

Marilla Free Library – 01/17/23 Board Meeting Agenda

1. **Call to order** - Meeting called to order at 6:32pm. In attendance: Rachelle Walker (1)(President), Judy Farmer (1)(Vice President), Kathy Winde (1)(Treasurer), Joanne Goellner (1)(Secretary), Shannon Thompson (Director), Deborah Mamon (1). Also in attendance, Tony Sebastiano(1)Town Liaison. Missing: Kathy Campbell.
2. **Minutes** - A motion was made by Deb Mamon to approve the November 15th meeting minutes as written. A second motion was made by Judy Farmer. All in favor with none opposed.
3. **Public Expression** - None.
4. **Reports**

- a. **Treasurer's** - *(for full finance details see the Treasurer's Report on file at the library)* Kathy Winde and Shannon Thompson shared November and December's financial details. Some items of note: Memorial Checking had a \$945.69 check (#508) to the B&ECPL for materials. The Capital Improvement Account earned \$91.14 & \$91.12 in interest. Payments were made to ECWA, Amherst Alarm and Roger Mosgeller (final brick work payment) from the Operating Account.

A motion was made by Joanne Goellner to approve the Treasurer's Reports as presented. A second motion was made by Deb Mamon. All were in favor with none opposed.

- b. **Librarian's** - *(for full details, Librarian's Report attached below)* Circulation was up for the Nov/Dec months and year. Wireless was up in Nov and Computer Use was the same in December. Everything else down. Factors affecting numbers: the blizzard, the Library being open last year while others in the area were closed, hourly cleaning as required by COVID protocol and curbside checkouts. Shannon is working on winter/spring programs that will have a mix of in person and independent/passive activities. Ideas include: Take Your Child to the Library, March Madness of Books, Peep Houses and Take & Makes. The library received many generous donations from supportive patrons. There were also donations sent in honor of Elaine Argauer, a long time Friend of the Library, who recently passed away. Shannon mailed thank you cards to the donors and sent a card to Elaine's family to let them know. Shannon will purchase stamps and security envelopes for the library. Money from the discard sale will be used to purchase paperbacks and to update some of the library's recipe and craft magazines. Shannon is researching a 2nd vacuum, for downstairs. Narcan will be available at the library and researching AED.
- c. **Friends'** – the Friends haven't met but their holiday basket raffle wrapped up in December.
- d. ~~**Fundraising Committee**~~ – **(currently inactive)**
- e. **Town Report** – Tony asked about the carpet and roof estimates and discussed fundraising with the Board. Shannon asked if the town would share any flyers or brochures for events with the library because patrons often ask questions about them. She used the Christmas in Marilla as an example. Tony said he would make it a point to see that in the future the library would receive this information.

5. Unfinished Business

a. Building

1. **Roof** – The library has received one estimate so far from Sahlems. Sturm was scheduled to come but Shannon was not sure if they actually visited the library and came out. She is trying to find a third company to come and give a quote.
2. **Alarm Battery** – Amherst Alarm came out to service the error code, replace the battery and also replaced a motion detector. The repair technician pointed out to Shannon that many of the building's sensors were aged and may need replacement in the near future.
3. **Front Door** – No news. Shannon has not heard back but the last time she spoke to the company was told they were short-staffed.

4. **Carpet** – There is an estimate from Custom Carpet, Kenny Carpet came out. They took measurements and will write out an estimate when Shannon shares which carpet samples she prefers. Shannon is still looking for a third company for an estimate. Finding a commercial company is difficult.
- b. **Library Self Audit** – Rachelle reached out to Marty Mummery but hasn't heard back. It was suggested to also check with Jim Tait. Judy said that she sometimes sees him and would reach out.
- c. **Library Open Cleaner Position** (hiring postponed until further notice)

6. New Business

a. Policy Review

1. **Conflict of Interest** – Present board members filled out and signed a Conflict of Interest disclosure statement.
2. **Rules of Conduct** – no changes
3. **FOIL** – no changes
4. **Procurement** – no changes
5. **Open Meeting Law** – (*Policy attached below minutes*) Amended to include: "All members of the public are expected to abide by the Marilla Free Library Rules of Conduct when attending or speaking at Board of Trustees meetings."

A motion was made by Kathy Winde to accept the following policies as written: Rules of Conduct, FOIL and Procurement. There were no changes from their previous review. A second was made by Joanne Goellner. All were in favor with none opposed.

A motion was made by Judy Farmer to accept the previously adopted Open Meeting Law with the amendment to the end of the document as stated above (in line 6.a.5). A second motion was made by Deb Mamon. All in favor; none opposed.

6. Invoices – Shannon presented the following invoices/receipts for payment/reimbursement:

1. **Amherst Alarm:** \$228.00 (contract fee)
2. **Hartford Insurance:** \$2050.56
3. **Hawkins Fire Extinguishers:** \$250.90
4. **Shannon Thompson:** \$51.77 (Reimbursement of Supplies for Noon Year's Eve)

A motion was made by Deb Mamon to approve payments & reimbursement. A second motion was made by Judy Farmer. All in favor; none opposed.

7. Other Business

- a. **Payroll Report** – no new report since last meeting.
- b. **ACT Meeting** - Next ACT General Meeting will be held at the West Seneca Public Library, 1300 Union Road, West Seneca, NY 14224 on Saturday, January 21, 2023, 8:30am.

