

## Marilla Free Library – 11/21/23 Board Meeting Minutes

1. **Call to order** - Meeting called to order at 6:34pm. In attendance: Rachele Walker (9)(President), Judy Farmer (9)(Vice President), Kathy Winde (9)(Treasurer), Joanne Goellner (10)(Secretary), Shannon Thompson (Director), Debbie Zimmerman (8), Kathy Campbell (8), Deborah Mamon (8), Nancy Costello (5), Tony Sebastiano (4)(Town Liaison).
2. **Minutes** - *A motion was made by Kathy Campbell to approve the October 17<sup>th</sup> meeting minutes as written. A second motion was made by Deb Zimmerman. All in favor with none opposed.*
3. **Public Expression & Guests** - none.
4. **Town Report** - Tony shared that it was great that members of the Trustee Board attended the Town Board meeting and met privately with Supervisor Gingerich to discuss the contract between the town and library. The Trustee Board shared that they were disappointed by the unfounded accusations made against the library and employees. Tony was asked if he knew when the 2024 requirements for contract would be available. He said he was unaware and would try to find out.
5. **Library Reports**
  - a. **Treasurer's** - *(full financial reports/documents on file at the library)* Kathy Winde and Shannon Thompson reported October's finances. **Items of note:** Memorial Checking (BOH) had two \$500 donations deposits and check #516 to Shannon Thompson for \$485.35 for summer craft supplies. The Operating Account had a revenue deposit of \$108.78. The Capital Improvement Account earned \$49.73 in interest and the 2023 Town Contractual funds were deposited. *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** - *(full Librarian's Report on file at library-report emailed prior to meeting)* Circulation, Computer Use and Patron Count were up for the month and year. Wireless Use was up for the month and down for the year. Laptop Use was down for the Year. Shannon shared that she is rethinking how to offer programming and determining the best age groupings as the way that families are using the library is different post COVID. She may offer more family and/or multi-age activities. The take and makes remain a popular program. The Friends are once again sponsoring the Library Graham Cracker house program.
  - c. **Friends'** - The book sale was successful. The Friends are planning on doing a winter basket raffle in conjunction with Christmas in Marilla and possibly offering a game or two for the youth in attendance, specifically the snowball game that is utilized during the summer carnival.
  - d. **Committees**
6. **Unfinished Business**
  - a. **Building**
    1. **Front Door** - No responses from inquiries, still need one additional quote.
  - b. **Library Self Audit** - Deb Zimmerman and Cathy Campbell completed the self audit of the Fundraiser and Capital Improvement Accounts on November 2<sup>nd</sup>. Everything was in order/perfect.
  - c. **Bank Accounts** - The inactive Fundraiser Account has been renamed "The Marilla Free Library Town Account". All earmarked Town money was transferred from the Capital Improvement Account into this account, including the recently deposited \$25,000 contractual funds. Utilization of this account is to make tracking of town funds more transparent. Shannon shared that she will order checks for the new Town checking account but wanted to check with Kathy on color so they would be different than the other account. A box will cost \$27.
  - d. **Mower/Shed** - The goal is to have the mower/shed plan finalized by March 1. Kathy Campbell will ask her friend Brian to come up with a quote. Recommendations were made for people who may be able to complete the project or who to get a mower from. Ken (caretaker) will look at the condition of the push mowers and change the snow blower oil.

*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.*

- e. **Shelving for Kids Area** - the paperwork was submitted to Central who will place the order for Marilla. It's looking like 10 weeks out.
  - f. **AED** - arrived to the library. It is not wall mountable. *A motion was made by Deb Zimmerman with a second by Judy Farmer to approve purchase of a wall mountable AED security box up to \$150 in cost. All were in favor with none opposed.*
  - g. **Laminator - (added to agenda during meeting)** *A motion was made by Judy Farmer to approve the purchase of a laminator for the Library. A second was made by Nancy Costello. All were in favor with none opposed.*
  - h. **Library Parking (tabled until Spring)**
  - i. **Roof (tabled until Spring unless a 3<sup>rd</sup> quote is received)**
- 7. New Business**
- a. **Policy Review/Amendment**
    - 1. **Trustee Application Policy (r)**
    - 2. **Lost and Found Policy (r)** - *A motion was made by Joanne Goellner with a second by Deb Mamon to accept the reviewed Trustee Application Policy and Lost and Found Policy. All were in favor with none opposed.*
    - 3. **Investment Policy (a)** - *A motion was made by Judy Farmer with a second by Kathy Campbell to accept the Investment Policy with the presented amendments. All were in favor with none opposed.*
  - b. **Reimbursements - (added to agenda during meeting)** *A motion was made by Kathy Winde with a second by Nancy Costello to approve reimbursement of the following expenses:*
    - 1. **Mileage** - Shannon: Sept-Nov mileage, youth services, parking: \$53.39/Operating Acct
    - 2. **Receipts** -
      - 1. Lori: Batteries: \$16.99/Operating Account/Janitorial
      - 2. Shannon: \$6.58/wood polish/Operating Account/Janitorial*All were in favor with none opposed.*
- 8. Other Business**
- a. **Payroll Report** - emailed by Rachelle Walker prior to meeting.
  - b. **Christmas in Marilla** – discussed as part of Friends Report; agenda item 5c.
  - c. **Trustee Education** - **(added to agenda during meeting)** Shannon reminded the board that trustee education hours are due by December 31<sup>st</sup>.
- 9. Next Meeting:** 12/19/23 at 6:30 pm (if necessary)
- 10. Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Deb Zimmerman at 7:50pm with a second by Deb Mamon. All were in favor with none opposed.

Meeting Minutes respectfully submitted, December 6<sup>th</sup>, 2023, by Joanne Goellner, Secretary.