

Marilla Free Library – 02/21/23 Board Meeting Agenda

1. **Call to order** - Meeting called to order at 6:32pm. In attendance: Rachelle Walker (2)(President), Judy Farmer (2)(Vice President), Kathy Winde (2)(Treasurer), Joanne Goellner (2)(Secretary), Shannon Thompson (Director), Kathy Campbell (1), Deborah Mamon (2). Also in attendance: Nancy Costello, Debbie Zimmerman. Missing: Tony Sebastiano (1) Town Liaison.
2. **Minutes** - *A motion was made by Judy Farmer to approve the January 17th meeting minutes as written. A second motion was made by Deb Mamon. All in favor with none opposed.*
3. **Public Expression** – none, except Debbie Zimmerman and Nancy Costello have expressed an interest to join the Marilla Free Library trustee board. They are guests at tonight's meeting.
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 January's financial details. There was little to no activity in most of the accounts. Some items of note: Memorial Checking had a mobile deposit of \$1206.80, the Capital Improvement Account earned \$97.22 in interest. Payments were made to Amherst Alarm (check 217), Hawkins Fire Extinguisher and The Hartford (insurance) 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, Computer Use, Patron Count were all up for the month. Laptop and Wireless Usage were both down. Shannon mentioned that someone has been coming in and working with seniors to teach them tech skills on the computers. The children's computers also have ABCMouse installed on them. March Madness of Books has started and voting begins March 1. There are two story hour specials planned: Mo Willems and St. Patrick's Day. Make a Leprechaun Trap and Peep House plans are in progress. Central is sending hands only CPR kits to libraries. Shannon said staff training is a possibility. Shannon presented a large print book and J paperback fiction book invoice to the board for approval.

A motion was made by Joanne Goellner for \$675.89 to be used from Memorial Checking (\$354.22, large print earmarked funds from Lion's Club donations/\$321.67 J paperback with money from the discard sale) to pay for the book invoice. A second was made by Judy Farmer. All were in favor with none opposed.

- c. **Friends'** - the Friends have not met but are planning a March meeting.
- d. ~~**Fundraising Committee**~~ – (currently inactive)
- e. **Town Report** – town liaison was not present.

5. Unfinished Business

a. Building

1. **Roof** – Estimates so far: Sturm \$14,200, Sahlems \$21,000 (with an optional leaf guard). The library needs one more quote and will analyze the estimates we received so a decision can be made.
2. **Front Door** - waiting for response from the company. Revisit next month.
3. **Carpet** – Library has secured 3 quotes: Kenny Carpet (highest), Custom Carpet (middle), and Allasen Carpet (lowest). Each gave the library an estimate with a breakdown of upstairs, downstairs and the stairs of the library in case we wanted to separate into multiple projects. The town offered to pay for the carpet from a COVID relief grant however the CFO from the B&ECPL (Ken Stone) advised that the library should apply for a special projects grant through system that could fund up to 75% of the cost if approved. After discussion, the board decided that the library would move ahead with

using Custom Carpet Center and finding out what we needed to apply for the special projects grant with the B&ECPL system. Shannon will also find out what the additional cost would be for Custom Carpet to move furniture and because the library is ordering carpet tiles, asking how much it would cost for 10-15% of extra stock. (so the color matches the batch in later tile replacement scenarios)

A motion was made by Deb Mamon to move ahead with using Custom Carpet to replace the Marilla Free Library's carpets with funding from a special grant from the B&ECPL system. The portion of the bill that is not covered by the grant will be paid for using contractual money from the Town of Marilla that has been earmarked for carpet replacement/repair. A second was made by Judy Farmer. All in favor with none opposed.

- b. Library Self Audit** – Marte did not get back to Rachelle. Judy shared she would try to ask Jim Tait since he previously assisted with the library's self audit.
- c. Conflict of Interest: (Kathy Campbell)** – complete. Kathy filled out and signed a Conflict of Interest disclosure statement.
- d. ~~Library Open Cleaner Position~~ (hiring postponed until further notice)**

6. New Business

- 1. Investment Policy** – reviewed. *A motion was made by Joanne Goellner to accept the reviewed Investment Policy as written. A second was made by Deb Mamon. All were in favor with none opposed.*
- 2. Marilla Carnival** – the board discussed whether the library would be asked to participate in the Marilla Carnival for the fire department's 100th year celebration. From the bits of information that trustees have gathered individually, the date will be August 5/6 and planning is underway. The library needs to know as soon as possible so we can start our planning. Further investigation will be done for more details.
- 3. AED** – the B&ECPL system is looking into AEDs so Shannon will wait to see the outcome before deciding what to do for Marilla specifically.

7. Other Business

- a. Payroll Report** – no new report since last meeting.
- b. ACT Recap** – Shannon and Kathy Winde shared information from the meeting. Topics included: challenges to materials and services, reorganizing/rewriting the system contract, and trustee education.
- c. State Report** – was not part of the initial meeting agenda but Shannon shared that she was currently working on the non-financial portion and would be tackling the financial next month.

8. Next Meeting: 3/21/23 at 6:30 pm

Executive Session – the library moved into Executive Decision to discuss a personnel matter at 8:07pm. *A motion was made by Deb Mamon with a second by Kathy Winde to exit Executive Session at 8:16pm. All were in favor. No formal action was taken.*

After reviewing her application, the board decided that they would ask Debbie Zimmerman to join the trustee board. Before moving into executive session Nancy Costello was encouraged to submit an application.

- 9. Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Joanne Goellner at 8:21pm with a second by Kathy Campbell. All were in favor with none opposed.

Meeting Minutes Respectfully submitted, March 4th, 2023, by Joanne Goellner, Secretary.

Librarians Report – February 21, 2023

Operating Budget

Receipts

January Receipts: \$60.90 (\$6.15 copies, \$20.75 print, \$14 Damaged Book, \$20 Lost Book)

Receipts year to date: \$60.90

This represents fine/copy/print revenue. This year our revenue commitment is \$290.

Expenditures

January: \$2,529.46

Expenditures year to date: \$2,529.46

This year our expenditure allotment is \$5,470.

Circulation

January was 3,528. This was **up by 1,963** or 125.4%

Year to date is the same

Computer Use

January was 37. This was **up by 8** or 27.6%

Year to date is the same

Laptop Use

January was 1. This was **down by 6**

Year to date is the same

Wireless Usage

January was 73. This was **down by 2** or -2.7%

Year to date is the same

Patron Count

January was 887. This was **up by 156** or 21.3%

Year to date is the same

Winter/Spring Programs

- **Take Your Child to the Library Day** – Saturday, February 4th (**9 attended**)
- **March Madness Book Edition** – voting starts March 1st for round 1
- **Story Hour Specials**
 - **Mo Willems** – Saturday, February 25th at 11 am for age 4 -8
 - **St. Patrick's Day**
- **Take and Makes** – Groundhog Day (**7 participated**)
- **Make and Take** – Valentine's Day Cards (**9 participated**)
- **Make a Leprechaun Trap**
- **Peep Houses**

Book Club

- Fourth Tuesday at 2 pm
 - December 6th – *Lady Clementine* by Heather Terrell **(6 Attended)**
 - January 24th – *At Home in Mitford* by Jan Karon **(7 Attended)**
 - February 29th – *Guest House* by Nancy Thayer

Other

- **CPR Kits**
- **Invoice**
 - **Large Print Books**
 - **J Paperback books**