

Marilla Free Library – 07/20/21 Board Meeting Minutes

1. **Call to order** - Meeting called to order at 6:37pm. In attendance: Rachelle Walker (President), Judy Farmer (Vice President), Kathy Winde (Treasurer), Joanne Goellner (Secretary), Shannon Thompson (Director), Kathy Campbell. Also Present: Matt Dolegowski (Town Liaison) Absent: Deborah Mamon.
2. **Minutes** - A motion was made by Judy Farmer to approve the June 15th meeting minutes as written. Second motion made by Kathy Campbell. 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)* Kathy W. and Shannon updated the Board regarding June's finances, transactions and account balances. Items of note: Memorial Checking had a \$5 deposit from Amazon smile, Memorial Savings earned .26 interest. The Fundraising Account had zero activity and Capital Improvement earned \$2.22 interest. The Operating Account wrote a check for \$175.03 to Home Depot to cover previously approved items. 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, 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. The Summer Reading Challenge is going well. Shannon ordered more prizes and may need to order more higher level prizes. The Take & Makes for Fourth of July Theme and Farm Animal Theme had great participation. The Library started Lego Club again and had eight participants. Shannon adjusted for social distancing and it went well. The Lion's Club made a generous donation for sight saving materials. The check will be deposited in the Memorial Savings account until Shannon is ready to order.
 1. **HDE Bill** - A motion was made by Judy Farmer to approve movement of \$500 from the Capital Improvement Account to the Operating Account in order to pay the bill from HDE. A second was made by Kathy Campbell. All in favor with none opposed.
 2. **Contract from System** - Prior to the meeting, the 2021 Contract which was signed by the B&ECPL was sent to the Board for review. *(Contract signed by Rachelle Walker on file at library, signed Resolution attached)* The Board voted to approve the resolution which states:

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 2021, 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.

(4 ayes, 0 noes)

c. **Friends'** - Friends have not had a meeting.

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

e. **Town Report*** - Matt Shared that the Town is planning on having Ag Day on September 18th. He invited the library to have a stand to use for fundraising or promotions. The CAB is still ironing out the details about the event. Matt also spoke to Sanitation regarding setting up garbage pickup and is hoping that the Town will waive the \$185 fee in support of the library.

5. Unfinished Business

a. **Parking Lot** - Matt Dolegowski contacted the person who previously painted the parking lot lines and is awaiting response to see if he would be interested in doing it again.

b. **Sanitation** - Garbage will be picked up on Wednesdays at the Library.

c. **Banking** - tabled until August.

6. New Business

a. **Ag Day** - The board discussed whether to utilize the offer for a stand. It was decided that with the library being open on Ag Day rather than try to split staff or find volunteers that there would be a small basket raffle at the library instead.

b. **Reimbursements** - Shannon submitted janitorial receipts for reimbursement of janitorial supply purchases made by herself and the library cleaner. A motion was made by Joanne Goellner to approve payment of \$27.32 to Karen Thompson and \$29.46 to Shannon Thompson for items including: a mop refill, wood cleaner, toilet paper and a toilet lever. A second was made by Kathy Winde. All in favor with none opposed.

7. Other Business

a. **Payroll Report** - No report at this time.

8. Next Meeting: 08/17/21 at 6:30 pm

9. Adjournment - There being no further business to conduct, a motion to adjourn the meeting was made by Kathy Campbell at 7:23pm with a second by Judy Farmer. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, August 6th 2021, by Joanne Goellner, Secretary.

***note: to accommodate our Town Liaison who had a Town meeting to attend, the Town Report (4e) was heard prior to agenda items 4a-4d.**

Librarians Report – July 20, 2021

Operating Budget

Receipts

June Receipts: \$144.15 (\$106.90 Fines / \$5.55 Copies / \$14.75 Print / \$2 Lib Cards / \$14.95 Lost Item)

Receipts year to date: \$ 3,791.34 (includes \$3,298 System Appropriation)

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

Expenditures

June: \$175.03

Expenditures year to date: \$2,438.34

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

Circulation

June was 2,288. This was **up by 1,631** or 248.2%

Year to date is 13,616. This is **up by 4,983** or 57.7%

Computer Use

June was 43. This was **up by 42**

Year to date is 266. This is **up by 109** or 69.4%

Laptop Use

June was 9. This was **up by 9**

Year to date is 69. This is **up by 26**

Wireless Usage

June was 113. This was **up by 64** or 130.6%

Year to date is 596. This is **up by 209** or 54%

Patron Count

June was 1,113. This was **up by 770**

Year to date is 5,367. This is **up by 1,827** or 44.7%

Programs

- **In-Library Take and Makes**
 - Father's Day Theme **(15 participated)**

Summer 2021

- **Tails and Tales**
- **Summer Reading Challenge** (formerly Independent Reading Program)
 - Ordered prizes – will be invoiced by Central – Paid
 - May need to order additional prizes
- **Take and Makes for July**
 - Fourth of July Theme **(15 participated)**
 - Farm Animal Theme **(16 participated)**
 - Olympics Theme
- **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 – Thursday, July 15th at 6 pm **(8 participated)**
 - Craft Program – Wednesday, July 21st at 11 am

Donations

- **Lions Club of East Aurora** \$325 for sight saving materials

Other

- **HDE Bill** – approve and pay
- **Contract from System** – review and approve

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 Library on the 20th day of
July, 2021 at 6:53 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the
Marilla Free Library, held at the Marilla Free Lib. on
the 20th day of July, 2021, 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 2021, 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.

4 Ayes
0 Noes

Board Secretary
Joanne Goellner
Signature
Joanne Goellner
Print Name