

Marilla Free Library – 11/16/21 Board Meeting Minutes

1. **Call to order** - Meeting called to order at 6:32pm. In attendance: Rachele Walker (President), Judy Farmer (Vice President), Kathy Winde (Treasurer), Joanne Goellner (Secretary), Shannon Thompson (Director) (via Zoom), Deborah Mamon and Kathy Campbell. Also present: Kelly Bloom from Bank of Holland.*
2. **Minutes** - A motion was made by Kathy Winde to approve the October 19th meeting minutes as written. Second motion made by Deb Mamon. All in favor with none opposed.
3. **Public Expression** – no public expression.
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 October's finances, transactions and account balances. Items of note: Fundraising Account balance remains the same. Operating Account had a check written to Brian (caretaker) for \$11.26. The Capital Improvement Account earned \$2.50 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, see the Librarian's Report below*) Everything was up for the month and year except Laptop Use down by 4 for the month. Lego Club will be cancelled as Shannon will not be able to host. The discard sale went well, Shannon was unable to give a total at the meeting but shared that they left items up longer than planned and sold more books. Shannon also shared the changes to the open meeting law regarding the posting of draft minutes and meeting agendas.
 - c. **Friends'** – The Friends are planning on holding a basket raffle at the library during November and then bringing the items over to Christmas at Marilla in December.
 - ~~d. **Fundraising Committee** – (currently inactive)~~
 - e. **Town Report** – No liaisons were present. Bonnie did email prior to the meeting to let the board know that the town was looking for volunteers to help out with Christmas in Marilla and also offered the library a space for promotion or fundraising. Rachele and Kathy C. said they may be able to help.
5. **Unfinished Business**
 - a. **Parking Lot** – Through email Matt conveyed that the gentleman who paints the lines will be unable to get to it until spring. The board will table painting the lines until spring since winter is coming. If he is still unavailable, a new vendor will be researched.
 - b. **Banking**
 1. **Kelly Bloom (Bank of Holland) for Q&A** – Kelly answered questions regarding various account options, opening accounts, interest rates, and monthly fees. She left business cards, brochures and information for review.
 2. Joanne Goellner made a motion to approve changing the Marilla Free Library's bank from Bank of America to Bank of Holland. A second motion was made by Deb Mamon. All were in favor with none opposed.

3. A motion was made by Judy Farmer with a second by Deb Mamon to close the following Bank of America accounts. The signers for these accounts are Rachelle Walker, Shannon Thompson and Kathleen Winde:

1. Fundraiser Checking -3627
2. Business Advantage (Memorial) -1792
3. Business Advantage (Checking) -9336
4. Business Advantage (Savings) -1741
5. Capital Improvement -8434

All were in favor with none opposed.

4. A motion was made by Kathy Winde with a second by Joanne Goellner to open the following accounts with the Bank of Holland. The signers for these accounts will be Rachelle Walker, Shannon Thompson and Kathleen Winde:

1. Memorial Checking
2. Fundraiser Checking
3. Capital Improvement Checking
4. Operating Checking

All were in favor with none opposed.

c. **Building**

1. **Signs (occupancy/hours)**

1. **Occupancy** - Joe Nuttle (Deputy Code Enforcement Officer for the town) came to the library to take new measurements for occupancy numbers/signs. No one could find any record of the previous numbers or measurements.
2. **Hour Sign** – Shannon contacted former president Marty Mummery regarding the hours sign posted outside the library. She sent Shannon company information. Shannon will reach out but she may need to choose different vendors and get quotes. She suggested asking the town highway department who they use. Deb recommended Quality Quick Signs.
2. **Lift** – Shannon gave an update regarding the lift. The repair company made multiple visits, replaced a travel cord and deemed it fixed. They sent a bill but the lift is not working again. The bill is for \$3052.50. The board advised that the bill not be paid until the lift is fully repaired. The company is supposed to return to reassess the problem.

~~3. **Roof (tabled until Spring)**~~

6. **New Business**

- a. **Mission Statement Review** – the board reviewed the Mission Statement and felt it was fitting and no changes were necessary at this time. (*see attached*)
- b. **Tow Sign** – Shannon explained that the library may need another red tow sign. There have been several instances where non-patrons have parked in the spot at the end of the row and left their car for hours while the library was open.

7. **Other Business**

- a. **Payroll Report** – There was no new payroll report but Rachelle shared that she would email the board the System Paid Expenses Budget for the 3rd Quarter.

- 8. Next Meeting: Special Meeting 11/23/21 @ 6:30pm via Zoom. It will be determined then whether the next meeting will be in December or January.**
- 9. Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Judy Farmer at 7:45pm with a second by Kathy Campbell. All were in favor with none opposed.

Meeting Minutes Respectfully submitted, November 18th 2021, by Joanne Goellner,
Secretary.

*After the meeting was called to order, the Board felt it would be courteous to skip ahead to agenda item 5.b.1 to accommodate the guest speaker. After her presentation, the agenda followed the original order of business.

Librarians Report – November 16, 2021

Operating Budget

Receipts

October Receipts: \$210.18 (\$172.79 Fines / \$7.50 Copies / \$15.90 Print / \$13.99 Lost Book)

Receipts year to date: \$ 6,376.87 (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

October: \$0

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

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

Circulation

October was 1,996. This was **up by 197** or 11%

Year to date is 22,960. This is **up by 5,334** or 30.3%

Computer Use

October was 31. This was the same or 0%

Year to date is 431. This is **up by 118** or 37.7%

Laptop Use

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

Year to date is 106. This is **up by 19**

Wireless Usage

October was 87. This was **up by 11** or 14.5%

Year to date is 947. This is **up by 224** or 31%

Patron Count

October was 1,023. This was **up by 96** or 10.4%

Year to date is 9,816. This is **up by 2,393** or 32.2%

Fall Programs

- **Lego Club** – Thursday, November 18 at 6:00 pm – In-person
 - Thursday, October 28 at 6:00 pm **(5 Attended)**
 - Socially Distanced
 - Limited number of spots – registration will be required
 - Masks
 - Each child will have own box with supplies

Book Club

- Fourth Tuesday at 2 pm
 - September 28th – *Nightingale* by Kristin Hannah **(7 Attended)**
 - October 26th – *The Great Alone* by Kristin Hannah **(5 Attended)**
 - November 30th – *All the Light We Cannot See* by Anthony Doerr

Other

- Discard Sale
- Elevator
- Open Meeting Law Update

Marilla Free Library Mission Statement

The Board of Trustees of the Marilla Free Library hereby states that the mission of the Marilla Free Library is to give the people in the town of Marilla the means to obtain printed and electronic information quickly and freely.

Revised: 8/2009

It is the mission of the Marilla Free Library to provide an opportunity for learning, personal growth and recreation to the people of Marilla and surrounding areas through the resources and personnel of the Marilla Free Library.

To do so with traditional expertise and expanding technology for equal access to quality library services, materials and facilities, both at the Marilla Free Library and through the library's access to the resources provided by the B&ECPL.

Further, in an effort to encourage lifelong learning, we are committed to serve as a place where children can discover the joy of reading and the value of libraries.

Revised: 10/23/18

The Marilla Free Library is dedicated to providing access to information, supporting life-long learning, and encouraging a love of reading through resources, programs and services.

Reviewed: 11/16/21, no changes