

Marilla Free Library – 08/18/20 Board Meeting Minutes

1. **Call to order** - 6:34pm. 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.
2. **Minutes** - A motion was made by Judy Farmer to approve July 14th meeting minutes as written. Second motion made by Kathy Winde. All in favor with none opposed.
3. **Public Expression** - none
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 July's finances, transactions and accounts. 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 still down. However, July's patron count was 954 which is up from 343 in June. Virtual Programming is still receiving a fair amount of engagement, especially the Arts & Crafts with Ms. Shannon & STEM Saturday posts. The library received a generous donation from Kathleen Campbell.
 - c. **Friends'** – no meeting
 - d. ~~Fundraising Committee (currently inactive)~~
 - e. **Town Report** – no liaison present
5. **Unfinished Business**
 - a. **Town Contract** – the contract was signed by Rachelle Walker and delivered to the town.
 - b. ~~Binder from Central (tabled until September)~~
6. **New Business**
 - a. **Policies** – the Board members were emailed the policies for review prior to the meeting. All policies are on file at the library and can be found on the Marilla Free Library website: <https://www.buffalolib.org/policies/system-wide-policies>
 1. **Bulletin Board Policy** – A motion was made by Joanne Goellner to accept the reviewed Bulletin Board Policy as written. A second was made by Deb Mamon. All in favor with none opposed.
 2. **Investment Policy** - A motion was made by Kathy Winde to accept the reviewed Investment Policy as written. A second was made by Judy Farmer. All in favor with none opposed.
 3. **Facility Use Policy (meeting room)** - A motion was made by Joanne Goellner to accept the reviewed Facility Use Policy as written. A second was made by Kathy Winde. All in favor with none opposed.
 - b. **Trustees**
 1. **Prospective Trustee** – the interested applicant can no longer commit to the position. The Board will continue to seek new trustees.
7. **Other Business**

- a. **Payroll Report** – Rachelle emailed the payroll report for review prior to the board meeting.
 - b. Shannon updated the Board regarding library hours. Currently, Minimum Standards are suspended until September 7th, due to the COVID pandemic. The library is operating comfortably on reduced hours and based on lighter patron count & circulation, staying below hours will save money. With school starting, Shannon may add hours Monday and Wednesday. The library is operating at 25 vs. 35 hours a week and the increase will bring the library to 29.
8. **Next Meeting: 09/15/20 at 6:30 pm via Zoom**
9. **Adjournment** - Rachelle Walker paused the streaming of the meeting into Executive Session at 7:10pm to discuss a personnel matter.

There being no further business to conduct, a motion to end Executive Session and adjourn the meeting was made by Kathy Winde at 7:15pm with a second by Judy Farmer. All were in favor with none opposed.

No formal action was taken regarding discussion during Executive Session.

Meeting Minutes Respectfully Submitted, August 29, 2020, by Joanne Goellner, Secretary.

Librarians Report – August 18, 2020

Operating Budget

Receipts

June Receipts: \$ 10.45 (\$10 Fines / \$0.45 Copies)

July Receipts: \$ 218.09 (\$195.99 Fines / \$6.65 Copies / \$13.45 Print / \$2.00 Lib. Cards)

Receipts year to date: \$ 7,444.14 (includes \$4,360 from Capital Improvement & \$2,217 System Appropriation)

Actual Operating Receipts year to date: \$867.14

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

Expenditures

July: \$ 239.80

Expenditures year to date: \$6,670.62 (This includes \$4,360 in Capital Improvement Expenditures)

Actual Operating Expenditures year to date: \$2,310.62

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

Circulation

July was 2,469. This was **down by 1,272** or -34%

Year to date is 11,102. This is **down by 11,844** or -51.6%

Computer Use

July was 47. This was **down by 46** or -49.5%

Year to date is 204. This is **down by 299** or -59.4%

Laptop Use

July was 9. This was **down by 6**

Year to date is 52. This is **down by 39**

Wireless Usage

July was 84. This was **down by 91** or -52%

Year to date is 471. This is **down by 522** or -52.6%

Patron Count

July was 954. This was **down by 1,003** or -51.3%

Year to date is 4,494. This is **down by 5,380** or -54.5%

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

- **Virtual Programs**
 - **Lego Club – Wednesdays** – New theme every other week (**3 weeks – 19 engagements**)
 - **Arts & Crafts with Ms. Shannon** – Thursdays (**6 events – 496 engagements/views**)
 - **STEM Saturdays with Ms. Shannon** – Saturdays (**3 weeks – 671 engagements/views**)
- **Make and Take Kits** – Craft kits available for kids with materials for one of the crafts done on Facebook
 - **Dragon Craft – 10 Participated**
 - **Unicorn Craft – 3 Participated**
 - **Knight Sword**
 - **Shark Puppet**
- **Omnipresent Puppet Theater** – Virtual Beauty and the Beast Program – All Ages
 - Recording on our Facebook July 15th at 1 pm till July 22nd (**114 Views/Engagements**)
- **Cris Johnson – Virtual Wow Magic Workshop** – August 5th at 1 pm - Geared for ages 7 to 13
 - Live Event (**8 registered/attended**)
 - Link to the recording is on our Facebook
- **Witch and Wizard Program** – Tuesday, July 28th Ages 7 to 13. Craft Demos** (**108 Views/Engagements**)
- **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.

Donations

- **Kathleen Campbell** – \$50.00

