

Marilla Free Library – 04/16/24 Board Meeting Minutes

1. **Call to order** - 6:31PM. **In attendance:** Rachelle Walker (13)(President), Kathy Winde (12)(Treasurer), Joanne Goellner (13)(Secretary), Shannon Thompson (Director), Debbie Zimmerman (12), Kathy Campbell (12), Nancy Costello (8). **Also Present:** Dennis Jakubowski (Friends). **Missing:** Judy Farmer (12)(Vice-President), Deborah Mamon (10), Tony Sebastiano (5)(Town Liaison).
2. **Minutes**
 - a. **Reapprove February Meeting Minutes** - It was discovered that the motion on the treasury report was inadvertently left out of the February meeting minutes. *A motion was made by Deb Zimmerman to reapprove the February 20th meeting minutes as written. A second motion was made by Kathy Campbell. All in favor with none opposed.*
 - b. **March Meeting Minutes** - *A motion was made by Deb Zimmerman to approve the March 19th meeting minutes as written. A second motion was made by Nancy Costello. All in favor with none opposed.*
3. **Public Expression & Guests** - none
4. **Town Report** - Tony was not present at the meeting.
5. **Library Reports**
 - a. **Treasurer's** - *(full financial reports/documents on file at the library)* Kathy Winde and Shannon Thompson reported March's finances. **Items of note:**
 - The Town Account had checks #502, 503, 504 & 505 cashed.
 - The Capital Improvement earned \$30.76 in interest.
 - Memorial Checking had a deposit of \$713.70 - a donation from the Friends of the Marilla Library to purchase more Vox books.
 - Operating Account had a return to system of \$1679.30.

A motion was made by Joanne Goellner 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 emailed prior to meeting)* March circulation and patron count were both up for the month. Everything else was down for the month and/or year. Make a Peep House had high participation with 21 attendees. March Madness of Books concluded with 15 participants. The Very Hungry Caterpillar by Eric Carle was the winner. Tech training is now required (by new Education Standards) for all library staff including caretakers. Shannon shared that it would be completed by June 30th and was available through Kantola. The library books are in the process of being weeded out for the Discard Sale in May, kid-sized DVDs and audio books were downsized due to lack of interest and allowed for better display of other more widely checked out items. Summer programs are still being arranged including a live animal show that was booked.
 - c. **Friends'** - Dennis shared that the Friends participated in the Spring Social for community organizations and were asked if they would like to participate in AG Day. Their spring paperback sale/vendor fair will take place May 18th from 9-5pm. The Friends have also generously donated \$500 to purchase more VOX books.
 - d. **Committees** - currently no active committees
6. **Unfinished Business**
 - a. **Front Door** - John from Gorenflo came out but there is no estimate yet. Entire door would be replaced to lock from inside. Shannon also contacted Grasso who installed the original door and found they no longer do aluminum doors. Caretaker Ken Grzeskowiak is going to send another

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recommendation. Other ideas: Kelly Brothers, King Doors (Kathy Winde previously called, will check with again) and Big L Window and Doors.

- b. **Mower/Shed** - No update, Ken is going to take care of it.
- c. **Town Contract Letter/Requirements** - Shannon compiled all the Town requested documents including: the completed state/annual reports, formal request, and certificate of insurance. Rachelle and any other available trustee will present the information to the Town Board on May 9th. 1. *A motion was made to approve the Town contract by Deb Zimmerman, 2nd by Kathy Campbell, all in favor.*
- d. **Library Parking (tabled until Spring)** – Can be removed from agenda – Ron Unverdorben is aware of the signs.
- e. **Roof (tabled until Spring)** - Shannon will reach out to the CFO of BECPL system on behalf of the library to check on a grant for the roof.

7. New Business

- a. **Chimney** - Rainbow International Restoration – deal with water, mold etc... Joe came out. There is some moisture back there. It is near the ceiling. Nothing on the lower/basement part of the chimney. He thinks it might be the flashing. Shannon will call to get estimates to fix the flashing.
- b. **NYS Report & Annual Report** - (Reports on file at library, emailed prior to meeting, copy of Resolution below) Shannon presented the library’s 2023 State and Annual Reports. The Board voted to approve the resolution which states:
RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further
RESOLVED, that the Library attest that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further
RESOLVED, that the “Annual Report” was reviewed and accepted by the Board of Trustees.
(5 ayes/0 noes)
- c. **Fun Express Invoice** - Rest of the summer incentive prizes \$329.43 – out of memorial checking. *A motion was made by Nancy Costello to pay the Fun Express invoice with a 2nd by Kathy Campbell. All in favor.*
- d. **Conflict of Interest** – Reviewed and signed by Rachelle, Kathy, Deb, Nancy. **Need to sign:** Joanne, Deb Mamon, Judy Farmer.

8. Other Business

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

9. Next Meeting: May 21st, 2024 at 6:30 pm

- 10. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Kathy Campbell at 7:31pm with a second by Nancy Costello. All were in favor with none opposed.

Meeting Minutes respectfully submitted, May 9th, 2024, by Joanne Goellner, Secretary and Rachelle Walker, President.

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RESOLUTION adopted by the Board of Trustees of the
Marilla Free Library Library at a
regular (or special) meeting of said Board of Trustees held at
the Marilla Free Library on the 16th
day of April 2024 at 6:30 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees
of the Marilla Free Library, held
at Marilla Free Library on the 16th day of
April 2024, a resolution was adopted of
which the following is a true copy:

RESOLVED, that the Library operated under its plan of service in
accordance with the provisions of Education law and the Regulations of
the Commissioner, and be it further

RESOLVED, that the Library attests that the financial information
provided to the Buffalo & Erie County Public Library and New York State
as part of any and all reporting is true and complete, and be it further

RESOLVED, that the "Annual Report" was reviewed and accepted by the
Board of Trustees.

Clerk Janice Oballe

Ayes 5

Noes 0

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