Marilla Free Library – 05/21/19 Board Meeting Agenda

1. **Call to order** - 6:33pm. In attendance: Shannon Thompson, Marty Mummery, Marsha Wingate, and Joanne Goellner. Missing: Rachelle Walker, Judy Farmer. Also missing: Bonnie Waterman. *Marty Mummery presided over the meeting in Rachelle’s absence.*
2. **Minutes** - A motion was made by Marsha Wingate to approve April’s meeting minutes as written. Second motion by: Joanne Goellner. All were 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)* Marsha & Shannon updated the board regarding April’s finances, transactions and account balances. Shannon reminded the board that the CD matured on May 26th. It will be rolled over for another year. A motion was made by Joanne Goellner to approve the Treasurer’s Reports as presented. A second motion to accept was made by Marsha Wingate. All in favor with none opposed.
   b. **Librarian's** - Laptop use, Circulation, Patron Count and Wi-Fi use were all up. Computer use was down.
      1. The theme of the summer program is: Universe of Stories. The Library will be doing an Independent Reading Program including a variety of performers, programs and activities. *(see website for details)*
      2. Lego Club and Mother’s Day Cards activities were both well attended.
      3. Shannon shared with the board, what she found in her research for lawn games including the quality of games, what she planned to purchase and why as well as what items she is still looking for. A motion was made by Joanne Goellner with a second by Marsha Wingate to approve the purchase of lawn games and lego plates for the Lego Club.
      4. The Library had a light near the parking lot that was working intermittently. Shannon called an electrician who replaced the light with an LED fixture and changed the bulb in the bathroom to an LED.
      5. Marilla Primary Community Day at the Library was very busy. With double classes arriving at different times, the presentation was slightly altered to accommodate the groups.
   c. **Friends’** – the friends are finalizing their brochure and deciding where to sort and store their books for the upcoming fall book sale.
   d. **Fundraising Committee** – currently inactive. Shannon did look into the Kohls Associates in Action program for volunteers for the Marilla Carnival. Joanne contacted Kodiak Jacks and the Library is scheduled to do a dining out Fundraiser in September.
   e. **Town Report** – Bonnie was unable to attend meeting
5. **Unfinished Business**
   a. **Building Maintenance** – tabled until future meeting. Shannon was researching construction companies to call.
6. **New Business**
   a. **Annual Report** – tabled until June meeting
   b. **Town Contract** – tabled until June meeting
c. **Policy Review: Investment Policy – tabled until June meeting**
   1. **ACT Meeting Recap** – Shannon shared details from the May 4th, ACT Meeting held at the East Aurora Library. Discussion included: Narcan/Defib Machines, Active Shooter Training, Panic Button Testing. ACT has a new president and they are looking to renew/review the contract.

7. **Other Business**
   a. Shannon requested reimbursement in the amount of $163.08: ($153.08 for program supplies and a $9.99 DVD replacement). Shannon found an inexpensive replacement for a damaged Game of Thrones Disk and payment for that will be made using the funds from the discard sale. A motion to approve payment was made by Marty Mummery with a second by Joanne Goellner.

8. **Next Meeting: 06/18/19 6:30pm**

9. **Adjournment** - A motion to adjourn the meeting was made by Marsha Wingate at 7:17pm with a second by Joanne Goellner. All were in favor with none opposed.

*Minutes respectfully submitted, June 1st, 2019, by Joanne Goellner, Secretary.*
**Librarians Report – May 21, 2019**

**Operating Budget**

**Receipts**
April Receipts: $271.25
Receipts year to date: $2,588.92
This represents fine/copy/print revenue. This year our revenue commitment is $3,526.

**Expenditures**
April: $187.30
Expenditures year to date: $2,491.34. This year our expenditure allotment is $4,900.

**Circulation**
April was 3,272. This was up by 33 or -1.0%
Year to date is 12,515. This is down by 207 or -1.6%

**Computer Use**
April was 61. This was down by 33 or -35.1%
Year to date is 283. This is down by 77 or -21.4%

**Laptop Use**
April was 12. This was up by 6
Year to date is 55. This is up by 43

**Wireless Usage**
April was 163. This was up by 43 or 35.8%
Year to date is 531. This is up by 91 or 20.7%

**Patron Count**
April was 1,380. This was up by 70 or 5.3%
Year to date is 5,032. This is down by 269 or -5.1%

**Spring Programs**
- **Lego Club** – Thursday, April 18th at 6:00 pm – ages 5 and up (9 Attended)
- **Easter Story Hour** – Monday, April 22nd at 10:30 am – ages 3 to 6 (5 Attended)
- **Discard Sale** – Saturday, May 4th – Saturday, May 25th during library hours.
  - Half-Price Sale will be May 20th – 25th
- **Mother’s Day Cards** – Make a Mother’s Day Card May 6th through 11th (29 Participated)
- **Lego Club** – Thursday, May 16th at 6:00 pm – ages 5 and up
- **Family Game Night** – Thursday, May 23rd from 5-7:30 pm
- **Hungry Caterpillar’s 50th Birthday** – Craft Table June 3rd through 8th during library hours
- **Special Story Hour Eric Carle and the Hungry Caterpillar** – Tuesday, June 4th at 6:00 pm – ages 3-6
- **Father’s Day Cards** – Make a Father’s Day Card June 10th through 15th during library hours
- **Lego Club** – Thursday, June 20th at 6:00 pm – ages 5 and up
- **Family Game Night** – Thursday, June 27th from 5-7:30 pm
Summer 2019

- Theme: Universe of Stories
- Independent Reading Program
- Story Hour with Ms. Shannon – Mondays at 10:30 am for ages 3-6
- Summer Fun Club – Alternating Thursdays at 2:00 pm for ages 7-12
- To the Moon and Back – Tuesday, July 2nd at 6:00 pm for ages 3-8 [Provided by Central]
- What Would You Do In Space? – Thursday, July 11th at 2:00 pm for ages 6-12
- Star Wars Jedi Academy – Thursday, August 1st at 6:00 pm
- Lego Club – Thursday, July 18th and August 15th at 6:00 pm – ages 5 and up
- Family Game Night – Thursday, July 25th and August 22nd from 5-7:30 pm
- Following Performers have been booked:
  - Buffalo and Brandy – Wednesday, July 10th at 1:00 pm – All Ages [$200]
  - Charlie and Snoozer – Wednesday, July 24th at 1:00 pm – All Ages [$265]
  - Hawk Creek – Tuesday, July 30th at 6:00 pm – All Ages [$150]
  - Buffalo Zoo – Wednesday, August 7th at 1:00 pm – All Ages [$150.44]
  - Punkin the Clown – Wednesday, August 21st at 1:00 pm – All Ages [$65]

Book Club

- Tuesdays at 2 pm
  - April 23rd – The Things We Do For Love – Kristin Hannah (6 Attended)
  - May 28th – The Storied Life of A.J. Fikry – Gabrielle Zevin

Other

- State Report
  - Resolution and Annual Report
- Lawn Games
- Electrician