

Marilla Free Library – 1/25/22 Board Meeting Minutes

(note: due to several board member conflicts, this meeting was rescheduled from 1/18)

1. **Call to order** - Meeting called to order at 6:32pm. In attendance: Rachelle Walker (1)(President), Judy Farmer (1)(Vice President), Kathy Winde (1)(Treasurer), Joanne Goellner(1) (Secretary), Shannon Thompson (Director), Deborah Mamon (1) and Kathy Campbell (1).
2. **Minutes** - A motion was made by Kathy Campbell to approve the November 23rd Special meeting minutes as written. Second motion made by Kathy Winde. All in favor with none opposed.
3. **Public Expression** – No public expression.
4. **Reports**
 - a. **Treasurer's** - (*for full finance details see the Treasurer's Report on file at the library*) Kathy W. and Shannon updated the Board regarding December and January finances, transactions and account balances. Items of note: Memorial Checking had a December deduction of \$36.17 for Director's expenses; Memorial Savings earned .26 in interest. A motion was made by Joanne Goellner to approve the Treasurer's Reports as presented. A second motion was made by Deb Mamon. All were in favor with none opposed.
 - b. **Librarian's** - (*for full details, Librarian's Report attached below*) Due to library closures, Circulation, Computer Use, Laptop Use, Wireless Use, and Patron Count were all down for the month. Circulation, Computer Use, Wireless and Patron Count are up, year-to-date. The Erie County's 2021 Zoning based on COVID cases had an impact on this month's statistics as the Marilla Free Library was open while other libraries were closed during January last year. Shannon shared that Lego Club will resume, most likely in February. For Take Your Child to the Library Day, there will most likely be a Take and Make available. The Book Clubs had great attendance.

Shannon shared that the lift was broken again. It kept getting stuck/glitching between floors. A cable was not making a proper connection and had to be rewired/bypassed. A motion was made by Judy Farmer to transfer \$481.25 from the Capital Improvement to the Operating Account in order to pay the invoice for the Lift repair. A second was made by Deb Mamon. All were in favor with none opposed.

Shannon also shared what she learned regarding open meeting changes, vaccine mandates, and answered trustee education questions. Joanne said she would forward the email received from Jeannine Doyle regarding the Trustee Book Club meetings and the nonprofit webinar links to the rest of the board.

- c. **Friends'** – The Friends have not met.
- ~~d. **Fundraising Committee** (currently inactive)~~
- e. **Town Report** – The new town liaison is Tony Sebastiano. He did not attend the meeting. Joanne will email to find out if the town has a new process for meeting attendance.

5. Unfinished Business

- a. **Banking** – All accounts with Bank of America have been closed and at the Bank of Holland, the Marilla Free Library opened a Memorial checking account, Fundraising checking account, Capital Improvement savings account, and an Operating checking account. Bank of America presented cashier's checks to Shannon for account balances which were promptly deposited into the new accounts at the Bank of Holland.
- b. **Building**
 1. **Signs (occupancy/hours)** – the Library has a new book drop sign to replace the faded one. Cathy Urquhart replaced the times on the Hour sign with labels. Shannon is going to look into vinyl for a more durable solution and decided this would be a better economically over replacing the entire sign, in case the Library decides to go back to old or different hours.
 2. **Ladder** – still not decided upon. Will table until need/necessity arises.
 3. ~~**Roof (tabled until Spring)**~~
 4. ~~**Parking Lot (tabled until Spring)**~~

6. New Business

- a. **Rules of Conduct** – The Board reviewed the policy, there were no changes from previous year.
- b. **2021 Contract Extension/2022 Budget Schedule** – Due to its length, Shannon emailed the documents to the Board for review prior to the meeting. She mentioned some items of note. There were no questions/concerns.
- c. **Conflict of Interest/Disclosure Statements** – each Board member filled out and signed a disclosure statement.
- d. **Computer Carrels** – the new carrels for the children's area have arrived. Shannon showed the Board what they looked like and explained that she wanted to use year end appeal funds to purchase smaller chairs to fit them. She also was going to look into what options the library has for selling the larger/older desks they will replace because there is no room to store them.

7. Other Business

- a. **Payroll Report** – no new payroll report.

8. Next Meeting: 02/15/22 at 6:30 pm

9. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Kathy Campbell at 7:39pm with a second by Deb Mamon. All were in favor with none opposed.

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

Librarians Report – January 18, 2022

Operating Budget

Receipts

November Receipts: \$3,904.60 (\$82.15 Fines / \$3.00 Copies / \$11.95 Print / \$3,807.50 Transfer from Capital Improvement for Lift Repairs)

December Receipts: \$158.00 (\$124.50 Fines / \$8.00 Copies / \$10.50 Print / \$15.00 Lost Item)

Receipts year to date: \$ 10,439.47 (includes \$4,755 System Appropriation and \$500 HDE and \$3,807.50 Elevator Maintenance (lift repairs) from Capital Improv.)

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

Expenditures

November: \$3,926.46

December: \$0

Expenditures year to date: \$6,975.04 (includes \$500 HDE and \$3,807.50 Elevator Maintenance (lift repairs) from Capital Improv.)

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

Circulation

November was 2,129. This was **down by 8** or -0.4%

December was 1,913. This was **down by 568** or -22.9% *

Year to date was 27,002. This is **up by 4,758** or 21.4%

Computer Use

November was 31. This was **down by 31** or -50%

December was 30. This was **down by 80** or -72.7% *

Year to date was 492. This is **up by 7** or 1.4%

Laptop Use

November was 8. This was **down by 7**

December was 4. This was **down by 28** *

Year to date was 118. This is **down by 16**

Wireless Usage

November was 62. This was **down by 20** or -24.2%

December was 77. This was **down by 40** or -34.2%

Year to date was 1,086. This is **up by 164** or 17.8%

Patron Count

November was 973. This was **down by 20** or -2%

December was 913. This was **down by 109** or -10.7%

Year to date was 11,702. This is **up by 2,264** or 24%

Spring Programs

- **Lego Club** – Dates to be Determined
 - Socially Distanced
 - Limited number of spots – registration will be required

- Masks
 - Each child will have own box with supplies
- Take Your Child to the Library Day – February 5th

Book Club

- Fourth Tuesday at 2 pm
 - November 30th – *All the Light We Cannot See* by Anthony Doerr **(8 Attended)**
 - January 25th – *The Four Winds* by Kristin Hannah

Other

- **AmazonSmile** – In the process of updating contact information as well as banking information

