

Marilla Free Library – 11/19/19 Board Meeting Minutes

1. **Call to order** - 6:30pm. In attendance: Shannon Thompson, Rachelle Walker, Judy Farmer, Kathy Winde and Joanne Goellner. Absent: Marsha Wingate, Bonnie Waterman (*Town Liaison*).
2. **Minutes** –
 - a. A motion was made by Judy Farmer to approve October's meeting minutes (10/15/19) as written. Second motion made by Joanne Goellner. All in favor with none opposed.
 - b. A motion was made by Judy Farmer to approve October's special meeting minutes (11/05/19) as written. Second motion made by Joanne Goellner. All in favor with none opposed.
3. **Public Expression** - none
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 the remainder of September's and October's finances, transactions and account balances. 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*)
 1. Circulation and Wireless use were up. Circulation, Wireless and Laptop use are all up for the year.
 2. Haunted Graham Cracker House programs were successful while Halloween story time had to be cancelled due to low registration (bad date/time for age group).
 3. Registration has started for Christmas Graham Cracker houses. Shannon is also considering a letter to Santa/ornament making program.
 4. Shannon ordered a sidewalk/sandwich style sign to help promote library programs with funds from Central.
 5. Shannon made the Board aware that the library's Disability Insurance/Paid Family Leave will no longer be covered by the current insurer. Central pays the bill and is sorting out new coverage.
 - c. **Friends'** – the Friends will participate in Christmas in Marilla. They will also sponsor the library's Graham Cracker House programs. The friends asked for an update on how things at the library were going. The Board discussed asking the Friends if they would like to send a liaison to the library meetings again as the Library Board members have been unable to attend Friends meetings.
 - d. **Fundraising Committee** – a thank you card was sent to Kodiak Jacks for the dining out event they hosted for the library. Shannon also mentioned that the committee was interested in finding out whether the Marilla Fire Company/Ladies Auxiliary had carnival dates for next year so planning for the Marilla Free Library Family Fun event could get underway. Judy Farmer stated that she may be able to find out and would let Shannon know if she did.
 - e. **Town Report** – Bonnie was unable to attend the Library meeting.
5. **Unfinished Business**

a. Library Lift

1. **Presentation** – Rachelle presented and asked for input regarding a power point presentation she created to share with the Town of Marilla board at a planning session on Tuesday December 10th at 7pm.

b. Building Maintenance

1. **LED Light** – Fixtures/bulbs were ordered for the library. When everything is received, a date to install will be scheduled with contractors. Ken Stone at Central verified accounts and information was sent for the purchase order. Four companies were called for quotes.
2. **Snow Rake** – Shannon did not purchase the “Needed Items” mentioned in agenda item 3. C. of the Special Meeting Minutes from 11/05/19. She wanted to ask the Board if she could also buy a snow rake as recommended by the Marilla Highway department to remove snow/debris from the gutter guards. All were in favor.
3. **Alarm System Issues** – the Board was made aware that the library alarm was triggered twice since the last meeting with police dispatch. The situation will be monitored to see if any adjustments need to be made to the alarms.

- c. **Treasurer Position** – Kathy Winde accepted nomination to the role of Treasurer.

6. New Business

- a. **ACT Meeting recap** – Rachelle Walker shared with the Board, information she learned at the 10/19 ACT Meeting that took place at the North Collins Library.

Topics included:

1. The role that the Central system provides vs directors vs a library board. Rachelle thought it should be noted in the minutes that the trustees could do a little more to thank/show appreciation for the Marilla Free Library staff and director.
2. ADA Coordinator requests – the library has 7 days to comply with a request, it doesn't have to be exactly what is asked as long as it meets the request needs. However, if the request is reasonable, it is ok to fulfill as specified. As a Board, a decision needs to be made who would respond to an appeal in terms of an ADA compliance dispute. ADA payment for compliance comes from Operating Account.

7. Other Business

- a. **Payroll Report** – Shannon passed around the payroll report for pay periods 19 + 20 to be viewed by the Board.

b. Payments

1. A motion was made by Judy Farmer to approve transfer of funds from the Town Account to the Operating Account to pay the \$1700 bill from Young Waterproofing Co. A second was made by Kathy Winde. All were in favor, none opposed.
2. A motion was made by Joanne Goellner to approve reimbursement of receipts submitted by Karen Thompson (library caretaker/cleaner) in the amount of \$38.29 for Pledge and landscaping supplies. A second was made by Judy Farmer. Funds will come from the Operating Account. All were in favor.

3. A motion was made by Kathy Winde to approve the reimbursement of mileage from April – November 13 to Shannon Thompson for \$195.56. A second was made by Joanne Goellner. All were in favor.
8. **Next Meeting: 12/10/19 6:30pm** (prior to the Town Work Session Meeting)
9. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Judy Farmer at X:XXpm with a second by Kathy Winde. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, December 5, 2019 by Joanne Goellner,
Secretary.

Librarians Report – November 19, 2019

Operating Budget

Receipts

October Receipts: \$ 231.59

Receipts year to date: \$ 4,297.55

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

Expenditures

October: \$ 0

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

Circulation

October was 3,086. This was **up by 33** or 1.1%

Year to date is 32,341. This is **up by 288** or 0.9%

Computer Use

October was 61. This was **down by 47** or -43.5%

Year to date is 720. This is **down by 227** or -24%

Laptop Use

October was 14. This was **down by 4**

Year to date is 142. This is **up by 63**

Wireless Usage

October was 145. This was **up by 28** or 23.9%

Year to date is 1,436. This is **up by 251** or 21.2%

Patron Count

October was 1,369. This was **down by 69** or -4.8%

Year to date is 14,299. This is **down by 589** or -4%

Fall & Winter Programs

- **Make a Grandparents Day Card** – August 31st – September 7th **(22 Participated)**
- **Celebrate Library Card Sign Up Month** – Starting Oct. 7th Toy Story themed crafts **(59 Total)**
- **Lego Club** – Thursday, October 17th at 6:00 pm ages 5 & up. **(9 Attended)**
- **Haunted Mansion Graham Cracker Houses** – Saturday, October 19th at 11:00 am **(23 Adults & Kids)**
- **Haunted Mansion Graham Cracker Houses** – Tuesday, October 22nd at 6:00 pm **(14 Adults and Kids)**

- **Halloween Story Hour** – Cancelled low registration – Tuesday bad day for age group
- **Football Pennants** – November 9th through November 16th during library hours
- **Thanksgiving Craft** – Wednesday, November 20th through Wednesday, November 27th during library hours
- **Lego Club** – Thursday, November 21st at 6:00 pm for ages 5 & up
- **Holiday Cards** – Make a Holiday Card starting December 2nd
- **Make a Graham Cracker House – Registration Required. Space Limited**
 - Thursday, December 5th at 6:00 pm
 - Saturday, December 7th – Three Sessions either 10:30 am or 11:30 am or 12:30 pm
- **Ornaments and Letters to Santa**
- **Lego Club**

Book Club

- **Tuesdays at 2 pm**
 - Oct. 22nd *The 100-Year Old Man Who Climbed Out The Window* by Jonas Jonasson
(3 Attended)
 - December 3rd – *A Spark of Light* by Jodi Picoult

Other

- **Ordered a Sidewalk Sign** – used Year End Appeal Funds available from Central
- **Disability Insurance/Paid Family Leave Coverage**
- **Personnel Policies and Procedure Manual**