

Marilla Free Library – 07/18/23 Board Meeting Minutes

1. **Call to order** - Meeting called to order at 6:31pm. In attendance: Judy Farmer (5)(Vice President), Kathy Winde (6)(Treasurer), Joanne Goellner (6)(Secretary), Shannon Thompson (Director), Debbie Zimmerman (4), Kathy Campbell (4) Nancy Costello (2). Missing: Rachelle Walker (5)(President), Deborah Mamon (4), Tony Sebastiano (3)(Town Liaison).
 2. **Minutes** - *A motion was made by Kathy Campbell to approve the May 16th 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 May/June's financial details. Items of note: Memorial Checking had deposits from Amazon Smile, Lion's Club and Marilla Kiwanis Club. The account also received a generous donation from Dave and Kathy Wyzykowski. The Capital Improvement Account earned \$100.31 and \$91.28 in interest. The Operating Account paid for the new vacuum. Fundraising had no activity. *A motion was made by Joanne Goellner to approve the Treasurer's Reports as presented. A second motion was made by Kathy Campbell. All were in favor with none opposed.*
 - b. **Librarian's** - *(for full details, Librarian's Report attached below)* The library closure June 15-27 affected some areas of operation but overall circulation and patron counts were up. Father's Day Take and Make had high participation. Summer reading challenges have begun. There has been better than expected interest/participation in the tween/teen summer challenge that was revamped to include more age appropriate prizes. Build a Tiny Plant World was also well attended as was the Hawk Creek program. *A motion was made by Joanne Goellner to approve payment/reimbursement of the following invoices and receipts:*
 1. Payment of a \$786.45 invoice for Vox books with reader attached from the Memorial Checking Account with earmarked funds from Lion's Club donations.
 2. Reimbursement of \$36.04 in receipts for parking and mileage for Shannon Thompson for trainings and meetings, from the Operating Account.
 3. Receipts and invoices for summer program items and incentives including Pink Cow and Barnes and Noble gift cards, terrarium supplies, etc. from the Memorial Checking account for a total of \$629.96.*A second was made by Nancy Costello. All were in favor with none opposed.* Shannon also asked if she could purchase toilet paper, damp rid, and candy for the summer picnic from BJs. After researching prices BJs had the best value for the money with some coupons also available for further savings.
 - c. **Friends'** - Shannon shared an update from the Friends. Oct 20/21 is the date for their book sale at the Community Center. They have also secured the storage unit again and will begin collecting and sorting books.
 - d. **Fundraising Committee** – **(currently inactive)**
 - e. **Town Report** - Tony did not attend the meeting.
5. **Unfinished Business**
 - a. **Building**
 1. **Roof** - Shannon is still trying to secure 1 more estimate.
 2. **Front Door** - As was reported at the last meeting, Kelly Brothers was emailed regarding additional questions about remote access to lock the door and the cost of a new door instead of refurbishing the current door. They need to come for a new estimate and have not.
 3. **Carpet** - The library carpet was replaced. There was additional work/repairs that had to be completed (including renting a special machine to remove old carpet upstairs) resulting in a slightly higher bill than estimated. The final costs: upstairs: \$7033.33, stairs: \$800.00, downstairs: \$5200.00 for a total of \$13,033.33. *A motion was made by*

Deb Zimmerman to move earmarked Town funds from the Capital Improvement Account to the Operating Account to pay the invoice from Custom Carpet Center. A second was made by Nancy Costello. All were in favor with none opposed.

- b. **Library Self Audit** – Shannon has been working to gather documents for the Capital Improvement and Fundraising Accounts. Kathy Campbell and Deb Zimmerman will coordinate a date/time to complete the audit of these accounts when they are presented with all the materials.
 - c. **Marilla Carnival** – The library still has not received information about the times of the carnival so that volunteers can be secured and assigned. Besides games with prizes, Shannon would like the library to offer around 10 baskets for raffle. She is hoping to get donations from local businesses or organizations.
 - d. **AED** – there has been no further discussion from Central. It was decided this item will be removed from the agenda until further notice.
 - e. **Town of Marilla Contract** – the Library still has not received a contract. Tony did not attend the meeting however, stopped by prior to call to order to ask if anything was needed. Shannon inquired about the contract and was told (by Tony) that if she called the Town Supervisor, the contract could be taken care of over the phone. The Supervisor needs spending verification. It is unclear what spending verification is. Shannon let Tony know that the contract was between the Town and the Library Board so she could not make the call as it is the Board that reviews and ultimately approves the contract. Rachelle Walker (President) was unable to attend the meeting so she will be informed of the situation and a decision will be made how to proceed.
 - f. **Library Cleaner/Caretaker** –The combined caretaker/cleaner position was posted. There has not been any interest. The Board made recommendations on additional places to share the post.
 - g. **Library Parking** – Ron (with town highway department) has been very busy and since this isn't high priority, Shannon hasn't bothered him. During large events at the church during library hours, she's used orange cones and signs to try to dissuade non-patrons from parking in library spots.
 - h. **Bank Accounts** – Both Shannon and Kathy Winde investigated CDs prior to the meeting and shared what they found. After board discussion about the various library accounts and funds, *Deb Zimmerman made a motion to move \$200,000 from the Capital Improvement Account at the Bank of Holland to a 9 month CD with interest paid by check at Alden State Bank, with two signatures required. Additionally, the Fundraiser Account will be renamed, The Marilla Free Library Town Account. Money that has been earmarked as Town Funds will be moved into this account for a balance of \$57,500. A second was made by Kathy Winde. All were in favor with none opposed.* Kathy will contact Alden State Bank to see if she can start the process. A special meeting of the board will be held if necessary, to secure further permissions or if additional documentation is necessary.
 - i. **Mower/Shed** - Measurements still need to 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. Shannon begun to research mowers.
6. **New Business**
- a. **2023 BECPL Contract** – *(was sent out prior to the meeting for review)* The resolution to approve the agreement was adopted by the board with 5 ayes and 0 noes. *(see below)* Rachelle Walker will sign the contract ASAP.
7. **Other Business**
- a. **Payroll Report** – Shannon did not think there was a new report but if there is, Rachelle will forward to the Board.
8. **Next Meeting:** 8/15/23 at 6:30 pm
9. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Nancy Costello at 8:27pm with a second by Kathy Campbell. All were in favor with none opposed.

