

## Marilla Free Library – 08/15/23 Board Meeting Minutes

-special guest Sharon Kelly BECPL System Liaison

1. **Call to order** - Meeting called to order at 6:30pm. In attendance: Rachelle Walker (6)(President), Judy Farmer (6)(Vice President), Kathy Winde (7)(Treasurer), Joanne Goellner (7)(Secretary), Shannon Thompson (Director), Debbie Zimmerman (5), Kathy Campbell (5), Deborah Mamon (5), Nancy Costello (3). Also present: Sharon Kelly (BECPL System Liaison), Tony Sebastiano (3)(Town Liaison), Dennis Jakubowski (Friends).
2. **Minutes** - *A motion was made by Nancy Costello to approve the July 18<sup>th</sup> meeting minutes as written. A second motion was made by Kathy Winde. All in favor with none opposed.*
3. **Public Expression** - none.
4. **Reports**
  - a. **Treasurer's** - *(full financial reports/documents on file at the library)* Kathy Winde and Shannon Thompson reported July's finances. Items of note: Memorial Checking and Fundraising Account had no activity. The Capital Improvement Account earned \$94.60 in interest. The Operating Account had Town Funds transferred from the Capital Improvement Account for the Carpet project to write check #528 to Custom Carpet Centers in the amount of \$13,033.33. *A motion was made by Kathy Campbell to approve the Treasurer's Reports as presented. A second motion was made by Joanne Goellner. All were in favor with none opposed.*
  - b. **Librarian's** - *(full Librarian's Report attached below)* Circulation, Laptop Use and Wireless Use were all down for the month. Wireless Use was down for the Year. Everything else was up for the month and year. The teen summer reading challenge was very well received as was Cris Johnson's Magic Show which had 40 attend. Shannon is beginning to prepare for fall programming and weeding through books. Youth Services visited to look at the library's children section, Angola Library came to visit and discuss weeding of books and displays and Senator Gallivan is going to visit. The library will also offer a new Take and Make and scavenger hunt.
  - c. **Friends'** - Dennis Jakubowski reported on the Friends activity. Book sale collecting and sorting is in full swing. The book sale will be Fri/Sat October 20/21. There will also be a bake sale and the Friends are looking for donations of items like whole pies, plates of cookies, loaves of bread. The Friends have also donated \$750 toward the purchase of additional VOX books.
  - d. ~~**Fundraising Committee**~~ **(currently inactive)**
  - e. **Town Report** - *(see section 5.d)*
5. **Unfinished Business**
  - a. **Building**
    1. **Roof** - Need 1 more estimate. Shannon found an invoice that stated the roof was replaced in 2007. The Board decided to table the roof project until Spring/further notice.
    2. **Front Door** - No response from Kelly Brothers. King Brothers is 3 weeks behind. Ron Unverdorben will be contacted to get the name of who the town used for their doors. Shannon found the invoice for the original door and will contact the company to see if they can be of assistance/give an estimate.
  - b. **Library Self Audit** - Kathy Campbell and Deb Zimmerman will coordinate a date/time to complete the audit this month.
  - c. **Marilla Carnival Recap** - According to informal tracking, approximately 76 people visited the library's stand on Friday and 209 on Saturday. The library had about 20-25 themed basket/gift card donations and earned \$1240 in raffle ticket sales. \$232.50 was earned in game ticket sales and the Library had \$43 in donations. For next year, the library needs to purchase more prize chips and figure out a way to either display the age range for games or steer older kids away from games for younger children.
  - d. **Town of Marilla Contract** - Rachelle Walker emailed the Marilla Supervisor asking what was required to fulfill our contract *(see attached)*. He replied with a request that she call to schedule a one on one meeting at his office. Rachelle responded asking if he would attend the July 18<sup>th</sup> trustee board meeting so he could share his thoughts/requirements with the entire board and/or

