

Marilla Free Library – 10/15/19 Board Meeting Minutes

- 1. Call to order**
- 2. Minutes**
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 - b. Librarian's**
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 - a. Election of Board Officers**
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- 9. Adjournment**

Marilla Free Library – 10/15/19 Board Meeting Minutes

1. **Call to order** - 6:29pm. In attendance: Shannon Thompson, Rachelle Walker, Judy Farmer, Kathy Winde and Joanne Goellner. Absent: Marsha Wingate. Also present: Bonnie Waterman (*Town Liaison*), Sharon Kelly (*trustee with the Buffalo & Erie County Public Library System Board*).
2. **Minutes** - A motion was made by Judy Farmer to approve September's meeting minutes as written. Second motion made 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 all transactions and balances see the Treasurer's Report on file at the library*) Shannon updated the Board regarding September's finances, transactions and account balances for the Fundraising, Operating, Town Account and CD. Due to Marsha's absence, the remainder of September's finances will be discussed in November in addition to October's Treasury Report. 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 attached Librarian's Report*)
 - i. Circulation, Wireless use and Patron Count were all up. Circulation, Wireless and Laptop use are all up for the year.
 - ii. During the summer Passport Reading program, 163 people visited the Marilla Free Library for a stamp.
 - iii. The library received the new copy machine. A request to have the old one moved has been made.
 - iv. Shannon updated the board regarding fall programs. The Haunted Mansion graham cracker house program still has a few openings. During the month, there will also be Toy Story themed crafts available during library hours.
 - v. Shannon is planning to create a sheet of events to be distributed at the primary school to help promote attendance.
 - c. **Friends'** - The book sale will be Friday October 18th and Saturday October 19th at the Marilla Community Center. The Friends are still looking for baked good donations for both days. The group also has a new display in the library with information about the group and how to join.
 - d. **Fundraising Committee**
 - i. **Kodiak Jacks Dining Out Recap** – The Library earned \$225 from the dining out fundraiser. Kodiak Jacks provided a gift card for the raffle winner. The committee also received a \$40 donation from a family who could not participate in the event but wanted to support the Library. The Board decided that this was a successful event and positive in that it supported a local business.
 - e. **Town Report** – Bonnie shared that she was aware that we knew, but reiterated she was sad to report that the town lift is not compatible with the library's lift. She also mentioned that the town is planning the annual Christmas in Marilla. It is

scheduled for December 14th from 4-7pm. She invited the Library, Board and Friends to participate.

5. Unfinished Business

- a. **Library Lift** – Shannon updated the Board regarding actions taken regarding the lift since September’s Board meeting. Elevator Maintenance of Buffalo was called for a second opinion. They serviced the lift from (1997-2004). They reported:
 - i. The lift appeared to be in good condition.
 - ii. The schematics were missing.
 - iii. The starter relay was pulled out and left open.
 - iv. Joe (who came out) said that he has been able to find motors that work with the library’s lift; however, he was unable to give any kind of formal estimate without the schematics. The schematics are part of the machine and are supposed to be left attached. He also stated that without inspecting both the town and library lifts, it was obvious that they would not be compatible based on their individual model numbers.

Shannon called Kolt to ask about the lift schematics and they were returned. Elevator Maintenance of Buffalo is scheduled to return to the Library 10/16 or 10/17 and reevaluate and create a quote. Joe said that a replacement motor will cost around \$1700 plus the cost of labor. Kolt had mentioned that a new library lift will cost around \$35,900. The Board will hold a special meeting once an estimate is received to decide how to proceed. Since the town financed and installed the lift, the library will also send a letter to the town board to update them on the status of the lift. Bonnie mentioned that if the lift was repairable, that the Board should send a copy of the estimate to the town. She felt that the cost wasn’t much and would probably pass.

The Board also discussed possibly applying for the New York State Construction Grant offered for libraries in the next year depending on the outcome of the lift repair.

- b. **Building Maintenance** – Young Waterproofing came out to the Library to investigate the basement water issue. They reported that the concrete blocks along the base behind the wall had hollows that hold moisture and slowly release it. They advised that there was some mold but it was not a serious issue, especially since it had not been disturbed. They stated they would take the walls down four feet, fog the area, and use Bioclean Moldicide. They assured Shannon that it was not harmful to people or the environment. As part of their service, they would treat the walls, floor and ceiling. They would retreat the area and then remove debris. They did not notice any obvious causes but did say that overflowing downspouts could be an issue. They pointed out the crack where the stairs meets the building and suggested the Library repair it with GE Silicone Caulk. They also noticed a brick that needed repointing and recommended that the rest of the building’s bricks get checked.

