

## Marilla Free Library – 05/16/23 Board Meeting Agenda

1. **Call to order** - Meeting called to order at 6:33pm. In attendance: Rachelle Walker (5)(President), Kathy Winde (5)(Treasurer), Joanne Goellner (5)(Secretary), Shannon Thompson (Director), Debbie Zimmerman (3), Deborah Mamon (4), Kathy Campbell (3). Missing: Judy Farmer (4)(Vice President), Nancy Costello (1), Tony Sebastiano (3)(Town Liaison).
2. **Minutes** - *A motion was made by Deb Zimmerman to approve the April 18<sup>th</sup> meeting minutes as written. A second motion was made by Deb Mamon. 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 April's financial details. There was little to no activity for most of the accounts. Some items of note: Memorial Checking had a deposit from Barb Schilling who gave a \$50 donation. The Capital Improvement Account earned \$85.14 in interest. The Operating Account wrote a check for Return to System. *A motion was made by Joanne Goellner to approve the Treasurer's Reports as presented. A second motion was made by Deb Zimmerman. All were in favor with none opposed.*
  - b. **Librarian's** - *(for full details, Librarian's Report attached below)* Circulation and Patron Count were all up for the month and year. Spring programs had decent participation. Shannon is still preparing for summer programming. The library will implement a new young adult reading challenge so she is finalizing the format and prizes. She has secured Cris Johnson for August and is looking for a family program, probably Hawk Creek. The library received generous donations from the Lions Club of EA and the Kiwanis Club of Marilla.
  - c. **Friends'** – their last meeting was cancelled.
  - d. **Fundraising Committee** – **(currently inactive)**
  - e. **Town Report** – Town Liaison not present.
5. **Unfinished Business**
  - a. **Building**
    1. **Roof** – Shannon is still trying to secure 1 more estimate.
    2. **Front Door** – Kelly Brothers was emailed regarding the additional questions about remote access to lock the door and the cost of a new door instead of refurbishing current door. They need to come out for a new estimate.
    3. **Carpet** – grant was approved by Central. Shannon shared samples for the stairs and asked the board's opinion on a color selection. Shannon is going to get the process started. Right now it's looking like mid June for installation. The library may have to make some payments up front and then be reimbursed by the BECPL System later.
  - b. **Library Self Audit** – was completed for the Memorial Checking account (ending in #6618) by Kathy Campbell and Deb Zimmerman. The ladies asked a few questions and made some recommendations (*see attached*). Some of what was recommended is already part of the library's treasury process. Shannon asked if they would also audit the other accounts and they agreed they would. Storage for old records will be worked out after the carpet installation and Shannon will get the other accounts ready for audit.
  - c. **Marilla Carnival** – No additional details. Library will retain the spot they had last time. Deb Mamon reported that the committee was looking for an organization to take over drinks at the recessions stand. That group would retain profits. Shannon was going to share with the Friends to see if they were interested.
  - d. **AED** – Shannon hasn't heard of anything from Central. Jen Achman was checking a few resources for the library.
  - e. **Town of Marilla Contract/Letter** – Shannon emailed the requested documents to the Supervisor and all of Town Council. The letter that was attached was read as part of the Town's meeting minutes as requested by the board. Shannon has not heard anything regarding a contract.

- f. **Library Cleaner/Caretaker** – Shannon spoke with Central who said it would be ok to combine the two positions into one. She is currently working to edit/revamp the duties before posting the position.
- g. **Long Range Plan** – *A motion was made by Deb Zimmerman to approve the reviewed Long Range Plan with a date change to 2023-2026. A second was made by Kathy Winde. All were in favor with none opposed.*
- h. **Library Parking** – Nothing new to report. Ron did come out and take some photos. He has been very busy. Shannon was thinking of using cones and/or a sandwich board in the meantime.
- i. **Bank Accounts** – no changes made since last meeting. Further discussion was needed regarding possibly moving an additional account and researching a few more options. If possible, the board would like to stay with the decisions made at the last meeting regarding moving funds to a CD at another bank while creating a new account at the Bank of Holland.
- j. **Vacuum** – A vacuum was ordered. The total came to \$209 which was within the amount approved at the last meeting. Funds will come from Janitorial.

**6. New Business**

- a. **Review of the State & Annual Report** - *(Reports on file at library, copy of Resolution below)* Shannon presented the library's 2022 State and Annual Reports. (emailed for review prior to the meeting) *A motion was made by Joanne Goellner with a second by Kathy Campbell to approve the reports as presented. All were in favor with none opposed.* The Board also voted to approve the resolution which states:

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Library attest that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

RESOLVED, that the “Annual Report” was reviewed and accepted by the Board of Trustees.

(5 ayes/0 noes)

- b. **Mower/Shed** – Due to the resignation of the library caretaker, the library will need to purchase a mower and possibly a new shed to house the mower. The previous two caretakers used their personal mowers to care for the library lawns. The library is in possession of push mowers which are too small and out of commission. Riding mower prices will be researched including contacting Ken's Sales and Service (to support local). Measurements will be taken to see if the shed doors can accommodate a riding mower, if the door can be changed or if a new shed needs to be purchased. If necessary, a special meeting will be called.
- c. **Reimbursement** – (added to agenda during meeting) *A motion was made by Deb Mamon to approve payment of \$372.30 to Fun Express, for summer reading incentives, from Memorial Checking. A second was made by Deb Zimmerman. All were in favor with none opposed.*

**7. Other Business**

- a. **Payroll Report** – Rachelle emailed prior to meeting.

