

Marilla Free Library – 07/19/22 Board Meeting Minutes

1. **Call to order** - Meeting called to order at 6:39pm. In attendance: Rachelle Walker (6)(President), Judy Farmer (6)(Vice President), Kathy Winde (6)(Treasurer), Joanne Goellner (7)(Secretary), Shannon Thompson (Director), Deborah Mamon (6), Kathy Campbell (5). Also in attendance, Town Liaison, Tony Sebastiano (4) and Dennis Jakubowski of the Marilla Free Library Friends.
2. **Minutes** - A motion was made by Judy Farmer to approve the June 21st meeting minutes as written. A second motion made by Kathy Campbell. 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 Winde and Shannon Thompson shared June's financial details. The Memorial Checking had deposits from the Marilla Kiwanis, Lion's Club and Amazon Smile. Operating Account had a reimbursement to Shannon Thompson and a revenue deposit of \$193.44. The Capital Improvement Account earned \$24 in interest and a deposit of the check from the Town of Marilla. The Fundraiser Account had no activity. A motion was made by Kathy Campbell to approve the Treasurer's Reports as presented. A second motion was made by Joanne Goellner. 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, Wireless Usage and Patron Count were all down for the month and year. Due to the Erie County/B&ECPL open/close metrics last year, the Marilla Free Library was open while other libraries were closed. People from other towns traveled and used our library which inflated numbers. Take and Make had 23 participants. The Discard Sale earned \$282.30 minus sales tax. The Ladder Ball game that is part of the Library's circulation needed a new bag as the original one was coming apart. It will cost \$16.49. The Library's alarm system battery is about 8 years old and after discussion the board agreed that it should be replaced. (*see agenda item 5.b.3.*) Shannon will begin researching prices new carpet for the downstairs.
 - c. **Friends'** - Dennis Jakubowski was present on behalf of the Friends. He shared that the books for their annual Book Sale on October 21-22 are being sorted in a space that was donated for their use. He reiterated that there will be a theme basket raffle with the book sale. The Friends will also be selling root beer floats at the Sinatra concert on August 11th.
 - ~~d. **Fundraising Committee** – (currently inactive)~~
 - e. **Town Report** – Tony Sebastiano shared that he was surprised regarding the town supervisor's comments regarding The Library at the previous Town Board meeting, (regarding having more staff than patrons present in the library and needing to validate expenses). Tony advised that the library keep track of how town funds are used. (Shannon already does) Shannon shared with Tony that due to safety reasons, there are generally two staff members on duty and the library is required by New York State and our contract with the Buffalo and Erie County Library to have 35 open hours per week. Tony also shared that the town was looking into hiring a grant writer. He stated that if the library came across anything to apply for, we could forward it to the town.
5. **Unfinished Business**
 - a. **Town of Marilla** – (*see Town Report, agenda item 4.e.*) For reference, the Town Meeting can be viewed online at: <https://fb.watch/eEbXbvdRzd/>
 - b. **Building**
 1. **Roof** – tabled for estimates
 2. **Bricks** – Roger of Mosgeller is insured and will accept the Library's tax exempt status. A motion was made by Judy Farmer to approve the hiring of Mosgeller to take care of the grinding and repointing of the library bricks as well as completing some repairs to the chimney. A second was made by Deb Mamon. All were in favor with none opposed. The cost will be \$500 with half down for a deposit and the other half due when work is complete. Payment will be from Town funds from the Capital Improvement account.

3. **Alarm Battery** – A motion was made by Deb Mamon to approve the replacement of the Alarm System battery. A second was made by Kathy Winde. The alarm is 8 years old and the library (including those on the alarm call list) keep receiving repeated calls regarding low battery warnings. All were in favor with none opposed.
 4. **Front Door** – Shannon contacted Jeannine from Central regarding recommendations and who to contact about replacement of the door. She will update the board when she receives more information.
 - c. **Library Open Positions**
 1. **Cleaner** – still open
 2. **Senior Page** – also still open, will repost in August
 - d. **Library Self Audit** – needs to be done. Rachelle said she would contact former president Marty Mummery regarding the process.
 - e. **Disaster Policy** – Shannon was able to get the answers she needed to complete the Policy. A motion was made by Judy Farmer to accept the completed Disaster Policy. A Second motion was made by Joanne Goellner. All were in favor with none opposed.
6. **New Business**
1. **2022 Contract** – Shannon shared the contract from The B&ECPL System via email for review prior to the meeting. A motion was made by Deb Mamon with a second by Kathy Campbell to accept the contract as presented. All were in favor with none opposed. Rachelle signed the contract and the Board voted to adopt the Resolution which states:

