Marilla Free Library – 6/21/22 Board Meeting Minutes

- Call to order Meeting called to order at 6:37pm. In attendance: Rachelle Walker (5)(President), Judy Farmer (Vice President)(5), Kathy Winde (5)(Treasurer), Joanne Goellner (6)(Secretary), Shannon Thompson (Director) and Deborah Mamon (5). Missing: Kathy Campbell (4). Also in attendance, Town Liaison, Tony Sebastiano (3).
- 2. Minutes
 - **a.** April Minutes A motion was made by Deb Mamon to approve the April 19th meeting minutes as written. A second motion made by Kathy Winde. All in favor with none opposed.
 - **b.** May Minutes A motion was made by Kathy Winde to approve the May 17th meeting minutes as written. A second motion made by Judy Farmer. All in favor with none opposed.
- 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 May's financial details with the board. The Memorial Checking had an expense of \$483.99 for Fun Express. Operating Account paid \$56.91 to the ECWA and a reimbursement check to Shannon Thompson. It received a deposit of \$416 for system appropriation. The Capital Improvement Account earned \$25.59 in interest. The Fundraiser Account had no activity. A motion was made by Joanne Goellner to approve the Treasurer's Reports as presented. A second motion was made by Judy Farmer. All were in favor with none opposed.
 - b. Librarian's (for full details, Librarian's Report attached below) Circulation was up for the month and year. Computer Use, Laptop Use, and Patron Count were all down for the month and year. Wireless Usage was up for the month but down for the year. Lego Club will take place on June 23 with social distancing measures. Take and Make had 12 participants. Summer Reading Challenge is 1000 minutes of summer. The theme is Oceans of Possibilities. Shannon has a variety of in person programming for summer including Story Hour and Fun Club. She is tentatively going to try an Escape Room for ages 8-12 in August. The Discard Sale is continuing.

A motion was made by Deb Mamon to pay an invoice for \$10.49 to Central for a book ordered that was requested by a patron. A second was made by Joanne Goellner. All were in favor with none opposed. The patron donated money towards the purchase of the particular book. The donation covered more than the cost of the book so Shannon has asked if the patron would like to request any other books.

c. Friends' – The Friends last meeting minutes were forwarded to the Board prior to the meeting. They are planning on having their book sale Friday, October 21st from 9-7 and Saturday, October 22nd from 9-4. There will also be a baked good sale and basket raffle. They are looking for donations and some suggested basket themes are Fall, Thanksgiving, Halloween and Football.

d. Fundraising Committee (currently inactive)

e. Town Report – Tony reported that there was nothing new to share from the Town. Shannon asked if the Town could share with the library, a schedule and/or details regarding any town events as patrons often call the library to ask for information about them. She also asked if the library could receive the Town newsletter that gets mailed to residents. Tony said he would convey our concerns regarding better communication about events. After further discussion regarding Marilla seceding from Erie County and Town Board meetings, Tony stated that the topic of secession has been put to rest and is done. He said all the councilmen are in agreement.

5. Unfinished Business

a. Marilla Town Secession – discussed during agenda item 4e.

b. Building

1. Roof - tabled as Shannon is still gathering info.

- 2. Parking Lot stripes have been painted.
- 3. Bricks Shannon will email inquiring about insurance and tax exempt status of library.
- **c.** Library Cleaner the library now has a Senior Page and Cleaner positions vacant. Shannon is trying to fill the Page position first. There haven't been many applicants and what few were received have limited availability.
- **d.** Library Self Audit the last library audit was a self audit done in 2012. The board should make it a priority to get it done before the end of 2022.

6. New Business

a. Disaster Policy – tabled until the next meeting. Shannon shared some details from the new policy which is basically the same but more in depth. A few questions came up that she wants to know the answers to. For example, who does the panic button alert? Also a question about carbon monoxide and detectors.

During discussion, the Board agreed that the front door/entrance should also be added to the list of priorities for safety. Also, after a few calls regarding low battery, Shannon said she will find out whether we need to replace the alarm system battery and at what cost.

7. Other Business

a. Payroll Report – Rachelle said she would forward the report via email to the Board.

8. Next Meeting: 07/19/22 at 6:30 pm

9. Adjournment - There being no further business to conduct, a motion to adjourn the meeting was made by Deb Mamon at 7:51pm with a second by Judy Farmer. All were in favor with none opposed.

Meeting Minutes Respectfully submitted, July 5th, 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