Thompson, Rachele Walker, Judy Farmer, Kathy Winde and Joanne Goellner. Absent: Marsha Wingate (Excused) Also present: Bonnie Waterman & Matthew Dolegowski (*Town Liaisons*).
2. **Minutes** - A motion was made by Judy Farmer to approve December'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 and Shannon updated the Board regarding December's finances, transactions and account. 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, Wireless usage and Patron Count were up for the month.
    2. 51 cards were made in the Library's make a card open table craft.
    3. The Library will have a scavenger hunt activity (Jan 18-23) and Winnie the Pooh themed crafts in celebration of National Winnie the Pooh Day.
    4. A Valentine card table craft will be available Feb 8-13.
    5. The Library will host a special story hour Feb 19, 10:30am for 3-6 year olds.
    6. Take Your Child to the Library Day is Feb 1. Shannon is working on having the March Madness book titles ready so patrons can start reading for the voting activity in March.
    7. On December 12<sup>th</sup>, students from Marilla Primary visited the library.
    8. Shannon reminded the trustees about the survey from Central. She is working on the State Report.
  - c. **Friends'** – The Friends will be holding a paperback book sale April 18<sup>th</sup> at the Community Center. The library will collect paperback books if anyone wants to donate. Shannon will inquire to see if they would like baked good donations.
  - d. **Fundraising Committee** – the FC is awaiting a carnival date in order to begin planning Funfest. In the meantime, Shannon asked the Board's opinion about the idea of ordering and selling library totes with the new no plastic bag law that will be coming into effect. The Board liked the idea. Shannon is going to research and report back.
  - e. **Town Report** – Matt Dolegowski is now joining Bonnie Waterman as our Town Liaison. Bonnie and Matt shared with the board that according to the Supervisor, we should submit our lift repair receipts to the town for reimbursement. They said that Dawn Pearce or Sharon Foersch would know how to help. Bonnie also reported that the Library needs to schedule the inspections for the lift. Shannon asked if Bonnie could get the name/contact information of the third party that the Town uses.
5. **Unfinished Business**
  - a. **Building Maintenance** – HDE will be at the library 01/24/2020 to install the new LED light fixtures and bulbs. Will HDE is at the library Shannon would like to inquire about the ability and cost to add an outlet in the basement closet area so that there is a place to plug in the humidifier.
  - b. **Wall Repair** – Shannon is researching the best option in order to repair the basement wall that was cleared of mold. She will call a contractor and see whether we need to hire someone or if we can handle in house with the caretaker.

- c. **Shelving** – instead of Closet Maid type shelving, Shannon shared with the Board that she was pricing out plastic shelving for the closet. The plastic shelves would be more cost effective and when the addition is completed, they could be repurposed.
- 6. **New Business**
  - a. **Policies**
    - 1. **FOIL (Freedom of Information Law)** – reviewed, no changes. A motion to accept the reviewed policy as written on 01/21/2020, was made by Joanne Goellner. A second was made by Judy Farmer. All in favor/none opposed.
    - 2. **Rules of Conduct** – amended policy was reviewed. A motion was made by Kathy Winde to approve the amended policy on 01/21/2020. A second was made by Joanne Goellner. All in favor/none opposed.
    - 3. **Conflict of Interest Policy** – the Board reviewed the changes in dialog and additions to the contract. A motion was made to accept the amended policy as written on 01/21/2020. First by Judy Farmer, Second by Kathy Winde. All in favor/none opposed. Each present member signed and turned in their individual conflict of interest oath. Marsha Wingate will need to sign when she returns.
    - 4. **Procurement Policy** – reviewed the amended section about purchasing. A motion to accept the amended policy was made by Joanne Goellner with a second by Kathy Wingate. All in favor/none opposed.
  - b. **Binder/Agreement with System** – Shannon shared that the “Personnel Policies & Procedures Manual” needs to be reviewed. It will be added to the February agenda.
- 7. **Other Business**
  - a. **Payroll Report** – Shannon shared the payroll report. She pointed out a change in numbers as a result of retroactive pay regarding a union contract change. She also pointed out we were under budget so far for the year.
  - b. **Local (Private) Funds** –
    - 1. In accordance to the State Minimum Standards, Shannon is drafting a budget of our local (previously known as private) funds.
    - 2. The Library’s bank account previously known as the “Town Account” has been renamed to “Capital Improvement Account” to reflect the various types of funds which include monies from local donors, organizations and fundraising endeavors that will be used for any repairs, improvements and ultimately for the addition to the library.
  - c. **ACT Recap** – Kathy shared information she learned about meeting the new state law regarding trustee hours from the ACT meeting held on January 11<sup>th</sup>.
- 8. **Next Meeting: 02/25/20 at 6:30 pm** – meeting changed from 2/18 to 2/25 to better accommodate all trustees.
- 9. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Judy Farmer at 8:12pm with a second by Kathy Winde. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, January 24, 2020 by Joanne Goellner, Secretary.