**8. Next Meeting:** 6/20/23 at 6:30 pm

- 9. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Deb Zimmerman at 8:27pm with a second by Kathy Winde. All were in favor with none opposed.

Meeting Minutes Respectfully submitted, May 18<sup>th</sup>, 2023, by Joanne Goellner, Secretary.

## Librarians Report – May 16, 2023

### **Operating Budget**

#### *Receipts*

**April Receipts:** \$16.55 (\$3.85 copies, \$12.70 print)

*Receipts year to date:* \$5,311.85 (this includes the System Appropriation)

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

#### *Expenditures*

**April:** \$0

*Expenditures year to date:* \$2,748.78

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

### **Circulation**

April was 3,276. This was **up by 471** or 16.8%

Year to date is 13,549. This is **up by 4,936** or 57.3%

### **Computer Use**

April was 26. This was **down by 15** or -36.6%

Year to date is 153. This is **up by 19** or 14.2%

### **Laptop Use**

April was 0. This was **down by 6**

Year to date is 3. This is **down by 14**

### **Wireless Usage**

April was 92. This was **up by 1** or 1.1%

Year to date is 347. This is the **down by 1** or -0.3%

### **Patron Count**

April was 888. This was **up by 102** or 13%

Year to date is 3,813. This is **up by 467** or 14%

### **Spring Programs**

- **Fairy Tale Scavenger Hunt (15 participated)**
- **Library Week Make & Take – April 23<sup>rd</sup> to April 29<sup>th</sup> (15 participated)**
- **Take and Make – Mother's Day Card (12 participated)**
- **Take and Make – Father's Day Card in June**

### **Book Club**

- Fourth Tuesday at 2 pm
  - April 25<sup>th</sup> – *The Silver Star* by Jeannette Walls **(5 participated)**
  - May 23<sup>rd</sup> – *Faithful* by Alice Hoffman

### **Summer 2023**

- **Theme:** All Together Now
- Summer Reading Challenge: 1,000 Minutes
- Looking into running a Young Adult Summer Reading Challenge
- **Summer Incentives for children's reading program** – Received prizes – Invoice needs approval and payment
- **Programs**
  - Story Hour with Ms. Shannon
  - Lego Club
  - **Cris Johnson: Magic Show and Balloon Twisting Experience** – Wednesday, August 2<sup>nd</sup> at 1 pm for all ages [\$350]

### **Donations**

- *Kiwanis Club of Marilla* \$500 for summer programs
- *Lions Club of East Aurora* \$300

May 2023

Marilla Board of Directors

Audit done on checking account. Bank of Holland # 6618. Opened on November 11//26/21  
With a deposit of donations by various people

All statements for checking # 6618 were reviewed by Kathy Campbell and Debbie  
Zimmerman.

The statements were all complete with accurate balances for the year 2021-thru 2022  
All deposits and checks were verified.

#### Recommendations to Board

Kathy Winde would be given a storage area for all old records she has. Records are to be kept  
for seven years. Unless they are kept of historical records

All donations are photo copied for records of all deposit and given to treasurer monthly. In  
case of cash a copy of receipt given to donor is to be copied and turned in to treasurer  
monthly.

All checks written will be supported by receipts or bills. No checks should be written  
without proof of what was spent, or who wants reimbursement for items.

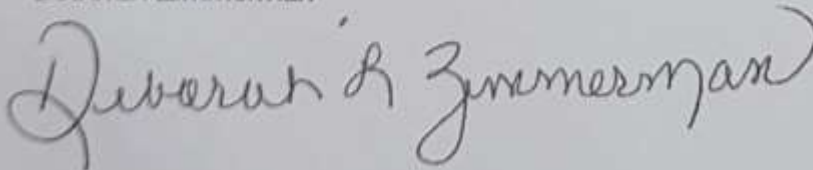
All new accounts given to treasure for her care must have a audit before turned over to  
treasurer Kathy Winde treasurer..

Respectfully submitted

Kathy Campbell



Deborah Zimmerman



RESOLUTION adopted by the Board of Trustees of the  
Marilla Free Library at a  
regular (or special) meeting of said Board of Trustees held at  
Marilla Free Library on the 18<sup>th</sup>  
day of May 2023 at 8 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees  
of the Marilla Free Library Library, held  
at the Marilla Free Library on the 16<sup>th</sup> day of  
May 2023, a resolution was adopted of  
which the following is a true copy:

RESOLVED, that the Library operated under its plan of service in  
accordance with the provisions of Education law and the Regulations of  
the Commissioner, and be it further

RESOLVED, that the Library attests that the financial information  
provided to the Buffalo & Erie County Public Library and New York State  
as part of any and all reporting is true and complete, and be it further

RESOLVED, that the "Annual Report" was reviewed and accepted by the  
Board of Trustees.

Clerk Jeane O'Ball

Ayes 5

Noes 0