

Marilla Free Library – 02/20/24 Board Meeting Minutes

1. **Call to order** - 6:32PM. **In attendance:** Rachelle Walker (11)(President), Judy Farmer (11)(Vice-President), Kathy Winde (10)(Treasurer), Joanne Goellner (11)(Secretary), Shannon Thompson (Director), Debbie Zimmerman (10), Kathy Campbell (10), Deborah Mamon (9), Tony Sebastiano (5)(Town Liaison). **Missing:** Nancy Costello (6).
2. **Minutes** - *A motion was made by Deb Zimmerman to approve the January 16th meeting minutes as written. A second motion was made by Kathy Campbell. All in favor with none opposed.*
3. **Public Expression & Guests** - none
4. **Town Report** – Tony reported there was no news from the Town. He shared about an event that Jen Achman was organizing that would bring local/Marilla organizations together for community awareness and to help with membership. *Rachelle said she would reach out to Jen for more information.* The board inquired about the Town contract and if there were requirements/letters sent out and Tony stated that he hadn't heard anything regarding the contract yet.
5. **Library Reports** -
 - a. **Treasurer's** - *(full financial reports/documents on file at the library)* Kathy Winde and Shannon Thompson reported January's finances. **Items of note:** The Town Account received the transfer of earmarked Town funds from the Capital Improvement Account in December. There was no activity in January. The Capital Improvement earned \$33.90 in interest. Memorial Checking had deposits of donations: \$100 from B. & D. Green and \$200 from the Wzyzkowskis. Operating Account had checks #538-\$111.41 for Mileage, postage and envelopes to Shannon Thompson & #539-\$21213.41 for building insurance to The Hartford. *A motion was made by Joanne Goellner to approve the Treasury Reports as written. A second motion was made by Deb Zimmerman. All in favor with none opposed.*
 - b. **Librarian's** - *(full Librarian's Report on file at library-report emailed prior to meeting)* Circulation, Computer Use, Laptop Use, Wireless Use & Patron Count were down for the month and year. The library was closed several times during winter storms. Take your Child to the Library Day had 12 attendees. March Madness book titles are on display. Voting begins March 4th. Shannon is working on selecting dates for Peep Houses. 12 took Valentine Take & Make crafts. Invoices for Vox/Wonderbooks were received. Shannon gave the invoices to the Friends who wrote a check for \$713.70. It was deposited 02/20. (see section 7.a.1.) Solar Eclipse glasses are still available at the library.
 - c. **Friends'** – The Friends are considering a spring paperback sale possibly in May with a craft/vendor sale. They will meet again in March.
 - d. **Committees** - no active committees
6. **Unfinished Business**
 - a. **Front Door** – no one has responded to any of Shannon's inquiries.
 - b. **Mower/Shed** – Deb Zimmerman submitted an updated invoice from Ken's Sales & Service that included a weed whacker. Still need estimates for a shed – *get an estimate from Blizniak for March. The library will also need a ladder to reach the gutters.*
 - c. **AED** - the wall mount case for the AED has not been installed yet. Bill Blarr has stated he would do training for the library at no cost. If he is available the date of the next board meeting, the board will meet earlier at 6:15 to finish by 7pm with training to follow.
 - d. **Library Parking**-(tabled until Spring)
 - e. **Roof**-(tabled until Spring unless a 3rd quote is received)
7. **New Business**

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.

- a. **Review & Payment of New Invoices** – *a motion was made by Judy Farmer with a second by Deb Zimmerman to approve the following invoice/receipt reimbursements or payments. All were in favor with none opposed.*
 1. Vox/Wonderbooks: \$713.70 invoice. A check from Friends of the Marilla Library was received as a donation to pay for the Vox/Wonderbooks. Deposited into Memorial Checking.
 2. Member Library Dues: \$20 & \$7.00 to Shannon Thompson for snow blower gas from Operating Account.
 3. AED mounting box/Shredder: \$225.98, Demco \$492.97 for clip on shelf label holders, book/shelf reports and smart sign label holders \$51.96 from Marilla Free Library Town Account.
8. **Other Business**
 - a. **Payroll Report** – *Rachelle emailed prior to meeting for review.*
 - b. **ACT - Association of Contracting Library Trustees (ACT) Annual Workshop** to be held at the Central Library, 1 Lafayette Square, Buffalo, NY 14203 on Saturday, **March 9, 2024** from **8:30 AM-1:00 PM**. Board members who were interested in attending filled out forms for Shannon to process. *A motion was made by Judy Farmer to approve registration payment for the ACT Annual Workshop, amount to be determined by final attendees at \$15 per person. A second was made by Deb Zimmerman. All were in favor.*
 - c. **Checks** – Shannon received a check for \$8 from Hartford for overpayment. She also received a check for the interest from the Capital Improvement Account. Based on the account balance total, the interest check will be deposited into the CI account.
 - d. **Contract Extension** – the board doesn't need to take any action but the Library received the contract extension from the BECPL that carries into 2024.
9. **Next Meeting:** March 19th, 2024 at 6:30 pm
10. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Judy Farmer at 7:24pm with a second by Kathy Campbell. All were in favor with none opposed.

Meeting Minutes respectfully submitted, February 26th, 2024, by Joanne Goellner, Secretary.

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