

Marilla Free Library – 10/19/21 Board Meeting Minutes

1. **Call to order** - Meeting called to order at 6:35pm. In attendance: Rachelle Walker (President), Judy Farmer (Vice President), Kathy Winde (Treasurer), Joanne Goellner (Secretary), Shannon Thompson (Director), Deborah Mamon. Absent: Kathy Campbell.
2. **Minutes** - A motion was made by Kathy Winde to approve the September 21st meeting minutes as written. Second motion made by Deb Mamon. All in favor with none opposed.
3. **Public Expression** - none.
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 September's finances, transactions and account balances. Items of note: Fundraising Account has had no activity so the balance remains the same. Operating Account had a deposit of \$376.44 in fine revenue. The Capital Improvement Account earned \$2.42 in interest. A motion was made by Judy Farmer 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** - (*for full details, see the Librarian's Report below*) Everything was up for the month except Laptop and Wireless Use. All items up for the year to date. The Take & Makes had 8 participants. Lego Club will resume with modifications in terms of supplies and numbers for safety on the 28th. The library received a \$10 donation from Maria & Richard Walczak. Invoice for Large Print materials was received. A motion was made by Joanne Goellner to approve payment for the Large Print Materials in the amount of \$487.61 from the Memorial Checking account utilizing the donation from the Lion's Club. A second was made by Deb Mamon. All were in favor with none opposed. The discard sale started at the beginning of October.
 - c. **Friends'** – had a meeting. They would like to do a Christmas basket raffle and are looking into Christmas in Marilla.
 - d. ~~**Fundraising Committee**~~ – (**currently inactive**)
 - e. **Town Report** – no liaisons present.
5. **Unfinished Business**
 - a. **Parking Lot** – Joanne will check again with Matt to find out if there is an update.
 - b. **Banking** – Shannon shared information with the board regarding what she learned about closing the Bank of America accounts and opening an account with Bank of Holland.
 1. **Thoughts/Concerns:** Bank of America wants to issue cashier's checks rather than wire funds to a new account. Do we need savings accounts or can we eliminate an account or two? Can Kelly from Bank of Holland come to a meeting for us to ask questions and explain options.
 - c. **Building Maintenance**
 1. **Signs (occupancy/hours)** – Shannon will contact Marte to see if she remembers who the library used for the outdoor hours sign. We may need to choose a new vendor if she doesn't have the information. The building inspector will be contacted again regarding building occupancy signs.

2. **Ladder** - Shannon researched a few ladder choices but will check with the caretaker Brian to see which option would best suit his needs.
3. **Bookshelf** – there is no change. Just going to keep an eye on it for now.
4. **Roof** – table until spring/fall when the Construction Grant is offered with the library system.

6. New Business

- a. **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. There were no new trustees or members so an oath of office was not necessary. Judy Farmer renewed her terms, now: 2021-2026.
- b. **Building Maintenance** –
 1. **Step Repair** - Brian purchased mortar to repair the library step that was cracking/separating. A motion was made by Judy Farmer to approve payment of \$11.26 from the Operating Account to Brian for reimbursement for building maintenance. A second was made by Deb Mamon. All were in favor with none opposed.
 2. **Lift** – the elevator stopped running. Company came out but could not fix the problem. They said it is repairable and will be back to check the wires. The lift still needs a 3rd party inspection.

7. Other Business

- a. **Payroll Report** – no new payroll report.
- b. **Executive Session** – A motion was made by Deb Mamon with a second by Joanne Goellner for the Board to enter into Executive Session at 7:48pm to discuss a personnel matter. A motion was made by Judy Farmer to adjourn Executive Session at 7:57pm. A second was made by Kathy Winde. All were in favor with none opposed. No formal action was taken during Executive Session.

8. Next Meeting: 11/16/21 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 7:57pm with a second by Judy Farmer. All were in favor with none opposed.

Meeting Minutes Respectfully submitted, November 8th 2021, by Joanne Goellner, Secretary.

Librarians Report – September 21, 2021

Operating Budget

Receipts

August Receipts: \$124.55 (\$97.20 Fines / \$8.85 Copies / \$17.50 Print)

Receipts year to date: \$ 6,032.49 (includes \$4,755 System Appropriation and \$500 HDE from Capital Improv.)

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

Expenditures

August: \$53.46

Expenditures year to date: \$3,048.58 (includes \$500 HDE from Capital Improv.)

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

Circulation

August was 2,483. This was **down by 70** or -2.7%

Year to date is 18,705. This is **up by 5,050** or 37%

Computer Use

August was 51. This was **up by 8** or 18.6%

Year to date is 357. This is **up by 110** or 44.5%

Laptop Use

August was 19. This was **up by 1**

Year to date is 94. This is **up by 24**

Wireless Usage

August was 89. This was **down by 2** or -2.2%

Year to date is 777. This is **up by 215** or 38.3%

Patron Count

August was 1,217. This was **up by 168** or 16%

Year to date is 7,702. This is **up by 2,159** or 39%

Summer 2021

- **Tails and Tales**
- **Summer Reading Challenge** (formerly Independent Reading Program) **(30 Registered)**
- **Take and Make – Giraffe (15 participated)**
- **Scavenger Hunt – Match the animals to their homes (15 participated)**
- **In-Person Programs** (for 6-11 year olds)
 - Socially Distanced, Masks, Each child will have own box with supplies
 - Limited number of spots – registration will be required
 - **Lego Club – Thursday, August 19th at 6 pm (3 participated)**

Fall Programs

- **Lego Club** – Thursday in October – In-person
 - Socially Distanced
 - Limited number of spots – registration will be required
 - Masks
 - Each child will have own box with supplies
- **Take and Makes**

Other

- **Large Print Materials** – will receive invoice once all have been received
- **Discard Sale**