Meeting Minutes Respectfully submitted, July 19th, 2023, by Joanne Goellner, Secretary.

Librarians Report – July 18, 2023

Operating Budget

Receipts

May Receipts: \$32.50 (\$11.40 copies, \$21.10print)

June Receipts: \$11.05 (\$4.40 copies, \$6.65 print)

Receipts year to date: \$5,355.40 (this includes the System Appropriation)

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

Expenditures

May: \$63.78

June: \$255.66

Expenditures year to date: \$3,068.22

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

Circulation

May was 3,412. This was **up by 306** or 9.9%

June was 2,403. This was **down by 1,312** or -35.3% **

Year to date is 19,364. This is **up by 3,930** or 25.5%

Computer Use

May was 44. This was **up by 20** or 83.3%

June was 22. This was the same as June 2022 **

Year to date is 219. This is **up by 39** or 21.7%

Laptop Use

May was 0. This was **down by 7**

June was 0. This was **down by 1** **

Year to date is 3. This is **down by 22**

Wireless Usage

May was 95. This was **down by 2** or -2.1%

June was 76. This was **down by 10** or -11.6% **

Year to date is 518. This is the **down by 13** or -2.4%

Patron Count

May was 917. This was **up by 127** or 16.1%

June was 602. This was **down by 276** or -31.4% **

Year to date is 5,332. This is **up by 318** or 6.3%

**Closed June 15 through June 27 for carpet replacement.

Spring Programs

- Take and Make – Father's Day Card in June (16 participated)

Book Club

- Fourth Tuesday at 2 pm
 - April 25th – *The Silver Star* by Jeannette Walls (5 attend)

- May 23rd – *Faithful* by Alice Hoffman (7 attend)
- June 12th (6 attend)
- Meetings will begin again starting in September

Summer 2023

- **Theme: All Together Now**
- **Summer Reading Challenge: 1,000 Minutes**
- **Teen Summer Reading Challenge: 20 Hours**
- **Programs**
 - **Story Hour with Ms. Shannon**
 - **Community Helpers - July 10th at 11:00 am for ages 3-6 (2 attend)**
 - **Sprouting Up! Growing Things – July 24th at 11:00 am for ages 3-6**
 - **That’s What Friends Are For! – August 1st at 6:00 pm for ages 3-6**
 - **Fun with Food! – August 7th at 11:00 am for ages 3-6**
 - **Lego Club**
 - **Thursday, July 20th at 6:00 pm for ages 5-12**
 - **Thursday, August 17th at 6:00 pm for ages 5-12**
 - **Build a Tiny Plant World – July 18th at 2:00 pm for ages 7-12**
 - **What’s Cooking? – August 2nd at 2:00 pm for ages 7-12**
 - **Hawk Creek: Fur, Feathers & Scales – Wednesday, July 12th at 1 pm [\$175] (16 attend)**
 - **Cris Johnson: Magic Show and Balloon Twisting Experience – Wednesday, August 2nd at 1 pm recommended for ages 5 and up [\$350]**

Donations

- \$200 Dave and Kathleen Wyzkowski

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 the Marilla Free Lib. on the 18 day of
July, 2023 at 6:30 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the
Marilla Free Lib Library, held at Marilla Free Lib on
the 18 day of July, 2023, a resolution was adopted of which
the following is a true copy:

RESOLVED, that pursuant to Chapter 768 of the
Laws of 1953 of the State of New York, this Board of
Trustees does hereby approve the agreement submitted
by the Buffalo and Erie County Public Library for the
furnishing of free library privileges to the people of the
County of Erie, by this Library for the year 2023, and

BE IT FURTHER RESOLVED, that the
President of this Board be, and he/she is, hereby
authorized and directed to execute the same on behalf of
this Board.

5 Ayes

0 Noes

Board Secretary

Joanne G. Goellner
Signature

Joanne G. Goellner
Print Name