

## Marilla Free Library – 08/20/19 Board Meeting Minutes

1. **Call to order** - 6:32pm. In attendance: Shannon Thompson, Rachelle Walker, Judy Farmer, Kathy Winde and Joanne Goellner. Absent: Marsha Wingate, Bonnie Waterman (*Town Liaison*).
2. **Minutes** - A motion was made by Judy Farmer to approve July's 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*) Shannon updated the Board regarding July's finances, transactions and account balances. A motion was made by Joanne Goellner to approve the Treasurer's Reports as presented. A second motion made by Judy Farmer. All were in favor with none opposed.
  - b. **Librarian's** - (*for full details, see the Librarian's Report on file at Library*)
    1. Laptop Usage and Wireless Usage were both up.
    2. Shannon shared with the board, HR/Central's recommendation that the newly purchased changing table for the restroom be installed by a library staff member or employee due to liability and insurance purposes.
    3. Shannon informed the board about an initiative sponsored by the Buffalo Erie County Library system to convert all of Marilla's indoor lighting to LED. Some of the existing fixtures may need replacement and if that is the case, the library will need to hire an electrician for the wiring. Central is paying for the bulbs and fixtures. She will keep the board updated on the process.
    4. Shannon reminded the board about her upcoming vacation.
  - c. **Friends'** - The Friends are currently collecting books for their fall book sale to take place Friday October 18 (9am-7pm) and Saturday October 19 (9am-5pm). They will have a \$5 a bag sale on Saturday and sell baked goods both days.
  - d. **Fundraising Committee**
    1. **Marilla Carnival Recap** – The library earned \$9 less than last year's carnival fundraising efforts. There was a nice variety of basket donations and games. Many patrons came out to support the library. During the busiest time, it would have been helpful to have one or two more helpers but over-all there was enough staff to operate all the games/activities.
    2. **Kodiak Jacks Dining Out** – Kodiak Jack will once again sponsor a dining out fundraiser for the Marilla Free Library on September 18<sup>th</sup> & 19<sup>th</sup>. When guests order take out or eat in the restaurant and present our flier, the library will earn 15% of sales. The library will also conduct a drawing for a \$25 certificate from those who participate.
  - e. **Town Report** – Bonnie did not attend the meeting. Through email, she shared that the town voted to surplus their old town hall elevator. She also said that Kolt was going to be contacted to find out if any of the parts of the town hall elevator will be compatible with the Marilla Free Library's elevator. The town intends to place a value on the elevator parts and sell them to the Marilla Free Library.
5. **Unfinished Business**

- a. **Building Maintenance** – Shannon contacted several contractors regarding an estimate for the possible water damage/issue in the basement. Only one contractor came out and was not interested in pursuing the work. Shannon is going to research and contact other companies.
  - b. **Library Lift** – the board discussed the current state of the library’s elevator (lift). Shannon and Joanne presented information about when the lift was installed, how it was paid for and who receives invoices and makes payment toward the maintenance of the lift. It was decided that Rachelle would set up a meeting with the town regarding the town and library elevators so everyone could be on the same page.
- 6. **New Business**
  - a. **Vacant Vice President Position** – this will be tabled while the board actively tries to recruit new trustees.
  - b. **Conflict of Interest** – Kathy Winde completed and signed a Conflict of Interest form.
- 7. **Other Business**
  - a. **Reimbursement** – Shannon reported that she submitted receipts to Central for reimbursement of \$765 for summer programs.
  - b. **Funfest Receipts** – Shannon presented receipts for reimbursement of \$115.79 for candy and step three prizes from the carnival Funfest. A motion was made by Joanne Goellner to give Shannon approval to pay expenses from the Fun Fest profits that were not yet deposited. A second was made by Judy Farmer. All were in favor, with none opposed. Rachelle Walker and Joanne Goellner both signed the receipts to acknowledge the payment with funds.
  - c. **Memorial Checking Transactions** – Shannon presented bills for repayment from the Memorial Checking account:
    - 1. Oriental Trading and Amazon: \$240.44 (summer independent reading program prizes)
    - 2. Amazon (Ladder ball): \$34.80 (Mailed directly to Amazon)
    - 3. Shannon Thompson for summer programs, crafts/activities and lawn game organizers: \$395.62.

A motion was made by Judy Farmer with a second by Kathy Winde to approve payments. All were in favor with none opposed.

**8. Next Meeting: 09/17/19 6:30pm**

- 9. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Joanne Goellner at 7:43pm with a second by Judy Farmer. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, September 5, 2019 by Joanne Goellner, Secretary.