## Librarians Report – January 21, 2019

### **Operating Budget**

#### *Receipts*

December Receipts: \$ 257.10

**Receipts** year to date: \$ 4,846.35

This represents fine/copy/print revenue. This year our revenue commitment is \$4,462.

#### *Expenditures*

December: \$ 680.16

**Expenditures** year to date: \$ 4,031.76. This year our expenditure allotment is \$5,200.

### **Circulation**

December was 2,644. This was **down by 164** or -5.8%

Year to date is 37,670. This is **up by 15** or 0%

### **Computer Use**

December was 58. This was **down by 19** or -24.7%

Year to date is 845. This is **down by 262** or -23.7%

### **Laptop Use**

December was 15. This was **up by 1**

Year to date is 175. This is **up by 66**

### **Wireless Usage**

December was 129. This was **up by 9** or 7.5%

Year to date is 1,688. This is **up by 276** or 19.5%

### **Patron Count**

December was 1,294. This was **up by 72** or 5.9%

Year to date is 16,762. This is **down by 447** or -2.6%

\*\*\*We were closed three days due to the holidays and there were two days with poor weather conditions.

### **Winter Programs**

- **Holiday Cards** – Make a Holiday Card starting December 2<sup>nd</sup> **(51 Cards Made)**
- **Make a Graham Cracker House**
  - Thursday, December 5<sup>th</sup> at 6:00 pm **(17 kids & 15 adults)**
  - Saturday, December 7<sup>th</sup> – Three Sessions 10:30 am, 11:30 am, 12:30 pm **(46 kids & 23 adults)**
- **Ornaments** – started Dec 14<sup>th</sup> till Dec 23<sup>rd</sup> **(20 Participated)**
- **Letters to Santa** – Dec 12<sup>th</sup> – 19<sup>th</sup> **(8 Participated)**
- **Lego Club** – Thursday, December 19<sup>th</sup> at 6:00 pm for ages 5 & up **(4 Attended)**
- **Make and Take Winter Craft** – January 6<sup>th</sup> – 11<sup>th</sup> during regular hours **(18 Participated)**
- **Lego Club** – Thursday, January 16<sup>th</sup> at 6:00 pm for ages 5 & up
- **National Winnie the Pooh Day** – January 18<sup>th</sup> till January 23<sup>rd</sup> we will have a scavenger hunt and Winnie the

Pooh themed craft during regular library hours.

- **Take Your Child to the Library Day** – Saturday, February 1<sup>st</sup>
- **Make Valentine's Day Cards** – February 8<sup>th</sup> through February 13<sup>th</sup> during library hours
- **Lego Club** – Thursday, February 20<sup>th</sup> at 6:00 pm for ages 5 & up

**Book Club**

- **Tuesdays at 2 pm**
  - January 28<sup>th</sup> – *A Spark of Light* by Jodi Picoult

**Other**

- **Lights** – Installation date 1/24/20
- **Class Visit** – December 12<sup>th</sup>