provide what was required in writing. At the time of the board meeting, he had not responded to Rachelle's inquiry. Tony Sebastiano asked if the library had talked to the Supervisor and received our check. He stated he did not know why the library would not have received a check as the Town Council had already approved payment based on the requested documentation they received from Shannon Thompson on May 3<sup>rd</sup>. Tony stated he was not able to contact the Supervisor and would let us know when he received more information. He left the meeting but returned a short while later to share that the Supervisor had messaged him stating, "They have not contacted me as requested, I need to meet with the president privately." The Board thanked Tony for sharing the message and he left again. The Board agreed that meeting in private was not appropriate and the Trustee Board would attend a future Town Board Meeting. Tony returned to the meeting for a third time to share that the Supervisor relayed what documentation the Board did not provide. Tony gave the Board the same letter that was received by the Library in February. When the Board/Shannon showed Tony that we had provided the requested information to the Supervisor and each Council Member in May, he stated that the Supervisor said that the library was missing "financials for everything" and "had not provided a statement from an authorized individual that the information provided was accurate to the best of their knowledge" nor did we provide a "recent audit if applicable". It was determined by the Board that the information sent to the Town Board fulfilled the Supervisor's requests. In addition, the State and Annual reports (which contain ALL the Library's financials and programming details) are available online for viewing by anyone. The Board decided that they would look at the Town's meeting schedules for attendance.

- e. **Library Cleaner/Caretaker** - Shannon has contacted HR regarding some questions pertaining to employment but is going to make an offer and start the paperwork to hire an applicant. He will most likely start in September.
- f. **Library Parking** - tabled until Spring.
- g. **Bank Accounts** - Kathy Winde obtained the required paperwork from Alden State Bank to open the new CD (with interest paid by check). The account will have 3 people (President, Treasurer and Library Director) with 2 signers. They have to go in to the bank to finish setting up the account. Rachelle and Kathy set up a date/time to go together and Shannon will go separately when convenient for her schedule. Kathy will go to the Bank of Holland for the \$200,000 check that will go the Alden State Bank prior to her and Rachelle meeting at Alden State Bank. The additional details: Fundraiser Account being renamed "The Marilla Free Library Town Account" and earmarked Town Funds being moved into this account for a balance of \$57,500 will be handled separately.
- h. **Mower/Shed** - it was determined that the shed may work for a mower if the door is replaced with a garage type door. It depends on what size mower is purchased by the library. In her research Shannon determined that for a 42inch mower, the prices are between \$2100-2500 plus delivery. A new shed could cost around \$6-8K. Next steps:
  - 1. Kathy Winde's husband will contact King Brothers.
  - 2. Kathy Campbell will contact a resource she has.
  - 3. Shannon will contact Precision Doors and continue mower research/shopping.
  - 4. Deb Zimmerman will contact Balcerzak for a referral, Steve Tait and Hamburg Overhead Door. She will also call Strait Brothers.

## 6. New Business

- a. **Marilla Ag Day** - (September 17<sup>th</sup>) Jim Reichert contacted Shannon asking if the Library would like to participate. He had limited details but it seems the library will have a small area where they could have a game or craft activity. Shannon will find out more details to determine the best way the library can participate based on space.
- b. **Septic** - (added during meeting) Shannon shared that the library has not had their septic pumped since 2012. She scheduled an appointment for Myers to come out on 9/29. It will cost a minimum of \$350 and will come out of Building Maintenance. Other items that need attention:
  - lift maintenance

- sealer for benches
- greenhouse atrium glass
- snow blower
- replacement of hours sign

**7. Other Business**

**a. Payroll Report** - No new report.

**b. Shelving for Kids Area** - (added during meeting) Per previous discussion, Shannon has been researching shelving for the children's area. Five double facing shelves are on sale for \$8000 and will increase floor space by 40%. New books ends will cost \$1000.

**c. Emergency Care Kits** - (added during meeting) Erie County has decided that Libraries will be the distribution sites for Emergency Care Kits. Logistics are still being worked out.

