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**
   - **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.
   - **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.
   - **Friends’** – had a meeting. They would like to do a Christmas basket raffle and are looking into Christmas in Marilla.
   - **Fundraising Committee (currently inactive)**
   - **Town Report** – no liaisons present.

5. **Unfinished Business**
   - **Parking Lot** – Joanne will check again with Matt to find out if there is an update.
   - **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.
   - **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**

   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