

Marilla Free Library – 11/17/20 Board Meeting Minutes

1. **Call to order** - 6:35pm. Live video conference via Zoom. In attendance: Rachelle Walker (President), Judy Farmer (Vice President), Kathy Winde (Treasurer), Joanne Goellner (Secretary). Also Present: Cathryn Urquhart. Absent: Deborah Mamon. Excused: Shannon Thompson.
2. **Minutes** - A motion was made by Judy Farmer to approve the October 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 updated the Board regarding October's finances, transactions and account balances. Item of note: the \$60 check sent for the March 2020 ACT workshop was voided. 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** - Shannon Thompson not present
 - c. **Friends'** - no meeting
 - d. ~~**Fundraising Committee (currently inactive)**~~
 - e. **Town Report** – no town liaisons present
5. **Unfinished Business** - no unfinished business
6. **New Business**
 - a. **Maintenance Position** – Cathy reported that the library hired Brian Putney to fill the maintenance position opened after Mr. Thompson's retirement.
 - b. **Yellow/Orange Library Response** – The Board reviewed plans sent via email from Shannon Thompson (*on file at library*). Cathy shared her thoughts regarding patrons travelling from areas with higher COVID rates to the Marilla library, patron count, daylight/library hours and curbside pickup. She suggested a change in hours and back door pickup if Marilla is moved to Yellow or Orange Cluster Zones as outlined by NY State. A motion was made by Judy Farmer to approve the COVID-19 MICRO-CLUSTER WALK UP AND CURBSIDE SERVICE PLAN and the COVID-19 MICRO-CLUSTER PLAN as written. A second by given by Kathy Winde All were in favor with none opposed.
 - c. **Reimbursements** – A motion was made by Joanne Goellner to approve the receipts submitted by Shannon Thompson for reimbursement of purchases made for virtual summer programming and Take and Make crafts. Receipts totaled \$135.55 to be paid from Memorial Checking. A second was made by Kathy Winde. All in favor, with none opposed.
7. **Other Business**
 - a. **Payroll Report** – sent prior to the meeting for review through email by Rachelle Walker to Board members.
8. **Next Meeting: 12/15/20 at 6:30 pm (if necessary) otherwise 01/19/20**
9. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Kathy Winde at 6:55pm with a second by Joanne Goellner. All were in favor with none opposed. Meeting Minutes Respectfully Submitted, November 20th, 2020, by Joanne Goellner, Secretary.