

Marilla Free Library – 2/15/22 Board Meeting Minutes

1. **Call to order** - Meeting called to order at 6:30pm. In attendance: Rachelle Walker (2)(President), Judy Farmer (2)(Vice President), Kathy Winde (2)(Treasurer), Joanne Goellner(2) (Secretary), Shannon Thompson (Director), Deborah Mamon(2) and Kathy Campbell (2). Also present: Tony Sebastiano(1)(Town Liaison).
2. **Minutes** - A motion was made by Judy Farmer to approve the January 25th meeting minutes as written. Second motion made by Kathy Campbell. 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 January finances, transactions and account balances. Items of note: a transfer was made from the CI Account to the Operating Account for Lift Repairs. A check was written in the amount of \$1853.69 to pay Hartford Insurance. The Capital Improvement Account had a deposit of \$2000 for a 2021 Lift Repair reimbursement from the town. 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 closure from 01/01-01/10 because of a staff shortage: Circulation, Computer Use, Laptop Use, Wireless Use, were all down for the month. Patron Count was up for the month. Shannon will continue to create Take and Make crafts and possibly some in person activities. Initially one Girl Scout group was using the library meeting room but an additional group will be visiting the library to earn a badge, get library cards and hear a presentation from Shannon. Shannon has also begun to think about summer programming. She is hesitant about scheduling any large presenters due to pandemic uncertainty. The cost for the programs vs. having to limit audience or cancel is difficult to justify.

Shannon passed around an article from the Elma Review regarding Marilla seceding from Erie County. She shared that patrons have been voicing their fear/upset over the potential loss of the library if the plan goes through. If Marilla secedes from Erie County, the Marilla Free Library would no longer be able to operate. While the county does not own the building, the books, computer system, catalog as well as other services are through the Buffalo and Erie County Public Library system.

- c. **Friends'** – Friends will meet next month.
- ~~d. **Fundraising Committee**–(currently inactive)~~
- e. **Town Report** – Tony Sebastiano introduced himself as the new town liaison. He answered trustee board member questions regarding Supervisor Gingerich's idea for Marilla to secede from Erie County. He encouraged the board to send him any questions/concerns and to attend or watch the streamed town board and planning

meetings. He shared that when the Library is up for discussion at the Town Board meeting, that the Trustee Board would be notified so we could attend.

5. Unfinished Business

a. Building

~~1. Roof (tabled until Spring)~~

~~2. Parking Lot (tabled until Spring)~~

6. New Business

a. NY State/Erie County Mask Mandate – most Erie county public libraries have lifted their mask mandate in response to NY State and Erie County’s change. Marilla has decided to lift the mandate and leave mask wearing up to patron choice.

b. Bylaws Review – the bylaws were emailed to trustees for review prior to the meeting. A motion was made by Judy Farmer with a second by Joanne Goellner to accept the bylaws as written. All were in favor with none opposed.

c. Procurement Policy – Shannon shared the changes that were made to the Procurement Policy. Most of the policy was the same except for updated limits on purchases to reflect market values, adding email and a few language changes. A motion to accept the amended Procurement Policy was made by Deb Mamon with a second by Kathy Campbell.

d. Investment Policy – the only change made to the policy was the bank name, from Bank of America to Bank of Holland. A motion was made by Joanne Goellner to accept the amended policy with bank name change. A second was made by Judy Farmer. All were in favor with none opposed.

e. Personnel Policies & Procedures Manual/Annual Review Resolution – Shannon shared the contents of the Personnel Policies & Procedures Manual, Employee Handbook and its amendments with the board. A motion to accept the Resolution was made by Judy Farmer. A second was made by Kathy Campbell. All were in favor with none opposed.

7. Other Business

a. Payroll Report – Rachelle emailed the board the current payroll report for review.

b. Building Alarm – Rachelle and Shannon discussed the recent calls they received regarding the library alarm being activated. There were 4 calls as well as a concern about a low battery. It was determined that the reasoning for the call and low battery alert were due to recent power outages in the area and a fluctuation of temperature. The fluctuation of temperature affects how tightly the doors seal and sometimes will activate the sensor. Shannon is considering asking the company to come out and do a check of the system to make sure all aspects, including the panic button, are working correctly.

8. Next Meeting: 03/15/22 at 6:30 pm

9. Adjournment - There being no further business to conduct, a motion to adjourn the meeting was made by Kathy Winde at 8pm with a second by Joanne Goellner. All were in favor with none opposed.

Meeting Minutes Respectfully submitted, February 16th, 2022, by Joanne Goellner, Secretary.

Librarians Report – February 15, 2022

Operating Budget

Receipts

January Receipts: \$5,254.09 (\$86 Fines / \$3.75 Copies / \$10.10 Print / \$17.99 Lost Item / \$4,655 System Appropriation / \$481.25 Transfer from Capital Improvement for Lift Repairs)

Receipts year to date: \$ 5,254.09 (includes \$4,655 System Appropriation and \$481.25 Elevator Maintenance (lift repairs) from Capital Improv.)

This represents fine/copy/print revenue. This year our revenue commitment is \$945.

Expenditures

January: \$2,611.44

Expenditures year to date: \$2,611.44 (includes \$481.25 Elevator Maintenance (lift repairs) from Capital Improv.)

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

Circulation

January was 1,565. This was **down by 337** or -17.7% *

Year to date is the same.

Computer Use

January was 29. This was **down by 38** or -56.7% *

Year to date is the same

Laptop Use

January was 7. This was **down by 14** *

Year to date is the same

Wireless Usage

January was 75. This was **down by 21** or -21.9% *

Year to date is the same

Patron Count

December was 731. This was **up by 139** or 23.5% *

Year to date is the same

*Library was closed January 1, 2022 through January 10, 2022.

Spring Programs

- **Lego Club** – February 24, 2022 at 6:00 pm
 - Limited number of spots – registration will be required
 - Each child will have own box with supplies
- Take Your Child to the Library Day – February 5th (**7 kids**)
- Take and Make Pete the Cat Bookmark (**7 participated**)

Book Club

- Fourth Tuesday at 2 pm
 - January 25th – *The Four Winds* by Kristin Hannah (**6 attended**)
 - February 22nd – *This Tender Land* by William Kent Krueger

Other

- **Girl Scouts**
- **Elma Review Article** – February 10, 2022