

## Marilla Free Library – 03/21/23 Board Meeting Minutes

1. **Call to order** - Meeting called to order at 6:35pm. In attendance: Rachelle Walker (3)(President), Judy Farmer (3)(Vice President), Kathy Winde (3)(Treasurer), Joanne Goellner (3)(Secretary), Shannon Thompson (Director), Kathy Campbell (2), Debbie Zimmerman (1), Tony Sebastiano (2) Town Liaison. Also in attendance: Jennifer Achman. Missing: Deborah Mamon (2).

Prior to the meeting being called to order, Jennifer Achman introduced herself and shared that she was running for Marilla Town Supervisor on the Republican ticket. She asked if she may stay for the entire meeting so she could learn more about the library. The board invited Jen to stay as anyone is welcome to attend library board meetings.

2. **Minutes** - *A motion was made by Kathy Campbell to approve the February 21<sup>st</sup> meeting minutes as written. A second motion was made by Kathy Winde. 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 February'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 \$100, the Capital Improvement Account earned \$85.09 in interest. Payments were made to ECWA, Robert Adler for ACT dues and \$139.37 for Taxes to the Town 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 Judy Farmer. All were in favor with none opposed.*

- b. **Librarian's** - *(for full details, Librarian's Report attached below)* Circulation and Computer Use were all up for the month and year. Laptop Use was down for the month and year. Wireless was up for the month and the same for the year. Patron count was down for the month but up for the year. Take and Makes and Make a Leprechaun Trap had high participation. Peep House program dates are scheduled for April as well as a Lego Club for the end of March. March Madness of Books is winding down. The Library received Hands On CPR kits and they are available for checkout. Shannon completed the non-financial part of the State Report as well as local financials.

- c. **Friends'** - the Friends met in March. They made \$169 with their themed basket raffle. They will sponsor the Library's Peep House program. They also paid for a BookPage subscription. Patron's have taken most of the copies that were available at the library. Their next meeting is on April 11<sup>th</sup>.

- ~~d. **Fundraising Committee** – (currently inactive)~~

- e. **Town Report** - *(note Tony Sebastiano was present at our Board meeting, left for the Town meeting and returned to the library)* Tony shared he didn't have anything to report from the Town as he was headed there for a meeting shortly. He listened to Board concerns regarding the letter from the Town and stated that neither he nor the other councilmen were aware that the Supervisor had sent a letter to the Library (see attached letter for reference) but would gather more information at the meeting. He reiterated that the council had already approved funding for the library so we (the Board) should not be concerned, especially since Shannon had previously submitted information regarding financials, services and programs in the fall at the Supervisor's request.

When he returned from the Town meeting, Tony stated that the Supervisor sent letters to everyone (those who received Town funding) and that it was at the request of the Town auditor. He advised Shannon and the Board regarding what to submit to the Town Board and Supervisor. Shannon asked Tony if the Town Council would ask the library to refund the remaining balance

reserved for emergencies that may arise before we receive the new Town funding and he reiterated what Supervisor Gingerich said at an April 2018 meeting, that they would not ask for it back.

## 5. Unfinished Business

### a. Building

1. **Roof** - Deb Mamon secured a 3<sup>rd</sup> company for an estimate but they haven't visited the library yet. Shannon shared what Deb learned about the differences in the first two estimates.
2. **Front Door** - Shannon called again and is still waiting on a call back. Deb Zimmerman suggested that Shannon try Hamburg Overhead Door. Tony suggested that Shannon ask Ron from the Highway Department to take a look at it.
3. **Carpet** - Shannon received an updated quote from Custom Carpet Center with the additional cost for moving furniture. (*quote on file for viewing at Library*) She shared the information she received from Ken Stone regarding the grant initiative with a 04/11/23 due date.

*A motion was made by Deb Zimmerman to accept the updated quote of \$13202.85 from Custom Carpet Center. A second was made by Kathy Campbell. All were in favor with none opposed.*

*A motion was made Joanne Goellner to approve the Resolution Approving Submitting a B&ECPL Program Equipment & Facility Improvement Initiative Supplemental Request. A second was made by Judy Farmer. 5 ayes, 0 noes.*

- b. **Library Self Audit** - after discussion about the process, Deb Zimmerman and Kathy Campbell volunteered to administer a self audit. They will coordinate a time to meet with Kathy Winde for the library's financial records.
- c. **Marilla Carnival** - the Board decided to participate in the carnival. Shannon would begin the process of planning which includes securing the games, reviewing letters for basket raffle donations and prizes.
- d. **AED** - Shannon is waiting on further information from Central. Jen Achman shared she may be able to help the library as she used to be an athletic trainer and there were some resources she could look into.
- e. **Library Open Cleaner Position (hiring postponed until further notice)**

## 6. New Business

- a. **Town of Marilla Contract/Letter Response** - Shannon presented documents she created containing the information asked for by the Supervisor. The Board reviewed them and made a few suggestions regarding edits.
- b. **Oath of Office: Deb Zimmerman** - Deb recited the oath of office.
- c. **Review Trustee Application: Nancy Costello** - after reviewing her application, the Board agreed that Nancy should be invited to join the Board as a trustee.

