

Marilla Free Library – 07/14/20 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*), Joanne Goellner (*Secretary*), Deborah Mamon. Also present Bonnie Waterman (*Town Liaison*).
2. **Minutes** - A motion was made by Judy Farmer to approve June 16th meeting minutes as written. Second motion made by Joanne Goellner. All in favor with none opposed.
 - a. **Approval of February 25th Minutes** - A motion was made by Joanne Goellner to approve February 25th meeting minutes as written. Due to several special meetings at the beginning of the COVID19 Pandemic, the minutes were overlooked. A second motion was 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 June's finances, transactions and accounts. Memorial Savings received a \$5.00 donation from the Amazon Smile Program. 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. However, with reopening, June's circulation was 657. Virtual Programming is still receiving a fair amount of engagement, especially the STEM Saturday posts. Laptops are being updated and keyboard covers should arrive to the library soon, which will help with cleaning. Summer programming has been modified. Some programs were cancelled. Others will require preregistration so that craft kits can be made ahead of time.
 1. **Payments & Reimbursements**
 1. **Memorial Checking** – Payments for summer programming: Omnipresent Puppet Theater \$225, Cris Johnson – Virtual Wow Magic Workshop \$200 and Shannon Thompson \$137.10 for prizes for summer reading. A motion was made by Judy Farmer to approve the payments and reimbursement total of \$562.10 for summer programs and prizes. A second was made by Joanne Goellner. All were in favor with none opposed.
 2. **Operating Account** – Reimbursement to Tom & Karen Thompson for building and maintenance supplies including paint and cleaning products \$71.31, mileage to Shannon Thompson January to March \$75.52, reimbursement of \$92.97 to Shannon Thompson for reopening supplies that included pencil pouches, canned air, face masks, and a thermometer. A motion was made by Kathy Winde to approve the reimbursements totaling \$239.80. A second was made by Judy Farmer. All were in favor with none opposed.
 - c. **Friends'** - Friends have not met.
 - d. ~~**Fundraising Committee**~~ (currently inactive)
 - e. **Town Report** – Bonnie had nothing new to report from the Town. She said she will share information about virtual programming.
5. **Unfinished Business**
 - a. **Town Contract** – Supervisor Gingerich stopped by the library to make the changes needed to make the contract valid. Rachelle Walker will need to sign the contract and it will be returned to the town. A motion was made by Joanne Goellner to approve the 2019/2020 contract between the Town of Marilla and the Marilla Free Library. A second was made by Kathy Winde. All were in favor with none opposed.
 - b. **Binder from Central** – tabled. Due to the volume of documents, Shannon said she would go through and share sections she felt the Board should look over for the next meeting.

6. New Business

- a. **2020 Contract from the B&ECPL System** – Shannon emailed a copy of the contract to trustee members prior to the meeting. (*original will be on file at library*) The contract remains mainly unchanged but budget figures are a reflection of the reduction of New York State aid. Another item of note, in part C, minimum standards have been suspended due to the Coronavirus Pandemic. A motion was made by Judy Farmer to approve the contract between the Buffalo & Erie County Public Library System and the Marilla Free Library. A second motion was made by Kathy Winde. All were in favor with none opposed. The Board voted to approve the resolution which states:

RESOLVED, that pursuant to Chapter 768 of the Laws of 1953 of the State of New York, this Board of Trustees does hereby approve the agreement submitted by the Buffalo and Erie County Public Library for the furnishing of free library privileges to the people of the County of Erie, by this Library for the year 2020, and

BE IT FURTHER RESOLVED, that the President of this Board be, and he/she is, hereby authorized and directed to execute the same on behalf of this Board.

(4 ayes, 0 noes)

- b. **Marilla Free Library Reopening Plan** – Shannon updated the board regarding modifications, additions and corrections to the Reopening Plan. Changes include:

1. **Page 4:** stating that while Erie County entered Phase 2 on June 2, Association Libraries were permitted to begin staged openings.
2. **Page 6:** Noting that workforce restriction remains at 50%.
3. **Page 7/8:** During Stage III, while Western New York is in Phase III, the 50% onsite workforce reduction is lifted for local governments (this includes municipal libraries). Association Libraries are not municipal organizations and, therefore, must continue to operate under the 50% onsite workforce restriction.

Operations at Stage III remain limited, tutors may meet with masks/following social distance protocol. Stage IV will still be at 50% workforce, operation and services. Hours may increase.

