

Marilla Free Library – 08/14/18 Board Meeting Agenda

1. Call to order
2. Minutes
3. Public Expression
4. Reports
 - a. Treasurer's (with approval of 07/17/18 report)
 - b. Librarian's
 - c. Friends'
 - d. Fundraising Committee
 - e. Town Report
5. Unfinished Business
6. New Business
7. Other Business
8. Next Meeting: 09/18/18
9. Adjournment

Marilla Free Library – 08/14/18 Board Meeting Minutes

1. **Call to order** - 6:00pm. *In attendance:* Shannon Thompson, Kristen Matthews, Martha Mummery, Marsha Wingate, Rachelle Walker, Judy Farmer and Joanne Goellner.
2. **Minutes** - Previous meeting minutes (from July) approved as written. *1st motion from Rachelle Walker, 2nd by: Judy Farmer. All in favor with none opposed.*
3. **Public Expression** – no public expression
4. **Reports**

- a. **Treasurer's** - *(for full account details including all transactions and balances, see the Treasurer's Report on file at the library)* Marsha updated the board regarding July's financials and account transactions. *A motion was made by Joanne Goellner and 2nd by Marty Mummery to approve July's Treasurer's Report which did not get board approval at the previous meeting. All in favor with none opposed.*

Judy Farmer made a motion to approve August's Treasurer's Report with Rachelle Walker making a 2nd. All in favor with none opposed.

- b. **Librarian's** - *(see Librarian Report below for complete details)* Circulation, computer use and laptop use were all up. The Library computers and laptops were updated with one laptop being taken for repair.

Shannon has been working to complete the requirements for the assembly grant including submission of paperwork for 2nd payment and completing online forms. The library received invoices for the television and equipment purchased with the grant money. The library will pay the invoices and be reimbursed with the next grant disbursement.

- \$400.99 for the television
- \$246. 11 for BluRay shelf, wall plates, HDMI cables

A motion was made by Joanne Goellner to pay the two invoices, totaling \$647.10 with later reimbursement from assembly grant money. Marty Mummery made a 2nd. All in favor with none opposed.

- c. **Friends'** – the next meeting of the Friend's is 08/14/18.
 - d. **Fundraising Committee** – the FC will set a date to meet and discuss future fundraising endeavors.
 - e. **Town Report** – Bonnie Waterman was unable to attend the Trustee Board meeting.
5. **Unfinished Business** – Joanne Goellner mentioned a sick/damaged tree that was discussed at a previous meeting. Shannon reported that since it was winter, she decided to wait to contact a company regarding servicing the tree and would look into it again.
 6. **New Business** – Shannon presented several invoices/bills for approval.

- a. A belt for the vacuum was purchased by Tom Thompson (caretaker) for \$51.92 to be paid from the Operating Account.
- b. \$291.72 to be paid regarding mileage and janitorial fees. (Lightbulbs and flood lights to be changed by Ron Unverdorben) to be paid from the Operating Account.

A motion was made by Rachelle Walker with a 2nd from Martha Mummery to reimburse for the payments made. All in favor with none opposed.

- c. Shannon submitted receipts for reimbursement for purchases made for the Marilla Free Library Funfest at the Town of Marilla Carnival. \$170.35 was spent for candy prizes, raffle tickets, temporary tattoos and balloons.

A motion was made by Joanne Goellner to approve reimbursement for carnival supplies. Rachelle Walker made a 2nd motion. All were in favor with none opposed.

- d. The next ACT meeting will be held at the Town of Collins Library on Saturday, September 29, 2018 at 8:30am.
- e. Shannon reported that the library needed to submit an HR plan for a space in the library for employees who need to breastfeed. Minimally, the library needs to provide a private space that has a table, chair and electrical outlet. Shannon suggested that the library reconfigure the storage space in the basement off of the meeting room. The window will be covered with curtains or blinds and the space will be reconfigured to make space and accommodate anyone who needs to BF.
- f. The glass enclosure of the library needs cleaning. This does not fall under the job description of the caretakers so Shannon asked if the board had any recommendations. It was suggested by Rachelle Walker that the library could contact Mike Palenski who lives on Tomarsue Drive.

7. Other Business - No other business.

8. Next Meeting: 09/18/18 at 6:30pm.

9. Adjournment – the meeting was adjourned at 6:41pm. *A motion was made by Marsha Wingate with a 2nd by Marty Mummery. All in favor with none opposed.*

Minutes respectfully submitted August 23rd, 2018 by Joanne Goellner, secretary.

Librarians Report

August 14, 2018

Operating Budget

Receipts

July Receipts: \$ 223.55

Receipts year to date: \$ 2,724.16

This represents fine/copy/print revenue. This year our revenue commitment is \$4,462.

Expenditures

July: \$ 0

Expenditures year to date: \$2,166.18. This year our expenditure allotment is \$5,200.

Circulation

July was 3,780. This was **up by 276** or 7.9%

Year to date is 22,990. This is **up by 63** or 0.3%

Computer Use

July was 113. This was **up by 19** or 20.2%

Year to date is 654. This is **down by 42** or -6%

Laptop Use

July was 7. This was **up by 6**

Year to date is 32. This is **up by 11**

Wireless Usage

July was 144. This was **up by 21** or 17.1%

Year to date is 822. This is **down by 52** or -5.9%

Patron Count

July was 2,136. This was **up by 252** or 13.4%

Year to date is 10,451. This is **down by 470** or -4.3%

Statistical Information comparing the Marilla Free Library to other libraries can be found at

www.buffalolib.org/aboutthelibrary/statistics/index.asp

Summer Programs 2018

- Independent Reading Club – **68 Registered**
- Teen Bingo – **11 Registered**
- **Story Hour** – Mondays at 10:30 am for ages 3-5
- **Summer Fun Club** – Tuesdays at 2:00 pm for ages 6-11 (7/24, 7/31, 8/7) (**17 Attended**)
- **Makerspace Family Night** – Thursday, July 12th at 6:00 pm (**19 Attended**)
- **Lego Club** – Thursday, July 19th (**16 Total Attended**)

- **Lego Club** – August 16th at 6:00 pm
- Following Performers have been booked:
 - **Buffalo Animal Adventures: Australia Asia** – Wednesday, July 11th All Ages **(60 Attended)**
 - **Botanical Gardens: Terrariums** – Tues., July 17th ages 7 & up **(21 Total Attended)**
 - **Paul Antonio Variety Show** – Wednesday, July 25th All Ages **(35 Total Attended)**
 - **Buffalo & Brandy** – Wednesday, August 1st All Ages **(29 Total Attended)**
 - **Mr. No the Balloon Guy** – End of Summer Party – Wednesday, August 15th at 1 pm
 - **Rocking with Pete the Cat** – Thursday, August 9th at 6:30 pm – for ages 3-6 (Central)
 - **Rock Yourself into Puffy Paint!** – Tuesday, July 10th – ages 6 -10 (Central) **(20 Attended)**

Other

- **Assembly Grant Update**