8. Next Meeting: 2/21/23 at 6:30 pm

9. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Deb Mamon at 7:45pm with a second by Joanne Goellner. All were in favor with none opposed.

Meeting Minutes Respectfully submitted, January 19th, 2023, by Joanne Goellner, Secretary.

Librarians Report – January 17, 2023

Operating Budget

Receipts

Nov Receipts: \$290.40 (\$4.95 copies, \$5.45 print, \$30 Damaged Book, \$250 transfer Capital Improv)

December Receipts: \$23.80 (\$3.15 copies, \$15.65 print, \$5 Lost Item)

Receipts year to date: \$6,640.84 (includes \$4,655 and \$416 System Appropriation and \$481.25 Elevator Maintenance (lift repairs) and \$500 transfer from Capital Improv.)

This represents fine/copy/print revenue. This year our revenue commitment is \$945.

Expenditures

November: \$250

December: \$281.91

Expenditures year to date: \$4,113.24 (includes \$481.25 Elevator Maintenance (lift) and \$500 R. Mosgeller (bricks) from Capital Improv.)

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

Circulation

November was 3,201. This was **up by 1,072** or 50.4%

December was 3,375. This was **up by 1,462** or 76.4%

Year to date is 35,876. This is **up by 8,874** or 32.9%

Computer Use

November was 28. This was **down by 3** or -9.7%

December was 30. This was the same as Dec 2021

Year to date is 387. This is **down by 105** or -21.3%

Laptop Use

November was 0. This was **down by 8**

December was 3. This was **down by 1**

Year to date is 32. This is **down by 86**

Wireless Usage

November was 69. This was **up by 7** or 11.3%

December was 61. This was **down by 16** or -20.8%

Year to date is 1,014. This is **down by 72** or -6.6%

Patron Count

November was 828. This was **down by 145** or -14.9%

December was 779. This was **down by 134** or -14.7%

Year to date is 10,587. This is **down by 1,115** or -9.5%

The Library closed early on November 17th due to weather. The Library was closed November 19th due to Snowstorm and was closed December 24th through 27th due to the Blizzard.

Fall/Winter Programs

- **Take and Make Kit**
 - Halloween **(12 Kits)**
 - Thanksgiving **(13 Kits)**
- **Graham Cracker House Program**
 - Saturday, December 3rd at 11:00 am **(19 Attended)**
 - Saturday, December 3rd at 12:00 pm **(15 Attended)**
 - Tuesday, December 6th at 6:00 pm **(22 Attended)**
 - Sponsored by the Marilla Friends of the Library
 - Individual supplies will be provided
- **Lego Club** – Thursday, December 29th at 6 pm **(4 Attended)**
- **Noon Year's Eve Program** – Saturday, December 31st at 11:00 am for age 3 to 6 **(7 Attended)**

Winter/Spring Programs

- **Take Your Child to the Library Day** – Saturday, February 4th
- **March Madness Book Edition**
- **Trap a Leprechaun**
- **Peep Houses**
- **Story Hour Specials**
 - **Mo Willems**
 - **St. Patrick's Day**
- **Take and Makes**
 - **Groundhog Day**
 - **Valentine's Day**

Book Club

- Fourth Tuesday at 2 pm
 - December 6th – *Lady Clementine* by Heather Terrell **(6 Attended)**
 - January 24th -

Donations

- In Memory of Elaine Arguaer:
 - Sandra Luss \$50
 - Lois Daruszka \$20
 - John & Mary Nette Foss \$100
 - Heidi and Greg Hager \$50
 - Marilla Historical Society \$50
 - Scott Meyer \$40
 - Yvonne Darts \$25
 - Susan Fajgier \$50
 -
- Sharon Kelly and George Gertz \$500
- Susan Pirson \$20
- Barbara Schilling \$50
- Robert and Diane Green \$100

Other

- **ACT Meeting** – Saturday, January 21st at West Seneca Library
- **Amherst Alarm** – Service to System
- **Narcan Update**



OPEN MEETING POLICY

This policy is for application to the Marilla Free Library.

I. STATEMENT OF POLICY

In accordance with New York State's Open Meetings Law, members of the public are welcome to attend the Marilla Free Library Board of Trustees meetings. Library Board meetings are for the conduct of library business. New York State's Open Meetings Law confers upon the public the right to observe the performance of public officials and to attend and listen to the deliberations and decisions that go into the making of public policy.

The Marilla Free Library recognizes its duty as a public entity to perform public business in an open and public manner and to enable the public to be fully aware of and able to observe the performance of the Board. The Marilla Free Library shall abide by Article 7 of the New York State Public Officers Law when conducting public business.

In addition, each regular meeting of Marilla Free Library Board of Trustees includes an agenda item for "Public Expression" during which comments from the public can be made. If unable to attend a meeting, comments from the public to the Library's Board of Trustees are welcome in writing, addressed to:

Library Board President
Marilla Free Library Board of Trustees
11637 Bullis Road
Marilla, New York 14102

All members of the public are expected to abide by the Marilla Free Library Rules of Conduct when attending or speaking at Board of Trustees meetings.

Adopted by the Marilla Free Library Board of Trustees on January 19, 2021.
Amended January 17, 2023