RESOLVED, that pursuant to Chapter 768 of the Laws of 1953 of the State of New York, this Board of Trustees does hereby approve the agreement submitted by the Buffalo and Erie County Public Library for the furnishing of free library privileges to the people of the County of Erie, by this Library for the year 2022, and
BE IT FURTHER RESOLVED, that the President of this Board be, and he/she is, hereby authorized and directed to execute the same on behalf of this Board.

(5 ayes, 0 noes)

- b. **Policy Review**
 1. **Distribution Policy** – changes to 3, 7, 8 and 9 reviewed
 2. **Exhibits and Displays Policy** – changes to 2, 3, 7 and 8 reviewed as well as the addition of the part about the exhibit/display format on the application.
 3. **Gifts and Donor Policy** – reviewed with no changes

A motion was made by Joanne Goellner to approve the Distribution, Exhibits and Displays, and Gifts and Donor policies as reviewed. A second was made by Judy Farmer. All were in favor with none opposed. All policies are on file at the library or can be viewed via the Marilla Free Library website under the “Board Info” tab:
<https://www.buffalolib.org/locations-hours/marilla-free-library>

7. **Other Business**
 - a. **Payroll Report** – There was no new payroll report.
8. **Next Meeting: 08/16/22 at 6:30 pm**
9. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Judy Farmer at 7:48pm with a second by Deb Mamon. All were in favor with none opposed.

Meeting Minutes Respectfully submitted, July 31st, 2022, by Joanne Goellner, Secretary.

Librarians Report – July 19, 2022

Operating Budget

Receipts

June Receipts: \$441.90 (\$11.50 Copies / \$14.40 Print / \$416 System Appropriation)

Receipts year to date: \$ 5,971.34 (includes \$4,655 and \$416 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

June: \$0

Expenditures year to date: \$2,936.42 (includes \$481.25 Elevator Maintenance (lift) from Capital Improv.)

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

Circulation

June was 3,715. This was **up by 1,427** or 62.4%

Year to date is 15,434. This is **up by 1,818** or 13.4%

Computer Use

June was 22. This was **down by 21** or -48.8%

Year to date is 180. This is **down by 86** or -32.3%

Laptop Use

June was 1. This was **down by 8**

Year to date is 25. This is **down by 44**

Wireless Usage

June was 86. This was **down by 27** or -23.9%

Year to date is 531. This is **down by 65** or -10.9%

Patron Count

June was 878. This was **down by 235** or -21.1%

Year to date is 5,014. This is **down by 353** or -6.6%

Spring Programs

- *Lego Club – June 23, 2022 at 6:00 pm (5 attended)*

Summer 2022

- Oceans of Possibilities
- Summer Reading Challenge: 1,000 Minutes of Summer
- Take and Makes
 - Sea Turtle Kit (23 kits)
 - Shark Kit
- Pirate Scavenger Hunt – Month of August
- In-Person Programs

RESOLUTION adopted by the Board of Trustees of the
Marilla Free Library at a regular (or special) meeting of
said Board of Trustees held at the Marilla Free Library on the 19th day of
July, 2022 at 6:39 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the
Marilla Free Library, held at the Marilla Free Lib. on
the 19th day of July, 2022, a resolution was adopted of which
the following is a true copy:

RESOLVED, that pursuant to Chapter 768 of the
Laws of 1953 of the State of New York, this Board of
Trustees does hereby approve the agreement submitted
by the Buffalo and Erie County Public Library for the
furnishing of free library privileges to the people of the
County of Erie, by this Library for the year 2022, and

BE IT FURTHER RESOLVED, that the
President of this Board be, and he/she is, hereby
authorized and directed to execute the same on behalf of
this Board.

5 Ayes

0 Noes

Board Secretary

Joanne Goellner
Signature

Joanne Goellner
Print Name