

Marilla Free Library – 05/19/20 Board Meeting Minutes

1. **Call to order** - 6:36pm. Live video conference via Zoom. In attendance: Shannon Thompson (*Director*), Rachelle Walker (*President*), Judy Farmer (*Vice President*), Kathy Winde (*Treasurer*), and Joanne Goellner (*Secretary*). Absent: Marsha Wingate. Also present Matthew Dolegowski (*Town Liaison*)
2. **Minutes** - A motion was made by Judy Farmer to approve April 15th, Special 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 & Shannon updated the Board regarding February through April's finances, transactions and accounts. 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*) Due to the COVID19 pandemic and library being closed, Circulation, Computer Use, Laptop Use, Wireless Usage and Patron Count are all down. Before closure, March Madness and Dr. Seuss activities were well attended. All other programs had to be cancelled. Shannon reported that summer programs including summer reading will have to be reevaluated or reimagined. Many items are in a state of limbo due to when libraries are able to open and what guidelines/safety measures will have to be followed once they are permitted to reopen. (whether that be partial or 100%) For example, some programs or story hours may be able to take place virtually.
 - c. **Friends'** – due to the pandemic the paperback book sale is looking like it will be cancelled. Shannon said she would check with the Friends for official confirmation.
 - d. **Fundraising Committee** – the committee is not currently active.
 - e. **Town Report** – Matthew reported that the Town of Marilla is now open as part of NY State's Phase One plan. Residents may now visit the town hall during regular hours.
5. **Unfinished Business**
 - a. **Town Contract** – The 2019-2020 contract between the Marilla Free Library and the Town of Marilla has not been signed by the MFL due to a future date error. Matthew Dolegowski said he would look back at the email conversations between himself, the Library Board and town attorney and get a new contract sent over ASAP.
 - b. **Building Maintenance** – Shannon reported that Darling Paint completed work on the basement closet. As soon as shelves are purchased items can be reorganized and put away. The Library caretaker and cleaner continue to deep clean and sanitize the library while it is empty. They reported there is a small leak in the boiler room. Shannon said she would investigate and report back.

- c. **Annual Report** – (*Resolution & Report on file at library*) Shannon presented the library’s 2019 Annual Report. Rachelle expressed how impressed she was by the library’s “Numbers of Note” section, which includes circulated materials, library visits and program counts. 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)

~~d. Binder from Central (revisit in June)~~

6. **New Business**

- a. **CD** – The Marilla Free Library has funds in a CD that will be up for renewal on May 26th. The Board discussed the various impacts and potential budget/funding shortfalls that the COVID19 pandemic may have for the remainder of 2020 and into 2021. They also considered interest rates and the pros and cons of renewing the CD or making a full or partial withdrawal of funds. At the conclusion of discussion, a motion was made by Judy Farmer to close the CD and transfer the entire balance to the Capital Improvement Account. A second was made by Kathy Winde. All were in favor with none opposed.

- b. **Re-Opening Plans** – Shannon shared what information she had regarding the reopening of libraries in Erie County. Central shared with directors a draft B&ECPL COVID-19 Reopening SAFETY PLAN. The Director of the B&ECPL system is speaking with local government to determine which phase the libraries will reopen under and under what exact guidelines. System wide vs. local decisions will need to be made, guidance regarding the health and safety of both staff/patrons and CDC recommendations to follow. Opening will take place in stages. For example it could look like this:

Stage 1 - 25% staff reporting, preparing building, workspace, workflow, furniture removal/replacement

Stage 2 - 25-50% of staff report

Stage 3 - 75% of staff, reinstating meeting room, outreach

Stage 4 - 100% staff

Initial reopening would probably be curbside with decisions on methods, pickup modes or procedures. Later on, appointments for patron computer use and a limit on time for usage.

Safety measures would include removal of fabric furniture for easy to wipe/clean material, keyboard covers, mask requirement, social distancing, plexi glass for checkout area. Materials would need to be quarantined for 72 hours before discharge. Central will provide some items like PPE and shields.

- c. **COVID-19 Budget Impact** – Rachelle shared that she was going to be participating in a Budget Impact meeting on 05/20 to discuss the probable 20-25% cut to libraries. It is important for supporters of the library to contact the federal government to come through with funding which could help libraries.
 - d. **Board Members – (added to agenda)** Rachelle shared that she put out a call on Facebook for prospective Board members and received some interest. She sent out applications that she will present for review with the Board when she receives them.
 - e. **Resignation – (added to agenda)** Joanne shared with regret, the letter of resignation received from long time Board Member Marsha Wingate. The Marilla Free Library expressed appreciation and gratitude for the dedication of service Marsha provided to the Marilla Free Library during her tenure. Joanne will mail a card, as Marsha has been unable to attend meetings.
7. **Other Business**
- a. **Payroll Report** – a report was not available at the time of the meeting.
8. **Next Meeting: 06/16/20 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 6:36pm with a second by Joanne Goellner. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, May 22nd, 2020 by Joanne Goellner, Secretary.

