Marilla Free Library - 06/16/20 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*). Also present Deborah Mamon.

2. Minutes

- **a.** 05/19/20 A motion was made by Judy Farmer to approve May 19th Meeting minutes as written. Second motion made by Kathy Winde. All in favor with none opposed.
- b. 06/09/20 Special Meeting A motion was made by Joanne Goellner to approve June 9th 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 May's finances, transactions and accounts. Kathy noted that the check that was written to Central for the ACT meeting that was cancelled due to the COVID19 pandemic is still not accounted for. Shannon said she would check to see what Central was planning on doing with the payments they received. A motion was made by Judy Farmer to approve the Treasurer's Reports as presented. A second motion was made by Joanne Goellner. 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. Virtual Programming is receiving a lot of engagement, especially the STEM Saturday posts. The library received a generous donation from the Lions Club of EA. It will be used towards sight saving material. Shannon shared that there is an issue with the library's Wi-Fi reach. The B&ECPL has applied for a grant to help libraries in need. Shannon sent a letter to be included.
- c. Friends' the Friends have not met due to the pandemic.
- d. Fundraising Committee (currently inactive)
- e. Town Report no town liaisons present.

5. Unfinished Business

- a. Town Contract tabled until July. 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. At the May 19th meeting, 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. No liaisons attended the meeting so the Board will revisit in July.
- **b. CD update** the CD was closed out on May 26th and the entire balance was transferred to the Capital Improvement account.
- **c. Building Maintenance** Shannon has seen no evidence of the leak mentioned by the library's caretaker/cleaner in May. She will continue to monitor.

- **d.** Binder from Central (tabled until July) Joanne will resend the link of the online copy of the personnel binder to the Board via email.
- 6. New Business
 - a. Marilla Free Library Safety Plan (Evaluation/Report) no changes thus far. In regards to Curbside Pick-up things are going well. Curbside began June 15th. Shannon is considering opening up the building on June 29th, starting by appointment only. Some concerns: the time spent in the library by patrons, maintaining safe social distancing and keeping the library disinfected.
 - **b. Prospective Trustees -** The Board met and interviewed Deborah Mamon about becoming a Marilla Free Library trustee. A motion was made by Kathy Winde with second by Joanne Goellner to approve the appointment of Deborah Mamon as a Marilla Free Library trustee. All were in favor with none opposed. Joanne will email Deb to invite her to join the Board. If she accepts, she will take the oath of office at the July Board meeting.

7. Other Business

- a. Payroll Report The Board reviewed the payroll report for pay period 11.
- **b.** 02/25/20 Meeting Shannon brought to the Board's attention that February's meeting minutes were not approved. Joanne said she would look back at her notes and verify. If they are not approved, they will be added to July's meeting agenda.
- **c. LED Reimbursement** the Library received reimbursement for the LED light project. Shannon said the check would be deposited into the Capital Improvement account.
- 8. Next Meeting: 07/14/20 at 6:30 pm (meeting date changed from 07/21 to 07/14)
- **9.** Adjournment There being no further business to conduct, a motion to adjourn the meeting was made by Judy Farmer at 7:32pm with a second by Kathy Winde. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, June 18, 2020, by Joanne Goellner, Secretary.

Librarians Report – June 16, 2020

Operating Budget

Receipts

May 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

May: \$ 0
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

May was 13. This was down by 3,395 Year to date is 7,976. This is down by 7,947

Computer Use

May was 0. This was down by 71 or -100% Year to date is 156. This is down by 198 or -55.9%

Laptop Use

May was 0. This was down by 10 Year to date is 43. This is down by 22

Wireless Usage

May was 6. This was down by 145 or -96% Year to date is 338. This is down by 344 or -50.4%

Patron Count

May was 0. This was down by 1,617 or -100% Year to date is 3,197. This is down by 3,452 or -51.9%

Virtual Programs

- Lego Club Wednesdays New theme each week (4 weeks 28 engagements)
- Arts & Crafts with Ms. Shannon Thursdays (4 weeks 571 engagements/views)
- STEM Saturdays with Ms. Shannon Saturdays (5 weeks 3,202 engagements/views)
- Star Wars Craft May 4th (13 engagements)
- Children's Book Week: Favorite Book (17 engagements)

Donations

• Lions Club of East Aurora - \$325