A motion was made by Joanne Goellner to approve the amended Marilla Free Library Reopening Plan. A second was made by Kathy Winde. All were in favor with none opposed.

- c. **Trustees**

1. **Oath of Office** – Deb Mamon took the trustee oath of office.
2. **Prospective Trustee** – candidate was not present at the meeting. Rachelle Walker will reach out to see if they are still interested in the position.

7. Other Business

- a. **Payroll Report** – no new payroll since last meeting.
- b. **Budget/Schedule Restrictions/Concerns** - Shannon shared with the Board various scenarios which could take place depending on budget restrictions in 2021. She was asked to come up with plans for how the library would operate with a base budget, 5% reduction, 10% reduction and 25% reduction in staffing. Shannon noted that at base there would be no changes. At 5% reduction, the library would be able to maintain the 35 hours they are open to the public (during normal/non-pandemic time). At 10%, the library may be able to maintain hours but programming

would be affected. At 25% reduction, the library could maybe offer 30 hours, no programming, no outreach and lose about 32 hours of staffing.

- 8. Next Meeting: 08/18/20 at 6:30 pm** – the next meeting will be conducted via Zoom, unless the Governor does not extend the order.
- 9. Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Kathy Winde at 7:47pm with a second by Deb Mamon. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, July 15, 2020, by Joanne Goellner, Secretary.

Librarians Report – July 14, 2020

Operating Budget

Receipts

June Receipts: \$ 10.45

Receipts year to date: \$ 7,226.05 (includes \$4,360 from Town & \$2,217 System Appropriation)

Actual Operating Receipts year to date: \$649.05

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

Expenditures

June: \$ 50.28

Expenditures year to date: \$6,430.82 (This includes \$4,360 in Town Expenditures)

Actual Operating Expenditures year to date: \$2,070.82

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

Circulation

June was 657. This was **down by 2,625**

Year to date is 8,633. This is **down by 10,572**

Computer Use

June was 1. This was **down by 55** or -98.2%

Year to date is 157. This is **down by 253** or -61.7%

Laptop Use

June was 0. This was **down by 11**

Year to date is 43. This is **down by 33**

Wireless Usage

June was 49. This was **down by 87** or -64%

Year to date is 387. This is **down by 431** or -52.7%

Patron Count

June was 343. This was **down by 925** or -72.9%

Year to date is 3,540. This is **down by 4,377** or -55.3%

Virtual Programs

- **Lego Club** – Wednesdays – New theme every other week (**2 weeks – 19 engagements**)
- **Arts & Crafts with Ms. Shannon** – Thursdays (**5 events – 308 engagements/views**)
- **STEM Saturdays with Ms. Shannon** – Saturdays (**4 weeks – 966 engagements/views**)

Summer Virtual Programs

- **Independent Reading Program** – 1000 Minutes of Summer Reading
 - 2 Options for families

- *Traditional Paper Log* – Track minutes and return to library for prizes
 - *Submit Minutes Online* – Link on our Webpage to Google Form – schedule prize pickups with parents
- Prizes will be available after July 15th
- **Omnipresent Puppet Theater** – Virtual Beauty and the Beast Program – All Ages [\$225]
 - Recording on Marilla Library Facebook July 15th at 1:00 pm till July 22nd
- **Cris Johnson – Virtual Wow Magic Workshop** – Geared for ages 7 to 13 – Registration Required [\$200]
 - The link to register for this event: <https://joinmy.events//event?id=7b3b3dc1-ce64-4868-83e9-88875a0c3e37> Once you register, you will automatically receive the login details in a welcome email along with a reminder 24 hours before the event.
- **Continue Lego / Arts & Crafts (weekly) / STEM (weekly) Programs for Summer**
- **Witch and Wizard Program** – Tuesday, July 28th Ages 7 to 13. Registration Required. Craft Demonstrations**
- **Make a Fairy House** - Tuesday, August 11th Ages 7 to 13. Registration Required. Craft Demonstration**
- **Hansel and Gretel House** – Tuesday, August 25th geared for ages 7 to 13. Registration Required. Craft Demonstration**

**The craft demonstration will be posted on Facebook the day of the program. Craft starter kits will be provided by the library. One kit per child. After registration, you will be notified when materials are ready for pick up.

Buffalo Animal Adventures and Hawk Creek Programs were cancelled