

Marilla Free Library – 10/17/23 Board Meeting Minutes

1. **Call to order** - Meeting called to order at 6:36pm. In attendance: Rachele Walker (8)(President), Judy Farmer (8)(Vice President), Kathy Winde (8)(Treasurer), Joanne Goellner (9)(Secretary), Shannon Thompson (Director), Debbie Zimmerman (7), Kathy Campbell (7), Deborah Mamon (7) **Missing:** Nancy Costello (4), Tony Sebastiano (3)(Town Liaison).
2. **Minutes** - *A motion was made by Judy Farmer to approve the September 19th meeting minutes as written. A second motion was made by Kathy Campbell. 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 September's finances. **Items of note:** Memorial Checking (BOH) and Fundraising Accts had no activity. The Capital Improvement Account earned \$45.09 in interest. The Operating Account had checks #531 (Meyer Septic for \$350) and #531 (Shannon, janitorial, \$41.44) deducted. *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** - *(full Librarian's Report on file at library-report emailed prior to meeting)* Circulation, Laptop Use and Wireless Use were down for the month. Wireless Use & Laptop Use were down for the Year. Everything else was up for the month and/or year. Shannon will research a WiFi extender for the library. It can be paid for using Bullet Aid from Gallivan's Office. Fall programs including Paw Patrol and Halloween Take and Makes are still being planned.
 - c. **Friends'** - Books and items were picked up from the library. Friends are setting up at the Community Center. Baked good or basket raffle donations can be dropped at the library.
 - d. **Committees**
 1. **Fundraising (currently inactive)**
 - e. **Town Report** - Tony Sebastiano not present/no news from email.
5. **Unfinished Business**
 - a. **Building**
 1. **Front Door** - Grosso contacted, waiting on Jeff to call back with details for estimate. Kelly Brothers will be contacted again. Re: building, Shannon is contacting Visual Impact to get our hours sign updated before snowy weather arrives. Garland sign was recommended by a board member in the event Visual cannot complete the request.
 - b. **Library Self Audit** - Deb Z. & Kathy C. set a date of November 11/02 at 1pm.
 - c. **Town of Marilla Contract** - Returned to Town 09/21. Check received 10/17.
 - d. **Bank Accounts** - The Fundraising Account will be renamed and earmarked funds deposited after the self audit is complete.
 - e. **Mower/Shed** - No quotes have been received from anyone yet. Shannon shared some sheds/pricing she researched. **Of note:** The snow blower works. Needs oil change. Push mowers function, not self propelled, blades need sharpening. One belongs to Central. Old book drop belongs to Central, hopefully they will take both back. **Action:** Continue to get estimates regarding shed. Have Ken change the blower's oil.
 - f. **Shelving for Kids Area** - Still on sale. 5 double faced, mobile units will increase shelf space in children's area by 40%. The total cost will be \$7514.80 from Town Funds. *A motion was made by Deb Zimmerman to purchase new shelving for the children's area. A second was made by Judy Farmer. All were in favor.*
 - g. **Vote to Amend Meeting Order of Business** - *A motion was made by Judy Farmer with a second by Deb Zimmerman to accept the proposed new order of business in order to make*

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meetings more efficient and to accommodate Board meeting guests with amendment to the bylaws. All were in favor. None opposed.

- h. Trustee Education** - reminder that trustee education must be completed before January. Shannon will forward the links to possible webinars for those who are lacking in hours.
- i. Library Parking (tabled until Spring)**
- j. Roof (tabled until Spring unless a 3rd quote is received)**

6. New Business

a. Trustee Terms and Election of Officers

- 1. Terms:** Deb Zimmerman and Deb Mamon renewed their terms & took the oaths. The current terms are as follows:

Joanne Goellner: 2024
Nancy Costello: 2024
Kathy Campbell: 2025
Kathy Winde: 2025

Rachelle Walker: 2026
Judy Farmer: 2026
Deb Mamon: 2028
Deb Zimmerman: 2028

- 2. Election of Officers:** The position of President, Vice President, Treasurer and Secretary ran unopposed. Secretary Joanne Goellner cast one ballot for Rachelle Walker as President, Judy Farmer as Vice-President, Kathy Winde as Treasurer and Joanne Goellner as Secretary. All were in favor with none opposed.

- b. Paper Shredder (added to agenda during meeting)** - *A motion to purchase a heavy duty paper shredder was made by Deb Zimmerman with a second by Joanne Goellner. All were in favor with none opposed.*

7. Other Business

- a. AED** - Erie County and the Buffalo Bills are providing AEDs for libraries. Details are being worked out. Training, staff wise is not required but Shannon will look into it for those who are interested. Several board members indicated they were interested. Rachelle Walker shared that she had a name if Shannon needed a recommendation for a trainer.
- b. Payroll Report** - Rachelle emailed to the Board.
- c. Senator Gallivan (added to agenda during meeting)** - Senator Gallivan visited the library. He shared regarding how people use the library has changed. These changes will affect the library's planned addition including the amount of study space, reading areas and cost estimates.
- d. Board Radar** - Shannon wanted to make the board aware of items that will need replacing or purchasing for library maintenance:
 - sealer for benches (special order)
 - ladder for gutters
 - leaf blower
 - rake
 - weedwacker
 - cameras/monitor (will contact Amherst Alarm)
 - powerwash benches/steps
 - generator
 - laminator

8. Next Meeting: 11/21/23 at 6:30 pm

- 9. Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Deb Mamon at 8:01pm with a second by Kathy Winde. All were in favor with none opposed.

Meeting Minutes respectfully submitted, November 2, 2023, by Joanne Goellner, Secretary.

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