**8. Next Meeting:** 9/19/23 at 6:30 pm

**9. Adjournment** - *There being no further business to conduct, a motion to adjourn the meeting was made by Kathy Winde at 8:37pm with a second by Judy Farmer. All were in favor with none opposed.*

*Meeting Minutes respectfully submitted, August 29th, 2023, by Joanne Goellner, Secretary.*

## Librarians Report – August 15, 2023

### **Operating Budget**

#### *Receipts*

**July Receipts:** \$37.53 (\$4.90 copies, \$8.70 print, \$23.93 fines damaged item)

*Receipts year to date:* \$18,426.26 (this includes the System Appropriation and the Transfer of town funds for carpet)

\$212.93 receipts

\$5180 system appropriation

\$13,033.33 transfer of town funds

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

#### *Expenditures*

**July:** \$13,158.33 (includes the carpet project payment)

*Expenditures year to date:* \$16,226.55 (includes payment of the carpet project from town funds)

\$3,193.22 expenditures

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

### **Circulation**

July was 3,805. This was **down by 14** or -0.4%

Year to date is 23,169. This is **up by 3,916** or 20.3%

### **Computer Use**

July was 41. This was **up by 13** or 46.4%

Year to date is 260. This is **up by 52** or 25%

### **Laptop Use**

July was 1. This was **up by 1**

Year to date is 4. This is **down by 21**

### **Wireless Usage**

July was 69. This was **down by 28** or -28.9%

Year to date is 587. This is the **down by 41** or -6.5%

### **Patron Count**

July was 1,046. This was **up by 36** or 3.6%

Year to date is 6,378. This is **up by 354** or 5.9%

### **Book Club**

- Fourth Tuesday at 2 pm
  - September 26<sup>th</sup> – *Winter Garden* by Kristin Hannah

## **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 10<sup>th</sup> at 11:00 am for ages 3-6 **(2 attend)**
    - Sprouting Up! Growing Things – July 24<sup>th</sup> at 11:00 am for ages 3-6 **(0 attend)**
    - That’s What Friends Are For! – August 1<sup>st</sup> at 6:00 pm for ages 3-6 **(6 attend)**
    - Fun with Food! – August 7<sup>th</sup> at 11:00 am for ages 3-6 **(10 attend)**
  - Lego Club
    - Thursday, July 20<sup>th</sup> at 6:00 pm for ages 5-12 **(3 attend)**
    - Thursday, August 17<sup>th</sup> at 6:00 pm for ages 5-12
  - **Build a Tiny Plant World** – July 18<sup>th</sup> at 2:00 pm for ages 7-12 **(7 attend)**
  - **What’s Cooking?** – August 2<sup>nd</sup> at 2:00 pm for ages 7-12
  - **Cris Johnson: Magic Show and Balloon Twisting Experience** – Wednesday, August 2<sup>nd</sup> at 1 pm recommended for ages 5 and up [\$350] **(40 attend)**
  - **Take and Make** – Beach themed kit **(18 kits)**



Joanne Goellner <jensenblue@gmail.com>

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## Marilla Library

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Rachelle Walker <rwalkericsd@gmail.com>

Wed, Aug 2, 2023 at 8:33 AM

To: egingerich@townofmarilla.com

Cc: JG <jensenblue@gmail.com>, Deborah Mamon <debmamon@hotmail.com>, bnoian@townofmarilla.com, Matt Dolegowski <dolo5588@gmail.com>, Judy Farmer <jfarmer2@rochester.rr.com>, Kathleen Campbell <Kathleencampbell43@gmail.com>, tony.sebastiano48@gmail.com, Shannon Thompson <thompsons@buffalolib.org>, Kathleen Winde <kathywinde@gmail.com>, DLZ352@aol.com

Supervisor Gingerich,

I am writing on behalf of the Marilla Free Library in regard to the Marilla Town contract. On May 3, 2023, our library director Shannon Thompson sent an email including the information requested to validate the use of town funds in supporting our local town library. We were told by several council members that we fulfilled our obligations and expected the funds would be released in a timely manner. Mr. Sebastiano stopped into the library on July 18, 2023 and informed Shannon that "someone from the library needed to contact you regarding the contract".

We are respectfully asking that any additional information requested be sent to our Board as soon as possible so we can continue the amazing service Shannon Thompson and the rest of the staff at the library provide our community.

Thank you for your anticipated attention to this matter and for your continued support.

Sincerely,

Rachelle Walker

President

Marilla Library Board