

Marilla Free Library – January 18th, 2017 Board Meeting Agenda

1. Minutes

2. Reports

- Treasurer's
- Librarian's
- Friends'
- Fundraising Committee

3. Unfinished Business

- Policies Checklist

4. New Business

- ACT Workshop Report
- 2017 Annual Workshop
- Town Contract
- Advocacy Day in Albany March 1st, 2017
- Report on Library Visits

5. Adjournment

Marilla Free Library – January 18th Board Meeting Minutes

Meeting called to order at 6:40pm.

In attendance:

Kristen Matthews (President), Jay Walkowiak (Vice President), Joanne Goellner (Secretary), Marsha Windgate (Treasurer), Shannon Thompson (Director), Martha Mummery, Lorraine Martzolf, Nellie Niespodzinski, Linda Whalen (late), Julie Lathrop (Town Liaison) and Sandra Bishop (Friends of the Marilla Library Liaison).

Missing: James Tait

1. Minutes

Minutes were approved as written on November 14th with the amendment that “adopted” or “amended” with the date were added to the end of the documents that were reviewed at the meeting (*Foil/Conflict of Interest/Treasurers Role*). Jay made a motion to accept the minutes with Marty seconding.

2. Reports

- **Treasurer's Report**

Marsha submitted a Treasurer’s Report. The Memorial Checking account has a balance of \$44.23. The Memorial Savings account has a balance of \$25, 835.73. The Fundraising Committee account has a balance of \$3038.65 and in Town Funds: \$20,504.24. (*See Treasurer’s reports on file at library for account transaction information*) There was an issue with a fee charged to the Fundraising Committee account. After Shannon contacted them, the bank waived the fee and explained that it could further be avoided if the account was linked to one of the library’s other accounts. Upon inspection of the Library’s accounts it was discovered that the Memorial Savings account is listed as an investment account instead of power interest (making it unable to link). The bank recommended it be switched as the two account types are almost identical and then the FC account could be linked and no fees would be charged. With everyone in agreement to make the switch, Jay made the motion accept and Joanne seconded.

- **Librarian's Report**

(*See attached Librarian’s Report for details*) Shannon had a few expenses in November and December for walkway markers, mileage and flood light bulbs. The lights were replaced with LED bulbs which hold a 5 year warranty. Circulation, computer use, and laptop use are all down. Circulation is down throughout the library system. Warmer weather & a better economy are two possible reasons. Wireless usage is up which could explain some of the decrease in laptop use as patrons are using their own devices. Patron count was also up. New book clubs will be starting soon. A date/time hasn’t been selected yet for the young adults club. The library may take a short break and pick up when the kids aren’t so busy. Tuesday evenings didn’t work out for story time so this spring the library will try Thursdays evenings in addition to the Monday daytime group.

The graham cracker house usually sponsored by Explore and More was this year sponsored by the Friends of the Library. It was a success with 70 participants and the library knows what to expect next year (in terms of supplies/organization) when they run the program again. The library is also beginning to prepare and plan for summer. Several performers have been booked and programs scheduled.

Other: The Library lift is still being repaired. Parts have been difficult to locate. The Library is also having an issue with church and school patrons using the library's parking spaces and making it difficult for those who want to visit the library. It was decided that the library/trustees would look into signs (library parking only/towing) and possibly the town or highway department could help.

Shannon has begun the process to fulfill the Ready to Read initiative/literacy grant. There are 5/6 components and multiple phases including community analysis, focus groups, and interviewing community members. She is also looking into whether we can use our grant from Senator Gallivan in order to purchase Makerspace hands on items for the library. She will be attending a meeting with Senator Gallivan next Thursday.

- **Friends' Report**

The Friends next meeting is February 7th at 7pm and the location has been changed back to the library. The Friends are still deciding what to do for their next fundraiser and trying to determine if they are going to do the Book Fair. Issues they are having are with storage and lifting of the books. Sandy has made the Friends group aware that some of the trustees plan on attending the Friends next meeting.

- **Fundraising Committee Report**

The Fundraising Committee is still trying to secure a venue/date for their "adult" (21 and older) event. 42 North is a contender. The event will charge around \$25 a person and could include a beverage and food or several beverages for the cost. There will be raffles, 50/50 and possibly a brewery tour.

The Committee is committed to hosting several events this year including a repeat of Funfest and gift card raffles. The library earned \$570 in the December raffle. They are considering a table at Christmas in Marilla.

The Committee is also working on library/Buffalo themed coasters and note cards.

3. Unfinished Business

- **Policies Checklist**

There were no policies to review this month. The library/trustees are slowly becoming up-to-date on policies pertaining to the daily operation of the library. (*see attached Recommended Policies Checklist*)

4. New Business

- **ACT Workshop Report**

Kristen and Joanne both attended the December 10th ACT meeting at the Clearfield Library in Williamsville on the Roles & Responsibilities of the Board of Trustees. It was very informative with a history of how the Erie County Library system began and covered different aspects of being a trustee from responsibilities to laws and advocacy.