## 7. Other Business

- a. **Payroll Report** - there was no new report.

## 8. Next Meeting: 4/18/23 at 6:30 pm

9. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Judy Farmer at 8:45pm with a second by Kathy Winde. All were in favor with none opposed.

Meeting Minutes Respectfully submitted, March 24<sup>th</sup>, 2023, by Joanne Goellner, Secretary.

## Librarians Report – March 21, 2023

### **Operating Budget**

#### *Receipts*

**February Receipts:** \$33.45 (\$12.50 copies, \$20.15 print, \$0.80 payment toward damaged item)

*Receipts year to date:* \$94.35

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

#### *Expenditures*

**February:** \$59.95

*Expenditures year to date:* \$2,589.41

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

### **Circulation**

February was 3,367. This was **up by 1,406** or 71.7%

Year to date is 6,895. This is **up by 3,369** or 95.5%

### **Computer Use**

February was 55. This was **up by 25** or 83.8%

Year to date is 92. This is **up by 33** or 55.9%

### **Laptop Use**

February was 0. This was **down by 2**

Year to date is 1. This is **down by 8**

### **Wireless Usage**

February was 79. This was **up by 2** or 2.6%

Year to date is 152. This is the same as the previous year.

### **Patron Count**

February was 922. This was **down by 13** or -1.4%

Year to date is 1,809. This is **up by 143** or 8.6%

### **Winter/Spring Programs**

- **March Madness Book Edition** – voting for the Final Two begins on March 22
- **Story Hour Specials**
  - **Mo Willems** – Saturday, February 25<sup>th</sup> at 11 am for age 4 -8 (**will reschedule**)
- **Take and Makes** – St. Patrick's Day (**28 Kits**)
- **Make a Leprechaun Trap** – March 16<sup>th</sup> at 6 pm ages 5 to 12 (**17 Attended**)
- **Peep Houses** – Thursday, April 6<sup>th</sup> at 6 pm and Saturday, April 8<sup>th</sup> at 11 am

### **Book Club**

- Fourth Tuesday at 2 pm
  - February 28<sup>th</sup> – *Guest House* by Nancy Thayer (**8 Attended**)
  - March 28<sup>th</sup> – *South of the Buttonwood Tree* by Heather Webber

***Other***

- **CPR Kits Received**
- **State Report Update**
- **Return to System**



## TOWN OF MARILLA

S-1740 TWO ROD ROAD  
MARILLA, NEW YORK 14102

(716) 652-5350  
FAX: (716) 652-2541  
TDD 1-800-662-1220

February 16, 2023

Marilla Free Library  
11637 Bullis Road  
Marilla, NY 14102

Re: 2023 Agreement

To Whom it May Concern,

The Town of Marilla will need the following information from your organization in order to receive funds from the Town. (Auditors Recommendation)

- 1) A formal request for funds (Budgeted amount for the year 2023 is \$25,000)
- 2) Annual Financial Report
- 3) Most recent Audit (if applicable)
- 4) Summary of activities/services provided.
- 5) A statement by an authorized individual(s) stating the information provided is accurate to the best of their knowledge.

Once the information we requested, is received, a contract will be mailed to your organization for an authorized signature:

Upon receiving the signed contract and the contract is executed the funds will be forwarded to your organization.

If you have any questions, feel free to contact me.

Sincerely,

Earl Gingerich Jr.  
Supervisor

**Resolution Approving Submitting a B&ECPL Program Equipment & Facility Improvement Initiative Supplemental Request**

Resolution 2023

WHEREAS, the Marilla Free Library would benefit from a project to replace the carpeting in the library and

WHEREAS, the Buffalo & Erie County Public Library in 2021 sponsored a Program Equipment & Facility Improvement Initiative to assist in funding such projects, now therefore be it

RESOLVED, that the Marilla Free Library Board of Trustees authorizes the Library Director to submit a request for supplementary Program Equipment & Facility Improvement Initiative funds for the carpet replacement project in the amount of up to \$9,902.13, and be it further

RESOLVED, that the Board further authorizes the use of up to \$3,300.72 in the Library's local funds to serve as up to 25% match for the above request, and be it finally

RESOLVED, that any procurement made by the Marilla Free Library in support of this request shall be done in compliance with the Board's adopted procurement policy.

March 21, 2023 – Marilla Free Library Board of Trustees Regular Meeting

Votes: In favor: 5

Opposed: 0

Abstentions: 0

Rachelle Walker 3/21/23

Rachelle Walker - President, Board of Trustees