

Marilla Free Library – 10/18/22 Board Meeting Minutes (Annual Meeting/Officer Election)

1. **Call to order** - Meeting called to order at 6:32pm. In attendance: Rachelle Walker (8)(President), Judy Farmer (8)(Vice President), Kathy Winde (8)(Treasurer), Joanne Goellner (9)(Secretary), Shannon Thompson (Director), Deborah Mamon (8), Kathy Campbell (7). Also in attendance, Town Liaison, Tony Sebastiano (6), Sharon Kelly (liaison B&ECPL Board of Trustees).
2. **Minutes** - A motion was made by Judy Farmer to approve the September 20th 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** - (*for full finance details see the Treasurer's Report on file at the library*) Kathy Winde and Shannon Thompson shared September's financial details. Some items of note: Memorial Checking had a \$35 fee charge for stop payment on a lost check #506. Operating Account spent \$338 to replace both of the library's vacuums. The Capital Improvement Account earned \$26.04 in interest. 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*) Circulation was up for the month and year. Computer Use, Laptop Use, Wireless Usage and Patron Count were all down for the month and year. When comparing numbers to last year, Marilla was open while other libraries in pandemic "red" areas were closed. It was utilized more. The Library received a new public use computer so Shannon set up the new children's computer desks and chairs. Shannon also ordered new J paperback books with funds earned during the discard sale.
 - c. **Friends'** – After some issues with the Town regarding the Senior Center availability, the Friends are setting up for their book sale and have made connections with a Girl Scout troop. The sale will be two days with basket raffles and baked goods.
 - ~~d. **Fundraising Committee** – (currently inactive)~~
 - e. **Town Report** – Tony reported that Supervisor Gingerich has proposed a \$5000 cut to the library's budget. He shared the councilmen were in support of the library and suggested that Shannon submit a report containing library expenses, a summary of accounts and how the library would use the funds so that he could share at the next meeting. Tony feels confident that the library will receive complete funding. He told the Board that the library should get two quotes for the carpets and submit to the town. They will pay for it. Tony also mentioned that if the construction grant for the roof falls through, that there are funds from the American Rescue Act.
5. **Unfinished Business**
 - a. **Building**
 1. **Roof** – Shannon has called around looking for a company who is able to take on the library and has gotten little response. Several board members gave her company suggestions.
 2. **Bricks** – The Library was on Mosgeller's schedule, Shannon was not sure if he had come out yet.
 3. **Alarm Battery** – Not replaced yet. In regard to the front door alarm going off, Lori noticed some of the wood around the front door looked like it might have been tampered with at some point in time.
 4. **Front Door** – Ken Stone gave Shannon recommendations and a representative was going to come out to give an estimate and a list of needs.
 5. **Carpet** – Custom Carpet came out to the library to take measurements of both upstairs and downstairs. Shannon proposed the idea of carpet tiles. The prices are pretty reasonable and they are easy to replace if there are spills or damage. Shannon shared samples from Custom Carpet.
 - b. **Library Open Positions**
 1. **Cleaner** – Still open.

Librarians Report – October 18, 2022

Operating Budget

Receipts

September Receipts: \$29.55 (\$6.90 copies, \$22.65 print)

Receipts year to date: \$6,295.49 (includes \$4,655 and \$416 System Appropriation and \$481.25 Elevator Maintenance (lift repairs) and \$250 R. Mosgeller (brick repairs) from Capital Improv.)

This represents fine/copy/print revenue. This year our revenue commitment is \$945.

Expenditures

September: \$338.00

Expenditures year to date: \$3,581.33 (includes \$481.25 Elevator Maintenance (lift) and \$250 R. Mosgeller (bricks) from Capital Improv.)

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

Circulation

September was 2,941. This was up by 682 or 30.2%

Year to date is 26,211. This is up by 5,247 or 25%

Computer Use

September was 34. This was down by 9 or -20.9%

Year to date is 290. This is down by 110 or -27.5%

Laptop Use

September was 1. This was down by 7

Year to date is 29. This is down by 73

Wireless Usage

September was 82. This was down by 1 or -1.2%

Year to date is 796. This is down by 64 or -7.4%

Patron Count

September was 892. This was down by 199 or -18.2%

Year to date is 8,087. This is down by 706 or -8%

Fall Programs

- Lego Club – Thursday, October 20th at 6:00 pm for ages 5 and up
 - Limited number of spots and individual boxes of Legos
- Fall Take and Make (12 Kits Taken)
- Halloween Story Hour – Saturday, October 29th at 11:00 am for age 3-6

Other

- New Public Computer Installed – Oct. 13th