- **2017 Annual Workshop**

The next ACT Annual Workshop is February 11th. If any of the trustees are interested in participating, they should give their registration form to Shannon ASAP and the library will send a check.

- ~~Town Contract~~ no new info

- **Advocacy Day in Albany March 1st, 2017**

While it is not expected that the trustees attend, the option is out there. Kristen did email forward, to all trustees, a link to help advocate for the library. After you submit your name and address you have the opportunity to view and edit a pre-drafted letter. The system determines your elected representatives based on your address, and submits a message directly to their inbox. She asked that the trustees participate and share.

- **Report on Library Visits**

The trustees are considering, as a group, to take “field trips” to various libraries in preparation for the meeting with the architect (in spring) regarding the addition to the library. Shannon said she had a list of possible locations and they will be reviewed including the various library hours. Nellie brought and shared ideas for furniture and technology integration.

The Board broke into Executive Session at 7:52pm to discuss personnel issues.

5. Adjournment

A motion to end Executive Session and the meeting was motioned by Marsha and seconded by Linda at 8:15pm.

Due to a conflict for several trustees, the next meeting date was changed from February 15th to February 22nd.

Respectfully Submitted, 1/19/17, by: Joanne Goellner

Librarians Report

January 18, 2017

Operating Budget – 2016

Receipts

November: \$330.30

December: \$ 345.45

Receipts year to date: \$ 4,777.69

This represents fine/copy/print revenue. This year our revenue commitment is \$6,085.

Expenditures

November: \$48.18

December: \$ 221.66

Expenditures year to date: \$ 3,910.19. This year our expenditure allotment is \$5,069.

Circulation

November was 3,476. This was **down by 253** or -6.8%

December was 3,199. This was **down by 350** or -9.9%.

Total circulation for 2016 was 43,610. This was **down by 3,393** or -7.2%.

Computer

November there were 115 computer users. This was **down by 13** users or -10.2%.

December there were 94 computer users. This was **down by 31** users or -24.8%.

In 2016, there were 1,528 computer users; this was **down by 200** users or -11.6%.

Laptop Use

November was zero, which was **down by three**.

December was one, which was the same as Dec. 2015.

The total number of laptop users for **2016** was 28, which **down by 22** users from 2015.

Wireless Usage

November was 169 this was **up by 129** or 322.5%

December was 167 this was **up by 121** or 263%.

For 2016, the usage was 1,847 this was **up by 1,215** or 192.2%.

Patron Count

November was 1,512 this was **up by 121** or 8.7%.

December was 1,504 this was **up by 41** or 2.8%.

2016 visits to the library were 18,994, this was **down by 1,067** or -5.3% compared to 2015.

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

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

Book Club Programs

- **Book Club Tuesdays**
 - January 24th at 2 pm – Art Forger by B. A. Shapiro

- **Book Club – Young Adults**

Programs 2016

- **Story time with Miss Shannon** – Mondays at 10:30 am **(75 total attendance)**
- **Story time with Miss Shannon** – Tuesdays at 6:30 pm **(26 total attendance)**
- **Graham Cracker Houses** – Saturday, December 17 at 10:30 am, 11:30 am, 12:30 pm and 1:30 pm
 - **Program was run by the Staff**
 - **Sponsored by the Friends of the Library** (cost was \$99.95)
 - **Total participants was 70**

Summer 2017

- Theme is **Build a Better World**
- Incentives/Posters were ordered and received cost is \$262.57
- **Story time with Miss Shannon** – (ages 3-5) Mondays at 10:30 am
- **Summer Fun Club** with Miss Shannon (ages 6-11) Tuesdays at 2:00 pm
- **Starting to book Performers**
 - **Following Performers Booked for Summer:**
 - **Buffalo Animal Adventures** – Wednesday, August 2nd at 1:00 pm (all ages)
 - **Nitro Magic Ice Cream** – End of Summer Party Wednesday, August 16th (all ages) [[\\$500](#)]

Future Programs provided by Central

- **Trains** – Thursday, April 6th at 6:00 pm for ages 3 to 6 years old

Future Programs

- **Take Your Child to the Library Day**
- **Story Time with Miss Shannon** – Mondays at 10:30 am starting Feb. 6th
- **Story Time with Miss Shannon** – Thursdays at 6:00 pm starting Feb. 9th
- **Dinosaurs** – Saturday, March 11th at 11 am for 6 to 10 year olds

Other

- **Lift Repairs Update**
- **Parking Issue**
- **Ready to Read**
- **Senator Gallivan Grant – Makerspace Items**
- **Advocacy Meetings**

Recommended Policies Checklist

External:

Circulation

- Customer Service
- Patron Confidentiality
 - