

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.

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