

Marilla Free Library – 5/17/22 Board Meeting Minutes

1. **Call to order** - Meeting called to order at 6:45pm. In attendance: Judy Farmer (Vice President)(4), Kathy Winde (4)(Treasurer), Joanne Goellner (5)(Secretary), Shannon Thompson (Director), and Kathy Campbell (4). Missing: Rachele Walker (4)(President), Deborah Mamon (4) and Town Liaison Tony Sebastiano (2).
2. **Minutes**
 - a. **March Minutes** - A motion was made by Judy Farmer to approve the March 15th meeting minutes as written. A second motion made by Kathy Campbell. All in favor with none opposed.
 - b. **April Minutes** - tabled until June due to not enough eligible voting members in attendance.
3. **Public Expression** - none
4. **Reports**
 - a. **Treasurer's** - (*for full finance details see the Treasurer's Report on file at the library*) Kathy W. and Shannon shared April's financial details with the board. The Memorial Checking, Fundraising and Operating Accounts had no activity. The Capital Improvement Account earned \$23.19 in interest. A motion was made by Joanne Goellner to approve the Treasurer's Reports as presented. A second motion was made by Kathy Campbell. All were in favor with none opposed.
 - b. **Librarian's** - (*for full details, Librarian's Report attached below*) Circulation was up for the month of April but down for the year. Computer Use, Laptop Use, Wireless Use, were all down for the month and year. Patron Count was down for the month but up for the year. Lego Club will resume after the discard sale (05/14-05/28), Book Club had 5 attendees, and the Summer theme is Oceans of Possibilities. The Library received a generous donation from the Kiwanis Club of Marilla for Youth Summer Programs. Shannon is looking into what is available for an all ages/family activity.

A motion was made by Kathy Campbell to approve reimbursement to Shannon for the cost of a rental vehicle used to transport a replacement book drop box for our library. The book drop came from the Kenmore Library who got a new one. A second was made by Kathy Winde. All in favor with none opposed. Funds will come from the Operating Account under maintenance.

A motion was made by Joanne Goellner to approve the research/investigation in the replacement of the library's 2 vacuums by Shannon. The current vacuums are dated and no longer doing a quality job cleaning. A second was made by Kathy Winde. All were in favor with none opposed.
 - c. **Friends'** – the Friends met on May 10th. Their meeting minutes were emailed by Joanne Goellner to the board.
 - d. ~~**Fundraising Committee**~~ – (**currently inactive**)
 - e. **Town Report** – Tony relayed through email that there was nothing new to report from the town and did not attend the meeting.
5. **Unfinished Business**
 - a. **Marilla Town Secession** – at the last Town Board meeting, Councilman Brian Nolan spoke up and asked that the town stop any further discussion regarding secession. Whether discussion stops or not, remains to be seen. The next Town Work Session is on May 24th.
 - b. **Building**
 1. **Roof** – tabled pending further investigation
 2. **Parking Lot** – tabled pending further investigation
 3. **Bricks** – Shannon will contact Mosgeller to check on sales tax regarding the previously discussed brick work on the library and to schedule a date.
6. **New Business**
 - a. **State/Annual Report** – (*Reports on file at library, copy of Resolution below*) Shannon presented the library's 2021 State and Annual Reports. (emailed for review prior to the meeting) A motion was made by Kathy Winde with a second by Joanne Goellner to approve the reports as

presented. All were in favor with none opposed. The Board also 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.

(3 ayes/0 noes)

Shannon reminded the board that the library was in need of a self-audit.

- b. **Marilla Carnival** – the board decided that due to the short turn-around time and safety concerns associated with social distancing/COVID guidelines that the library would not be participating in the Marilla Carnival this year.
- c. **Library Cleaner** – After years of dedicated service, Karen Thompson has decided to retire from her role of Library Cleaner. While the job was initially posted, Shannon would like to take the time to go over the list of jobs and duties associated with the position to update as necessary and then repost it.

7. Other Business

- a. **05/07 ACT Recap** – Shannon and Judy shared their experiences regarding the ACT meeting. The consensus was that it was a good event. The history of ACT and the system was enjoyable and it was wonderful hearing from the new Director. It was a very informative/worthwhile meeting.
- b. **Payroll Report** - none

8. Next Meeting: 06/21/22 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 8:16pm with a second by Kathy Campbell. All were in favor with none opposed.

Meeting Minutes Respectfully submitted, May 23rd, 2022, by Joanne Goellner, Secretary.

Librarians Report – May 17, 2022

Operating Budget

Receipts

April Receipts: \$29.20 (\$4.05 Copies / \$25.15 Print)

Receipts year to date: \$ 5,515.34 (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

April: \$0

Expenditures year to date: \$2,826.34 (includes \$481.25 Elevator Maintenance (lift repairs) from Capital Improv.)

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

Circulation

April was 2,805. This was **up by 496** or 21.5%

Year to date is 8,613. This is **down by 558** or -6.1%

Computer Use

April was 41. This was **down by 1** or -2.4%

Year to date is 143. This is **down by 56** or -29.5%

Laptop Use

April was 6. This was **down by 9**

Year to date is 17. This is **down by 35**

Wireless Usage

April was 91. This was **down by 3** or -3.2%

Year to date is 348. This is **down by 40** or -10.3%

Patron Count

April was 786. This was **down by 167** or -17.5%

Year to date is 3,346. This is **up by 38** or 1.1%

Spring Programs

- **Lego Club** – Resume in June after the Discard Sale

Book Club

- Fourth Tuesday at 2 pm
 - April 26th – *Mystery of Mrs. Christie* – Marie Benedict (**5 attended**)
 - May 24th – *Carnegie's Maid* – Marie Benedict

Summer 2022

- **Oceans of Possibilities**
- **Summer Reading Challenge** (formerly Independent Reading Program)
- **Take and Makes**

- **Scavenger Hunt**
- **In-Person Programs**
 - Programs for 6-11 year olds
 - All Ages Family Program – looking into possibility

Donations

- ***Kiwanis Club of Marilla - \$500 for Youth Summer Programs***

Other

- ***Discard Sale – May 14 through May 28***
- ***VOX and Wonderbooks – ordered***
- ***Book Drop***
- ***Vacuum***