

Marilla Free Library Trustee Board

07/21/26 Meeting Minutes

1. **Call to order** - Meeting called to order at 6:33pm.
Rachelle Walker (President)(6), Debbie Zimmerman (Vice President)(5), Kathy Winde (Treasurer)(7), Joanne Goellner (Secretary)(7), Shannon Thompson (Director), Nancy Costello (6), Deborah Mamon (5), Kathy Campbell (5). Absent: Judy Farmer (5), Tony Sebastiano (Town Liaison)(0).
2. **Minutes** - *A motion was made by Nancy Costello to approve the June 16th meeting minutes as written. The motion was seconded by Deb Mamon. All in favor with none opposed.*
3. **Public Expression & Guests** - none.
4. **Town Report** - None. It was again noted that the Town Liaison has not attended a meeting so far this year. The Board discussed that the anticipated check from the Town remains outstanding pending submission of required documentation. Rachelle is addressing this and will submit ASAP.
5. **Library Reports**
 - a. **Treasurer's** - *(Full financial reports/documents on file at the library)* Kathy Winde and Shannon Thompson reported June finances. Items of note:
 - Memorial Checking Account (Bank of Holland): No activity in June.
 - Town Account (Bank of Holland): Check #518 was issued to GTF Plumbing for a drain camera inspection (\$385.00).
 - Operating Account: Check #587 was issued to Ken for janitorial services (\$108.75). Check #588 remains outstanding pending Kathy Winde's signature.
 - Capital Improvement Account: June interest earned was \$69.74.*A motion was made by Joanne Goellner to accept the Treasurer's Reports as stated. The motion was seconded by Kathy Winde. All were in favor with none opposed.*
 - b. **Librarian's** *(Report emailed prior to meeting)* Items of note:
 - June statistics showed circulation, computer use, Wi-Fi usage, and patron count up. Year-to-date, circulation and laptop use were down, while Wi-Fi usage continued to increase.
 - Summer Reading is underway with children's, teen, and adult programs. Well-attended events included Jurassic Journeys (17), the July 4 Storytime (15), Glow Garden Stone Craft (18), and Bath Bomb Craft (14). The new badging program has also launched.
 - The Passport Program continues, with approximately 500 cards distributed system-wide; the library has issued 11. Shannon noted positive patron feedback regarding the children's room.
 - The Lions Club donated \$250 for sight saving materials & the Marilla Kiwanis Club donated \$500 to support summer programming. The recent discard sale raised \$227.
 - The 2027 budget proposals have been received for review.
 - New Library Director Christine Schoenhardt will begin on August 3, and plans are underway for Board visits.
 - New shelving/storage units for the Vox book collection have arrived; one shelf arrived damaged and a replacement part is being sent, while a second unit arrived unassembled and will be built by Ken.
 - Ag Day is scheduled for September 20.
 - Book Drop Pad: The concrete pad near the outdoor book drop has begun to settle, causing water to pool after rain and raising concern about ice buildup in winter. Rather than a full replacement, Shannon will consult her father, who works in concrete, about leveling the pad (potentially with added gravel for drainage); the Board also discussed whether the Town might be able to assist with equipment.

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- Shannon shared a noted a system-wide reminder that unclaimed holds whether staff, trustee, or patron must be returned promptly once past their pickup window.
- c. **Friends'** - The Friends are currently collecting book donations for the upcoming book sale; recent pickups of adult and children's materials have been completed, and the collection area is temporarily cleared but expected to refill. Exact book sale dates have not yet been set; it is expected to take place in October, pending confirmation from the Town that no conflicting events are scheduled
- d. **Committees** - currently no active committees

6. Unfinished Business

- a. **Glass Enclosure: Cleaning and Reglazing** - The Board continues efforts to secure a commercial glass company for the project. Hogan Glass was contacted and had indicated he would visit, but no further update was received; a follow-up message has been sent and a response is pending.
- b. **Building Water Infiltration** - The GTF Plumbing estimate accepted; Shannon has not yet been able to reach out to schedule the work due to competing summer programming responsibilities.
- c. **J-Nonfiction Shelves** Track pieces (12 U-shaped pieces) and 100 mounting clips were ordered for the first three shelving sections at a cost of \$164.39. The receipt will not be submitted until the materials arrive and are confirmed to fit properly; the item will remain on the agenda until this is verified.
- d. **4th of July/America 250 Marilla Event follow up** - The library's basket raffle fundraiser netted \$970.25. Board members discussed that attendance appeared lower than expected across the three-day event, attributing this in part to extreme heat (particularly on Friday) and limited advertising, as promotion relied primarily on Facebook and did not make use of the Town's automated call-out system. Significant volunteer time was required for daily setup and breakdown in addition to working the event. The Town is reportedly reviewing attendance and costs to determine whether the event will be held again.

7. New Business

- a. **Contract from System** (*Sent prior to meeting, resolution at bottom*) The Board reviewed the 2026 service contract from the Buffalo & Erie County Public Library system, discussing corrected pay-scale documentation (the previously submitted library manager and page/senior page pay scale pages contained errors and have since been corrected). The following resolution was read into the record:

"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 2026, and be it further resolved that the President of this Board be and is hereby authorized and directed to execute the same on behalf of this Board."

The resolution passed by a vote of 6 ayes, 0 noes.

- b. **Community Day at the Library (tabled)**

8. Other Business

- a. **Invoices/Receipts** - The Board reviewed the following invoices presented for reimbursement:
 - Memorial Account: Payment to Demco for three additional "Grab & Go" sorting bins plus glue and filament tape, totaling \$83.07.

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- Reimbursement to Shannon Thompson of \$556.40 for summer program supplies and incentives, covering storytime, hydro-painting, bath bombs, garden stones, and book bedazzling programming.

A motion was made by Deb Zimmerman to pay Demco and to reimburse Shannon Thompson as presented. The motion was seconded by Kathy Winde. All were in favor with none opposed.

b. Payroll Report - will be forwarded to the Board by Rachelle.

c. Trustee Education – *(not on original agenda)* The Board discussed completing required trustee education hours through recorded workshop sessions available on the system's trustees website, along with the associated self-certification form for activity completion.

9. Next Meeting: August 18, 2026 at 6:30pm

10. Adjournment - *There being no further business to discuss, a motion to adjourn the meeting was made by Deb Zimmerman. The motion was seconded by Nancy Costello. All were in favor with none opposed.*
The meeting adjourned at 7:17pm.

Meeting minutes respectfully submitted, July 27th, 2026, by Joanne Goellner, Secretary.

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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 21 day of
July, 2026 at 6:30 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the
Marilla Free Library Library, held at Marilla Free Library on
the 21 day of July, 2026, 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 2026, 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.

6 Ayes

0 Noes

Board Secretary

Joanne Goeller
Signature

Joanne Goeller
Print Name

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