Marilla Free Library-01/16/2024 Board Meeting Minutes

- **1.Call to Order** the meeting was called to order at 6:34 pm. In attendance: Rachelle Walker (10) (President), Judy Farmer (10) (Vice-president), Kathy Winde (9) (Treasurer), Shannon Thompson (Director), Debbie Zimmerman (9), Kathy Campbell (9), Nancy Costello (6)
- **2**. **Minutes-** A motion was made by Debbie Zimmerman to approved the November 21, 2023 minutes. A second motion was made by Kathy Campell. All in favor with none-opposed.
- 3. Public Expression and Guests- none
- 4.Town Report- none
- 5. Library Report
 - **a.** Treasurer's- (full financial reports/documents on file at the library) Kathy Winde and Shannon Thompson reported December's finances. Items of Note: Memorial checking (BOH) deposit of \$104.75 from used book sale. A check for \$2233.21 was deposited in The Capital Improvement Account. Three checks were written on the Operating Account: # 533 -\$16.99 for janitorial supplies, #534-\$59.59 to Shannon Thompson for mileage and janitorial, #535-\$63.87 to ECWA and #536-\$48.56 to Hawking Fire Extinguisher Services. The Town Account (ASB) had a balance of \$72, 430.79 *A motion was made by Nancy Costello to approve the Treasurer's report. Debbie Zimmerman seconded the motion. All were in favor with none-opposed.*
 - **b. Librarian's** (full Librarian's report on file at the library-report emailed mailed prior to the meeting). Circulation was down for the month but up for the year. Computer Use was up for both the month and year, and Patron Count was up for the year. Wireless Use was up for the month but down for the year. Laptop Use was down for both the month and year. Several programs are planned for winter and spring.
 - c. Friends- no winter meeting

6. Unfinished Business

- **a. Building-**no response from the contractors that had been contacted concerning the door.
- **b. Mower-** Debbie Zimmerman talked with Ken's Sales and Service and was quoted a price on a 42 inch mower and a snowblower- \$3,083. That includes free delivery. She was asked to go back and get a price that includes a Weed Wacker.
- **Shed-** Kathy Campbell reported that the contractor she contacted is in Florida for the winter and will return in the spring.
- **c.** Shelving for the Kids' area has been installed and is already in use.
- **d. AED-** has arrived. Cost \$199.00. It will be hung where children are unable to reach. Debbie Zimmerman noted that the Trustees and staff need to be trained on its use. Deb Mammon had stated previously that she knows someone who will do the training.
- **e.** A new shredder has been purchased at a cost of \$118.99.

7. New Business

a. The board reviewed the Rules of Conduct Policy. There were no changes or updates. A motion to approve the Rules of Conduct Policy was made by Nancy Costello and seconded by Kathy Campbell. All were in favor and none opposed.

Next the Board review the Procurement Policy. There were no changes or updates. A motion to approve the Procurement Policy was made by Kathy Campbell and seconded by Nancy Costello. All were in favor with none-opposed.

b. Purchases-

1. From Town Funds Laminator- \$39.99

A motion to approve the purchase was made by Kathy Campbell and seconded by Debbie Zimmerman. All were in favor with non-opposed.

2. From Operating	From Operating Insurance	\$2,213.41	
	Mileage	\$	18.63
	Stamps/ envelopes	\$	2.78

A motion to approve the purchases was made by Nancy Costello and seconded by Kathy Campbell. All were in favor with none-opposed.

c. Items requested to be purchased-

Bookends with cork bottoms.

Package of 50 -	\$9.30 each	total cost \$469.50	
2 packages of cork-	\$27.19 each	total cost \$54.38	
3- 10 packs of labels		total cost \$56.07	
		All items \$579.95	

A motion for Shannon Thompson to order all shelf items was made by Debbie Zimmerman and seconded by Kathy Campbell. All were in favor with none opposed.

- **9**. Request for Town Funds- if a letter from the Town of Marilla has not been received by February, President Rachael Walker will call the office.
- 10. Adjournment- 7:32 pm.

Submitted by

Judith Farmer