

Marilla Free Library – 03/19/24 Board Meeting Minutes

1. **Call to order** - 6:19PM. **In attendance:** Rachelle Walker (12)(President), Judy Farmer (12)(Vice-President), Kathy Winde (11)(Treasurer), Joanne Goellner (12)(Secretary), Shannon Thompson (Director), Debbie Zimmerman (11), Kathy Campbell (11), Deborah Mamon (10), Nancy Costello (7). **Missing:** Tony Sebastiano (5)(Town Liaison).
2. **Minutes** - *A motion was made by Deb Zimmerman to approve the February 20th meeting minutes as written. A second motion was made by Kathy Winde. All in favor with none opposed.*
3. **Public Expression & Guests** - none
4. **Town Report** – Tony was not present at the meeting.
5. **Library Reports**
 1. **Treasurer's** - *(full financial reports/documents on file at the library)* Kathy Winde and Shannon Thompson reported February's finances. **Items of note:** The Town Account had check #501-\$8,146.95 to The Library Store (children's area shelving) processed. The Capital Improvement earned \$30.17 in interest. Memorial Checking had a deposit of \$30 for a donation from B. Schilling. Operating Account had checks #540, #541, #542 & #543 processed which included payment of the Library's tax bill. The account also received a deposit for system appropriation. *A motion was made by Judy Farmer with a second by Deb Zimmerman to accept the Treasurer's Reports as written. All were in favor with none opposed.*
 - b. **Librarian's** - *(full Librarian's Report on file at library-report handed out to trustees during meeting)* Feb circulation, wireless usage and patron count were all up for the month. Wireless usage was up for the year and everything else was down for the month & year. Winter and Spring programs had high participation with 14 attendees at the Eclipse program, 12 attendees for the Build a Leprechaun trap program and 20 Take & Make kits. Week 2 of voting is concluding for March Madness of Books. Shannon has the non-financial portion of the State Report complete and is working on the rest. Summer incentives have been ordered for the summer reading program and money from the discard sale will be used to purchase new adult level paperbacks.
 - c. **Friends'** – The Friends are holding their paperback book/vendor sale on May 18th. They are looking for vendors to participate and are also collecting paperbacks until May 1st.
 - d. **Committees** - currently no active committees
6. **Unfinished Business**
 - a. **Front Door** - no response from anyone yet
 - b. **Mower/Shed** – Deb Zimmerman reported that Ken Sales & Service has a mower in stock the library could purchase and would hold until the shed is repaired/replaced. Shannon reported that Ken Grzeskowiak (Library caretaker) would be fixing the shed doors. He is going to purchase supplies/materials and submit receipts for reimbursement. He also stated that he has a mower to donate to the library. Shannon shared that this was probably in the library's best interest to give additional time to research further but also prioritize another issue that has come up regarding the library chimney. *(see agenda item 7.c. for additional info)*
 - c. **AED** – The AED box has been installed and AED placed. Library staff & Trustee Board will receive AED training at the conclusion of March's meeting from Asst. Chief Bill Blarr of the Marilla Fire Company Inc.
 - d. **Library Parking (tabled until Spring)**
 - e. **Roof (tabled until Spring)**
7. **New Business**
 - a. **Town Contract Letter** – The library received from the Town of Marilla, the 2024 contract between the Town and Library which included a letter requesting documents and financial

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.

records prior to disbursement of funds. Shannon has already secured a certificate of liability however, a portion of information that is requested is part of the State report that is in the process of being completed. *Action on the contract is tabled* so the Board can take time to read over the contract, decide if a lawyer should look it over and Shannon can finish the NYS report & gather the other Town requested information.

b. Return to System Invoice & Amazon -

1. *A motion was made by Nancy Costello with a second by Kathy Campbell to issue payment for the Return to System invoice in the amount of \$1679.30 for overpayment of funds. All were in favor with none opposed.*
2. *A motion was made by Joanne Goellner with a second by Deb Mamon to issue payment to Amazon in the amount of \$163.98 from Memorial Checking for the purchase of incentives for the Summer Reading Program. All were in favor with none opposed.*

- c. Chimney** – *(added to the agenda during the meeting)* Shannon shared that upon inspection of warped wood paneling near the chimney and moisture/mold damage to a hanging photo, it appears water is somehow making its way inside. By visual inspection alone it is impossible to tell whether the leak is from the chimney, flashing, roof or another source. *After discussion by the board, it was decided that Shannon would first call a restoration company to determine if there is active moisture and whether they can address the problem or there is need to call a roofer or stone mason to do the repairs.* There is concern about the age of the library building materials and the possibility that repairs could be more extensive if hazardous substances are identified.

8. Other Business

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

- b. ACT Recap** – Rachelle, Kathy C., Kathy W., & Joanne shared with the Board what they learned from the ACT workshop and breakout sessions on March 9th. One of the main takeaways was that it is going to be a requirement that Director's be evaluated on an annual basis by their Trustee Boards.

- c. Eclipse** – *(added to the agenda during the meeting)* After discussion, the Board agreed that Shannon could decide based on local factors and staff input whether to close the library early or entirely for the day on April 8th due to the eclipse.

9. Next Meeting: April 16th, 2024 at 6:30 pm

- 10. Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Deb Zimmerman at 7:07pm with a second by Kathy Winde. All were in favor with none opposed.

Meeting Minutes respectfully submitted, March 21st, 2024, by Joanne Goellner, Secretary.