Librarians Report – May 19, 2020

Operating Budget

Receipts

February Receipts: \$ 248.05 (\$214.80 Fines/ \$14.05 Copies/ \$19.20 Print)

March Receipts: \$ 4,478.85 (\$90.80 Fines/ \$13 Copies/ \$ 13.05 Print/ \$4,360 Transfer from Town)

April Receipts: \$ 0

Receipts year to date: \$ 7,215.60 (includes \$4,360 from Town & \$2,217 System Appropriation)

Actual Operating Receipts year to date: \$638.60

This represents fine/copy/print revenue. This year our revenue commitment is \$3,383.

Expenditures

February: \$ 20.00

March: \$ 3,050.44 (\$2,860 payment to HDE from Town)

April: \$1,500 (payment to Darling Paint from Town)

Expenditures year to date: \$6,380.54. (This includes \$4,360 in Town Expenditures)

Actual Operating Expenditures year to date: \$2,020.54

This year our expenditure allotment is \$5,600.

Circulation

February was 2,923. This was **down by 85** or -2.8%

March was 2,223. This was **down by 1,099** or -33.1%

April was 22. This was **down by 3,250** or -99.3 %

Year to date is 7,963. This is **down by 4,552** or -36.4%

Computer Use

February was 60. This was **down by 14** or -18.9%

March was 44. This was **down by 47** or -51.6%

April was 0. This was **down by 61** or -100%

Year to date is 156. This is **down by 127** or -44.9%

Laptop Use

February was 15. This was **up by 3**

March was 9. This was **down by 7**

April was 0. This was **down by 12**

Year to date is 43. This is **down by 12**

Wireless Usage

February was 122. This was **up by 26** or 27.1%

March was 88. This was **down by 66** or -42.9%

April was 12. This was **down by 151** or -92.6%

Year to date is 332. This is **down by 199** or -37.5%

Patron Count

February was 1,266. This was **up by 94** or 8%

March was 722. This was **down by 652** or -47.5%

April was 0. This was **down by 1380** or -100%

Year to date is 3,197. This is **down by 1,835** or -36.5%

Spring Programs

- **March Madness of Books** – All month – Each week vote (**Week 1 entries 10 / Week 2 entries 23**)
- **Dr. Seuss' Birthday** – March 2nd – March 7th during regular library hours – craft table (**14 Participated**)
- **Build a Leprechaun Trap** – Saturday, March 7th at 11:00 am for ages 6-12 (**4 Attended**)

Virtual Programs

- **Lego Club** – Wednesdays – New theme each week (**5 weeks – 56 engagements**)
- **Arts & Crafts with Ms. Shannon** – Thursdays (**4 weeks – 559 engagements/views**)
- **STEM Saturdays with Ms. Shannon** – Saturdays (**4 weeks – 234 engagements/views**)
- **National Poetry Month** – month of April (**5 engagements**)
- **Design a Book Cover** – Library Week (**5 engagements**)
- **Book Character Quarantined with** – March (**5 engagements**)

Cancelled Programs

- **St. Patrick's Day Story Hour** – Thursday, March 12th at 6:00 pm for ages 3-6
- **Lego Club** – Thursday, March 19th at 6:00 pm for ages 5 & up
- **It's Spring! Story Hour** – Thursday, March 26th at 6:00 pm for ages 3-6
- **Census Day** – Wednesday, April 1st
- **National Library Week** – Make a Mini Book April 20th – April 25th during regular hours
- **Peep Houses** – Graham Cracker Peep Houses – Space is limited – Registration Required
 - Thursday, April 2nd at 6:00 pm OR Saturday, April 4th at 11:00 am
- **Easter Story Hour** – Monday, April 13th at 10:30 am for ages 3-6
- **Lego Club** – Thursday, April 16th at 6:00 pm for ages 5 & up
- **April Take 5**
- **Discard Sale**

Book Club

- **Tuesdays at 2 pm**
 - February 25th – *Where the Crawdads Sing* by Delia Owens (**7 Attended**)
 - March 24th – *Hillbilly Elegy* – J. D. Vance **POSTPONED**

Other

- **Class Visits** – March 5th
- **ITAC Health Fair** – Saturday, March 21st we will have a table at the event **CANCELLED**
- **Alden Health Fair** – Saturday, April 25th **CANCELLED**
- **Summer**