

## Marilla Free Library – 06/15/21 Board Meeting Minutes

1. **Call to order** - 6:35pm. Live video conference via Zoom. In attendance: Rachelle Walker (President), Joanne Goellner (Secretary), Shannon Thompson (Director), Judy Farmer, Deborah Mamon, Kathleen Campbell. Excused: Kathy Winde
2. **Minutes** - A motion was made by Judy Farmer to approve the May 18<sup>th</sup> meeting minutes as written. Second motion made by Rachelle Walker. All in favor with none opposed.
3. **Public Expression** - no public expression.
4. **Reports**
  - a. **Treasurer's** - (*for full account details see the Treasurer's Report on file at the library*) Shannon updated the Board regarding May's finances, transactions and account balances. Items of note: Memorial Savings earned .26 in interest, Capital Improvement earned \$2.29 in interest, Fundraising Account had no activity, Checking Account had a \$5 deposit from the Amazon Smile Program and the Operating Account made a payment to the ECWA for \$53.46. 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, see the Librarian's Report below*) Circulation, Computer Use, Laptop Use, Wireless Usage and Patron Count were all up for the month and year to date. Shannon updated the Board about summer 2021 which will look different than previous years. The Independent Reading Challenge has been renamed the "Summer Reading Program". Prizes have been ordered. Patrons continue to participate in the Take and Make program. There will be a scavenger hunt in the library open to anyone and limited in person programs for 6-11 year old. Lego Club and Craft programs will resume and instead of community sharing of supplies, each participant will have their own to work with. STEM/Science virtual programming will also continue.
    1. A motion was made by Judy Farmer to approve payment for Summer Reading Program prizes ordered through the Business Office from Fun Express in the amount of \$307.66 (20% off with free shipping) from the Memorial Checking account. A second was made by Joanne Goellner. All in favor with none opposed.
  - c. **Friends'** – the Friends did not have a meeting.
  - d. ~~**Fundraising Committee**~~ – (**currently inactive**)
  - e. **Town Report** – no liaisons attended the meeting.
5. **Unfinished Business**
  - a. **Town Contract** - the contract error was noted, signed and turned in. Shannon reported that the library received a check from the Town.
  - b. **New Trustee Oath of Office** – Kathy Campbell recited the Oath of Office and was welcomed as a trustee.
6. **New Business**
  - a. **Parking Lot** - the stripes in the Library parking lot are either faded or non-existent. Joanne will contact Matt & Bonnie (Town Liaisons) for guidance.
  - b. **Updated Mask Guidance** – as of 06/15/21, masks are optional for patrons who are vaccinated using the honor system. There is no updated guidance pertaining to social distancing so current policies remain in place.

- c. **Banking** – tabled until next meeting. Deb volunteered to procure more information.
  - d. **HDE** – requested light and outlet work has been completed.
  - e. **Garbage Pickup** – the Library currently does not have sanitation pickup and would like to set it up. Joanne will contact the Town Liaisons for guidance.
  - f. **Sharon Kelly** – would like to attend a meeting.
  - g. **Girl Scouts** – a local troop has requested use of the meeting room starting in September.
  - h. **Building Alarm** – alarm went off twice in one day, 3:30am front door and basement and 9:30am front door. Cause is unknown.
7. **Other Business**
- a. **Payroll Report** – shared by Rachelle via email.
  - b. **Executive Session** - The Board entered into Executive Session at 7:06pm to discuss personnel matters. A motion was made by Deb Mamon to adjourn Executive Session at 7:09pm. A second was made by Joanne Goellner. All were in favor with none opposed. No formal actions taken during Executive Session.
8. **Next Meeting: 07/20/21 at 6:30 pm** via Zoom unless Executive Order lifted.
9. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Kathy Campbell at 7:14pm with a second by Deb Mamon. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, July 10<sup>th</sup> 2021, by Joanne Goellner, Secretary.

## Librarians Report – June 15, 2021

### **Operating Budget**

#### *Receipts*

May Receipts: \$72.69 (\$56.99 Fines / \$1.80 Copies / \$8.90 Print / \$ Disk)

*Receipts year to date:* \$ 3,647.19 (includes \$3,298 System Appropriation)

This represents fine/copy/print revenue. This year our revenue commitment is \$2,302.

#### *Expenditures*

May: \$53.46

*Expenditures year to date:* \$2,263.31

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

### **Circulation**

May was 2,157. This was **up by 2,144** or 16492.3%

Year to date is 11,328. This is **up by 3,352** or 42%

### **Computer Use**

May was 33. This was **up by 33**

Year to date is 223. This is **up by 67** or 42.9%

### **Laptop Use**

May was 8. This was **up by 8**

Year to date is 60. This is **up by 17**

### **Wireless Usage**

May was 95. This was **up by 89** or 1483.3%

Year to date is 483. This is **up by 145** or 42.9%

### **Patron Count**

May was 946. This was **up by 946**

Year to date is 4,254. This is **up by 1,057** or 33.1%

### **Programs**

- **In-Library Take and Makes**
  - Memorial Day Theme **(10 participated)**
  - Father's Day Theme
- **Read Down Your Fines (2 participated)**

### **Summer 2021**

- **Tails and Tales**
- **Summer Reading Challenge** (formerly Independent Reading Program)
  - Ordered prizes – will be invoiced by Central
- **Take and Makes**
- **Scavenger Hunt**
- **In-Person Programs** (for 6-11 year olds)
  - Socially Distanced
  - Limited number of spots – registration will be required
  - Masks

- Each child will have own box with supplies
  - Lego Club
  - Craft Program
- **Virtual Programs**
  - **STEM / Science Saturdays**