

Marilla Free Library – 09/17/19 Board Meeting Minutes

1. **Call to order** - 6:33pm. In attendance: Shannon Thompson, Rachelle Walker, Judy Farmer, Marsha Wingate and Joanne Goellner. Absent: Kathy Winde. Also present: Bonnie Waterman (*Town Liaison*), Dennis Jakubowski (*VP of Friends of Marilla Free Library*) and Town of Marilla Supervisor, Skip Gingerich.
2. **Minutes** - A motion was made by Judy Farmer to approve August's meeting minutes as written. Second motion made by Joanne Goellner. 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*) Marsha and Shannon updated the Board regarding August'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 attached Librarian's Report*)
 1. Circulation, Wireless Use and Laptop Usage were all up. Patron count was down by 4, but Shannon discovered a discrepancy with the door counter when patrons enter through one entrance but leave through the other (for example, come in the front door but leave out the back). Staff and committees will be more conscious of this moving forward.
 2. The library received financial reimbursement from Central for several summer programs. Regarding fall programs, their dates will be set once Shannon is aware of what repairs need to be made regarding the damaged closet in the basement and if she will be able to access the meeting room.
 3. The library will be receiving a new copy machine. Shannon said she requested that the new one have options for color copies as some patrons have inquired or expressed a desire for this feature.
 4. Shannon updated the board regarding the status of new energy efficient lights to be installed in the library. A quote was sent to Ken Stone with Central and she will let us know as she gets more information regarding approval, installation and cost.
 5. Shannon paid NY State sales tax for the items sold during the Library Discard Sale. The library owed \$22.28 after an online discount.
 - c. **Friends'**
 1. Dennis Jakubowski shared the brochure the Friends created for membership and volunteer opportunities. The library will set up a display sometime during the upcoming weeks to highlight their annual book sale and membership drive.
 2. The book sale will be Friday October 18th and Saturday October 19th at the Marilla Community Center. The Friends are looking for baked good donations for both days.
 - d. **Fundraising Committee**
 1. **Kodiak Jacks Dining Out** – The Board was reminded about the Dining out fundraiser to be held Wednesday the 18th and Thursday the 19th. Several board members took a few more flyers to share with others.

- e. **Town Report** – Bonnie let us know that Skip would be attending the meeting to update the board about the status of the elevator but was running late. She stated that they were working to get an estimate about the cost of surplus town elevator and that due to its age probably wasn't worth much plus the cost of moving. She said she didn't have much to tell the board because Skip and Sharon (Sharon Foersch-town clerk) have been in contact with Kolt.

5. Unfinished Business

- a. **Library Lift** – *(note: during the meeting, the board passed over agenda item 5a while awaiting the arrival of Supervisor Gingerich and then returned to discuss the lift when he was able to join the meeting.)*

1. Supervisor Gingerich shared with the board his desire to get the elevator situation sorted out as soon as possible. He shared that at this time, he hadn't spoken to Kolt in a month and that the town was unaware whether the town's surplus lift had parts that would be compatible with the library's lift.
2. The board asked Gingerich why the library had to pay the town for the town's old lift parts that may (or may not) work with the library's lift when in fact, the town paid for the lift that is installed in the library and the town has since the lift was installed, paid for yearly maintenance and any repairs. The town purchased the library lift, couldn't the town's old lift parts be used for any library lift repairs since parts are no longer available? Shannon presented Supervisor Gingerich with a packet of information that included (among other items) the history of the lift, town board minutes dating back to 1997, warranty cards and repair bills in the town's name and emails between town liaisons and the library board. The supervisor stated that their attorney said the town could not gift items and that although the town paid for the lift and pays to maintain the library lift as a community service to the town, that according to real estate law, the lift belongs to the library. He said he would contact the town attorney again.
3. Rachelle Walker asked the supervisor if he could share a timeline moving forward of what to expect next. Skip said that he could not because Kolt was not returning his calls. He said he would attempt to contact the company the day after the meeting and hoped he could get back to the board within two weeks time. He said he would find out if someone could see if the parts were compatible. Dennis Jakubowski asked Supervisor Gingerich why the town continued to use Kolt to service the elevator when they were undependable. He stated that he knew of at least three other companies that did elevator repair. Supervisor Gingerich asked Mr. Jakubowski if he could gather and share the contact information of those companies with him and Dennis said he would.
4. Supervisor Gingerich had to return to his office but stated he was glad he had the opportunity to speak at the board meeting. He said he was always available Tuesdays 6-8pm in his office for more discussion and that the town would in good faith, continue to maintain the library lift in community service.

- b. Building Maintenance** - Shannon had contacted Puro Clean to check out the damaged walls in the basement. They rescheduled twice and are set to come out on Wednesday the 18th. Shannon also contacted Young Water Proofing and set up an appointment for them to see the damage and give an estimate on Thursday the 19th. Both companies claim to give free estimates as well as suggestions on how to move forward. Shannon has a list of questions prepared regarding the process and clean up of the damage.
- 6. New Business**
 - a. Payroll Report** – Shannon shared with the board a copy of the current payroll report. It was passed around to all members in attendance for viewing.
- 7. Other Business** - no other business. Judy shared she might have someone interested in becoming a trustee. Discussion was still taking place.
- 8. Next Meeting: 10/15/19 6:30pm**
- 9. Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Judy Farmer at 7:18pm with a second by Marsha Wingate. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, September 22, 2019 by Joanne Goellner,
Secretary.

Librarians Report – September 17, 2019

Operating Budget

Receipts

August Receipts: \$ 371.75

Receipts year to date: \$ 3,815.41

This represents fine/copy/print revenue. This year our revenue commitment is \$3,526.

Expenditures

August: \$ 0

Expenditures year to date: \$ 3,214.79. This year our expenditure allotment is \$4,900.

Circulation

August was 3,622. This was **up by 185** or 5.4%

Year to date is 26,568. This is **up by 141** or 0.5%

Computer Use

August was 85. This was **down by 6** or -6.6%

Year to date is 588. This is **down by 157** or -21.1%

Laptop Use

August was 25. This was **up by 14**

Year to date is 116. This is **up by 73**

Wireless Usage

August was 167. This was **up by 34** or 25.6%

Year to date is 1160. This is **up by 205** or 21.5%

Patron Count

August was 1,743. This was **down by 4** or -0.2%

Year to date is 11,617. This is **down by 581** or -4.8%

Summer 2019: Universe of Stories

- Independent Reading Program – **(78 Registered) (Total Minutes Read 157,440)**
- **Story Hour with Ms. Shannon** – Mondays at 10:30 am for ages 3-5 **(31 Attended)**
- **Summer Fun Club** – Alternating Thursdays at 2:00 pm for ages 6-12 **(8 Attended)**
- **Lego Club** – Thursday, August 15th at 6:00 pm – ages 5 and up **(3 Attended)**
- **Family Game Night** – Thursday, August 22nd from 5-7:30 pm
- **Punkin the Clown** – Wednesday, August 21st at 1:00 pm **(18 Kids & Adults)**

Fall Programs

- **Make a Grandparents Day Card** – August 31st – September 7th **(22 Participated)**
- **Football Activity**
- **Toy Story**
- **Haunted Mansion Graham Cracker Houses**
- **Halloween Story Hour**

Other

- **Summer Reimbursement** – \$765 and \$65 from Central
- **New Copy Machine**
- **New Lights**
- **Shannon Vacation** – September 20th – 24th