Youngs gave Shannon an estimate of \$1700 with a recommendation that the library purchase a 65/70 liter dehumidifier for the basement closet area set to 35% humidity.

Once Youngs completes their work, the Library will have to hire a general contractor to rebuild the walls, drywall, etc.

Judy made a motion to approve hiring Youngs Waterproofing with their estimate of \$1700 to repair the basement water damage with a second from Kathy Winde. All were in favor with none opposed. The approval was made without a second estimate based on the fact that Shannon had contacted three other companies for an estimate and no one would give a quote or do the work.

- Corey Szczesny Home Improvements was supposed to come June 24 or 26 but never showed or called.
- A&W General Contractors came out to look at the wall on July 13th but was not interested in the job.
- PuroClean came out September 18 and never sent the quote they said they would send by September 19.
- Young Waterproofing Co. came out on September 19 and mailed the quote to the library.

Shannon will contact Youngs to get on their schedule.

6. New Business

- Election of Board Officers** - The position of President, Vice President, and Secretary ran unopposed. Secretary Joanne Goellner cast one ballot for Rachelle Walker as President, Judy Farmer as Vice-President, and Joanne Goellner as Secretary. The position of Treasurer has been tabled until the next meeting.
- Oath of Office** – There were no new trustees or members so an oath of office was not necessary.
- Policies** – Shannon shared a draft for a new policy for the library regarding disposal of obsolete or surplus property. She will revise and share the policy at a future meeting.

7. Other Business -

- Payroll Report** – Shannon shared with the board a copy of the current payroll report. It was passed around to all members in attendance for viewing.
- Library Day with the Sabres at KeyBank Center** - Rachelle shared with the Board information she received through email about discount Sabres tickets from Central for a game on Tuesday, December 10. \$5 from each sale would be donated back to the library and Library card holders will also receive a 25% discount at the New Era Sabres store that night.
- Library Card Design** – the library is looking for new designs for their library cards. It was suggested that the information about this contest be shared with the Iroquois Central School art teachers.
- ACT Reminder** – Rachelle also reminded the Board about the next ACT Meeting to be held Saturday 10/19 at the North Collins Library.

8. Next Meeting: 11/19/19 6:30pm

- 9. Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Joanne Goellner at 7:35pm with a second by Judy Farmer. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, October 24, 2019 by Joanne Goellner, Secretary.

Librarians Report – October 15, 2019

Operating Budget

Receipts

September Receipts: \$ 250.55

Receipts year to date: \$ 4,065.96

This represents fine/copy/print revenue. This year our revenue commitment is \$3,526.

Expenditures

September: \$ 49.26

Expenditures year to date: \$ 3,264.05. This year our expenditure allotment is \$4,900.

Circulation

September was 2,687. This was **up by 114** or 4.4%

Year to date is 29,255. This is **up by 255** or 0.9%

Computer Use

September was 71. This was **down by 23** or -24.5%

Year to date is 659. This is **down by 180** or -21.5%

Laptop Use

September was 12. This was **down by 6**

Year to date is 128. This is **up by 67**

Wireless Usage

September was 131. This was **up by 18** or 15.9%

Year to date is 1,291. This is **up by 223** or 20.9%

Patron Count

September was 1,313. This was **up by 61** or 4.9%

Year to date is 12,930. This is **down by 520** or -3.9%

Passport Visits – 163

Fall Programs

- **Make a Grandparents Day Card** – August 31st – September 7th (**22 Participated**)
- **Celebrate Library Card Sign Up Month** – Starting Oct. 7th each week we will have Toy Story themed crafts
- **Haunted Mansion Graham Cracker Houses** – Saturday, October 19th at 11:00 am
- **Haunted Mansion Graham Cracker Houses** – Tuesday, October 22nd at 6:00 pm
- **Halloween Story Hour** – Tuesday, October 29th at 6:00 pm for ages 3 to 7.
- **Superhero Program** – November TBD
- **Holiday Themed Crafts/Activities in November and December**

Donations

- **Huston Family** - \$100.00

Other

- **New Copy Machine** – Received on October 3
- **Book Sale** – Reminder about Bake Goods
- **ACT Meeting Reminder** – Saturday, October 19th at North Collins Library