

Marilla Free Library – 11/15/22 Board Meeting Minutes

1. **Call to order** - Meeting called to order at 6:30pm. In attendance: Rachelle Walker (9)(President), Judy Farmer (9)(Vice President), Kathy Winde (9)(Treasurer), Joanne Goellner (10)(Secretary), Shannon Thompson (Director), Deborah Mamon (9), Kathy Campbell (8). Also in attendance, Town Liaison, Tony Sebastiano (7).
2. **Minutes** - A motion was made by Kathy Campbell to approve the October 18th meeting minutes as written. A second motion was made by Deb Mamon. 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 October's financial details. Some items of note: Memorial Checking had a \$16.49 check (#507) to pay for a lawn game bag replacement. The Capital Improvement Account earned \$53.82 in interest. A motion was made by Joanne Goellner to approve the Treasurer's Reports as presented. A second motion was made by Judy Farmer. 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 and Wireless Usage were up for the month but down for the year. Laptop Use and Patron Count were all down for the month and year. Halloween Story hour had 14 participants. 12 Take and Makes went home with patrons. Shannon is planning the Graham Cracker house programs and the Noon Year's Eve program on December 31. The 1st graders have started visiting the library and it's going well. The library received two generous donations. One was from Susan Sleeper who asked for a children's book to be purchased in memory of her late husband Dave Sleeper. The other donation was from Susan Pearson. Shannon shared Letters to the Legislator with the board who each filled one out.
 - c. **Friends'** – The Friends book sale was very successful. They will sponsor the Graham Cracker House program at the library. They are also planning to hold a themed basket raffle at the library from 11/28-12/17.
 - ~~d. **Fundraising Committee** (currently inactive)~~
 - e. **Town Report** – Tony thanked Shannon for putting together a report about the library's budget, expenses and spending. The Town approved the library to receive \$25,000. We appreciate the Town's support. He also said that the Town needs Shannon to submit the estimates for the carpet. He reiterated that if the grant for the roof falls through that there may be money to cover it through the Town grant.
5. **Unfinished Business**
 - a. **Building**
 1. **Roof** – tabled until next month. Shannon has been unable to make calls. Deb offered to try to schedule estimates.
 2. **Bricks** – Mosgeller came out and the work was completed. A motion was made by Joanne Goellner with a second by Kathy Winde to transfer money from the Capital Improvement Account to the Operating Account in order to pay the balance of \$250 to Roger Mosgeller. All were in favor with none opposed.
 3. **Alarm Battery** – not replaced yet. Shannon had to call Amherst Alarm for a service light and when they come she will ask them to bring the battery.
 4. **Front Door** – Shannon has not heard back and will reach out again.
 5. **Carpet** – The library needs 3 estimates. Kenny Carpet will arrive Monday and Shannon received estimates from Custom Carpet. She had separate estimates done for upstairs, the stairs and downstairs. She will try to secure a third estimate ASAP.
 - b. **Library Self Audit** – Rachelle emailed Marte and is awaiting response.
 - c. ~~**Library Open Cleaner Position** (hiring postponed until further notice)~~
6. **New Business**

- a. Reimbursement** – Judy Farmer made a motion to approve payment of \$78.16 for program supplies. A second was made by Kathy Campbell. All were in favor with none opposed.
 - b. Holidays** – Shannon shared some amendments to the 2023 hours regarding holiday closures. Veteran’s Day falls on a Saturday so the library will close. Juneteenth has become an official holiday and Marilla will observe. Christmas Eve and NY Eve the library will be open but close the Monday afterwards.
- 7. Other Business**
- a. Payroll Report-** Rachelle emailed prior to the meeting for review.
- 8. Next Meeting: 12/20/22 at 6:30 pm (if necessary) otherwise 01/17/23**
- 9. Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Deb Mamon at 7:25pm with a second by Judy Farmer. All were in favor with none opposed.

Meeting Minutes Respectfully submitted, November 27th, 2022, by Joanne Goellner, Secretary.

Librarians Report – November 15, 2022

Operating Budget

Receipts

October Receipts: \$31.15 (\$12.10 copies, \$19.05 print)

Receipts year to date: \$6,326.64 (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

October: \$0

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

October was 3,089. This was **up by 1,093** or 54.8%

Year to date is 29,300. This is **up by 6,340** or 27.6%

Computer Use

October was 39. This was **up by 8** or 25.8%

Year to date is 329. This is **down by 102** or -23.7%

Laptop Use

October was 0. This was **down by 4**

Year to date is 29. This is **down by 77**

Wireless Usage

October was 88. This was **up by 1** or 1.1%

Year to date is 884. This is **down by 63** or -6.7%

Patron Count

October was 893. This was **down by 130** or -12.7%

Year to date is 8,980. This is **down by 836** or -8.5%

Fall/Winter Programs

- **Halloween Story Hour** – Saturday, October 29th at 11:00 am for age 3-6 (**14 attended**)
- **Take and Make Kit**
 - Halloween (**12 kits**)
 - Thanksgiving
 - Holiday themed
- **Graham Cracker House Program**
 - Saturday, December 3rd at 11:00 am or 12:00 pm
 - Tuesday, December 6th at 6:00 pm

- Sponsored by the Marilla Friends of the Library
- Individual supplies will be provided
- **Noon Year's Eve Program** – Saturday, December 31st at 11:00 am for age 3 to 6

Book Club

- Fourth Tuesday at 2 pm
 - September 27th – *Midnight Library* by Matthew Haig **(5 attended)**
 - October 25th – *Ordinary Grace* by William Kent Krueger **(4 attended)**
 - December 6th – *Lady Clementine* by Heather Terrell

Donations

- Susan Sleeper \$25 donation for children's book in Memory of Dave Sleeper

Other

- **First Class Visit** was November 7th
- **Letters to Legislator**
- **Fall Surveys**