

Marilla Free Library – 04/18/23 Board Meeting Minutes

1. **Call to order** - Meeting called to order at 6:35pm. In attendance: Rachelle Walker (4)(President), Judy Farmer (4)(Vice President), Kathy Winde (4)(Treasurer), Joanne Goellner (4)(Secretary), Shannon Thompson (Director), Debbie Zimmerman (2), Deborah Mamon (3), Nancy Costello (1), Tony Sebastiano (3) Town Liaison. Also in attendance: Dennis Jakubowski (Friends of Marilla Free Library). Missing: Kathy Campbell (2).
2. **Minutes** - *A motion was made by Kathy Winde to approve the March 21st meeting minutes as written. A second motion was made by Deb Zimmerman. 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 reported March's financial details. There was little to no activity in most of the accounts. Some items of note: Memorial Checking had two check transactions (a reimbursement to Shannon and payment to BECPL) and a NYS tax payment. The Capital Improvement Account earned \$94.24 in interest. A deposit was made to the Operating Account for Revenue and System Appropriation. *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 and Patron Count were all up for the month and year. Laptop Use was the same for the month and down for the year. Wireless was down for the month and the year. March Madness ended and *Creepy Carrots* was the winner. Take and Makes and Peep Houses all had great participation. Shannon is changing up the summer reading challenge (theme: All Together Now) to make the program more enticing & age appropriate in prizes for young adult readers. She's also ordered incentives through Central so the library can benefit from further discounts. Cris Johnson has been booked for August. Statistical sections of the State Report are finished and Shannon is working on the Annual Report. Shannon also shared that the library is experiencing issues with non-library patrons parking in the library's parking lot spaces during open hours, making it difficult for those who do want to visit, unable to park. The board discussed possible solutions and Shannon is going to look into increased signage.
 - c. **Friends'** – Dennis Jakubowski reported that the Friends will once again have their annual book sale in October. A date is not set because they have to coordinate with the town as to when the Community Center is available. The group also did well on their holiday basket raffle. Dennis thanked those who donated. The Friends have also decided to sponsor a year's subscription to the Book Page magazine.
 - d. **Fundraising Committee** – **(currently inactive)**
 - e. **Town Report** – Tony reported that he had no news to report from the Town. He asked if the library had anything for him to share or whether he could deliver the Town Contract and information to the town. The board thanked him and let him know that we planned to review the information as part of the meeting and would let him know if we needed his help delivering.
5. **Unfinished Business**
 - a. **Building**
 1. **Roof** – 3rd company did come out but Shannon has not received a quote. Deb Mamon recommended another business.
 2. **Front Door** – Kelly Brothers gave Shannon a quote however it is not for a replacement door but rather to add to the existing door. She is going to call to get more information. The company that Ken Stone recommended is still unreachable. Another recommendation was given. Deb said she would call Hamburg Door to inquire. Ron from the town did not respond.
 3. **Carpet** – Shannon learned that according to the procurement policy that the library has to go with the lowest quote. No shows also count as 1 of the 3 estimates required. Regarding

the grant from the B&ECPL, our application was recommended for approval at their next meeting.

- b. **Library Self Audit** – due to Easter, the ladies were unable to meet and will coordinate.
- c. **Marilla Carnival** – Shannon has begun looking over resources/gathering info on games and possible donors.
- d. **AED** - Jen Achman reached out with resources for Shannon to contact. Nothing from Central yet.
- e. **Town of Marilla Contract/Letter** – the Board reviewed the letter and documents Shannon prepared (sent to trustees prior to meeting) and were in favor of Rachelle signing and Shannon delivering to town or via email to the Supervisor and all Councilman.
- f. **Library Open Cleaner Position – (update)** The Library’s Caretaker resigned on March 31. Shannon is reviewing the Caretaker and Cleaner job descriptions as well as whether the Library has the option to combine the two positions into one. With the resignation of the Caretaker, Shannon shared that the library will need to purchase a lawn mower and probably have to replace the shed to house the mower.

6. New Business

- a. **Oath of Office: Nancy Costello** – Nancy took the Oath of Office and is officially a trustee. She and Deb Zimmerman need to fill out a Conflict of Interest form.
- b. **Review Long Range Plan** – tabled until next meeting.
- c. **Bank Accounts** – at the March board meeting, it was realized that the combined total of the Library’s Bank accounts within the Bank of Holland, exceeds what is protected by FDIC insurance. After discussion on possible solutions:
 - 1. *A motion was made by Judy Farmer to open a new checking account at the Bank of Holland strictly for Town Funds, taking \$57,500 from the Capital Improvement Account as a starting balance. This new account will make it easier to document and report funds received from the Town of Marilla. A second was made by Deb Mamon. All were in favor with none opposed.*
 - 2. *A motion was made by Nancy Costello to move \$200,000 from the Bank of Holland Capital Improvement Account to a CD at Alden State Bank or 5 Star Bank depending on the best rate. A second was made by Judy Farmer. All were in favor with none opposed.*

7. Other Business

- a. **Payroll Report** – no new report
- b. **Vacuum** – (added during meeting) Shannon shared that the library’s basement vacuum needs replacing. She proposed purchasing the same model as the one that was replaced upstairs. *A motion was made by Judy Farmer to purchase a new vacuum up to \$300. A second was made by Kathy Winde. All were in favor with none opposed.*

8. Next Meeting: 5/16/23 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 8:29pm with a second by Kathy Winde. All were in favor with none opposed.

Meeting Minutes Respectfully submitted, April 24th, 2023, by Joanne Goellner, Secretary.

Librarians Report – April 18, 2023

Operating Budget

Receipts

March Receipts: \$20.95 (\$10.90 copies, \$10.05 print)

Receipts year to date: \$115.30

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

Expenditures

March: \$159.37

Expenditures year to date: \$2,748.78

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

Circulation

March was 3,378. This was **up by 1,096** or 48%

Year to date is 10,273. This is **up by 4,465** or 76.9%

Computer Use

March was 35. This was **up by 1** or 2.9%

Year to date is 127. This is **up by 34** or 36.6%

Laptop Use

March was 2. This was the same as the previous year

Year to date is 3. This is **down by 8**

Wireless Usage

March was 103. This was **down by 2** or -1.9%

Year to date is 255. This is the **down by 2** or -0.8%

Patron Count

March was 1,116. This was **up by 222** or 24.8%

Year to date is 2,925. This is **up by 365** or 14.3%

Spring Programs

- **March Madness Book Edition** – Creepy Carrots was the winner (**11 participated**)
- **Take and Makes** – Easter (**16 Kits**)
- **Peep Houses** – Thurs., April 6th at 6 pm and Sat., April 8th at 1 pm (**10 attended & 8 attended**)
- **Fairy Tale Scavenger Hunt**
- **Library Week Make & Take** – April 23rd to April 29th

Book Club

- Fourth Tuesday at 2 pm
 - March 28th – *South of the Buttonwood Tree* by Heather Webber (**6 attended**)

- April 25th – *The Silver Star* by Jeannette Walls

Summer 2023

- **Theme:** All Together Now
- Summer Reading Challenge: 1,000 Minutes
- Looking into running a Young Adult Summer Reading Challenge
- **Summer Incentives** – Order sent to Business Office for ordering
- **Programs**
 - Story Hour with Ms. Shannon
 - Lego Club
 - **Cris Johnson: Magic Show and Balloon Twisting Experience** – Wednesday, August 2nd at 1 pm for all ages [\$350]

Other

- State Report Update
- System Appropriation
- Return to System
- Parking Lot