

Marilla Free Library – 09/15/20 Board Meeting Minutes

1. **Call to order** - 6:33pm. 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 Kathy Winde to approve August 18th meeting minutes as written. Second motion made by Deb Mamon. 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 August's finances, transactions and balances. 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)* Circulation, Computer Use, Laptop Use, Wireless Usage and Patron Count are all still down for the year. This is reflective of all libraries, system wide, due to the pandemic.

Notable: 30 children participated in summer reading and read 19,715 minutes. STEM Saturdays had a lot of engagement. The Make & Takes crafts had mixed participation. Shannon is considering having the craft kits out instead of children having to ask for them. She is also finalizing ideas for Halloween crafts/programming.

- c. **Friends'** – no meeting
 - d. ~~**Fundraising Committee (currently inactive)**~~
 - e. **Town Report** – no town liaisons present
5. **Unfinished Business**
 - a. **Town Contract Update** – a check from the town was received and deposited into the Capital Improvement Account.
 - b. **Binder from Central: Chapter VIII - Working Conditions and Employee Wellness**
 1. The Board reviewed Chapter VIII which included:
 - Section 1 Equal Employment Opportunity and Anti-Harassment Policy
 - Section 2 Sexual Harassment Prevention Policy
 - Section 3 Reasonable Accommodation
 - Section 4 Bullying Policy
 - Section 5 Workplace Violence
 - Section 6 Health-Related Programs & Services
 - Section 7 Smoking Policy
 - Section 8 Drug and Alcohol Free Workplace
 - Section 9 Firearms & Weapons in Libraries
 - Section 10 Whistleblower Policy
 - Section 11 Conflict of Interest Policy
 - Section 12 Ethics Policy

Take-away from discussion: getting professional advice/training for what to do in a lockdown situation & looking into a different lock for the front door for safety.

6. **New Business** – No new business

7. **Other Business**

a. **Payroll Report** – Rachelle emailed the Payroll report prior to the meeting for Board review and screen shared a copy during the meeting.

b. **Library Hours** – Shannon discussed the current State of Emergency (renewed until 10/04) and how it relates to library hours. Based on NY State guidelines, patron count and system policies, Shannon recommended the Marilla Free Library stay at modified hours and may try switching hours instead of adding hours.

c. **Executive Session** – On a motion by Joanne Goellner, seconded by Judy Farmer, the Board entered Executive Session at 7:17pm for the purpose of discussing a personnel matter. Executive Session adjourned at 7:38pm by a motion made by Judy Farmer with a second by Kathy Winde. No formal action was taken regarding discussion during Executive Session.

8. **Next Meeting: 10/20/20 at 6:30 pm (Annual Meeting/Election of Officers)**

9. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Joanne Goellner at 7:39pm with a second by Judy Farmer. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, October 10th, 2020, by Joanne Goellner, Secretary.

Librarians Report – September 15, 2020

Operating Budget

Receipts

August Receipts: \$ 195.35 (\$178.60 Fines / \$3.85 Copies / \$10.90 Print / \$2.00 Lib. Cards)

Receipts year to date: \$ 7,369.49 (includes \$4,360 from Capital Improvement & \$2,217 System Appropriation)

Actual Operating Receipts year to date: \$1,062.49

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

Expenditures

August: \$ 0

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

August was 2,553. This was **down by 1,069** or -29.5%

Year to date is 13,655. This is **down by 12,913** or -48.6%

Computer Use

August was 43. This was **down by 42** or -49.4%

Year to date is 247. This is **down by 341** or -58%

Laptop Use

August was 18. This was **down by 7**

Year to date is 70. This is **down by 46**

Wireless Usage

August was 91. This was **down by 76** or -45.5%

Year to date is 562. This is **down by 598** or -51.6%

Patron Count

August was 1,049. This was **down by 694** or -39.8%

Year to date is 5,543. This is **down by 6,074** or -52.3%

Summer Virtual Programs

- **Independent Reading Program** – 1000 Minutes of Summer Reading (*30 children register – read 19,715 minutes*)
- **Virtual Programs**
 - **Lego Club – Wednesdays** – New theme every other week (**2 weeks – 15 engagements**)
 - **Arts & Crafts with Ms. Shannon** – Thursdays (**5 events – 324 engagements/views**)
 - **STEM Saturdays with Ms. Shannon** – Saturdays (**5 weeks – 602 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 – 4 Participated**
 - **Knight Sword – 2 Participated**
 - **Shark Puppet – 1 Participated**
- **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 **(32 Views)**
- **Witch and Wizard Program** – Tuesday, July 28th Ages 7 to 13. Craft Demos** **(124 Views/Engagements)**
- **Make a Fairy House** – Tues., Aug. 11th Ages 7 to 13. Craft Demo** **(182 Views/Engagements)**
- **Hansel & Gretel House** – Tues., Aug. 25th Ages 7 to 13. Craft Demo** **(68 Views/Engagements)**
 - **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.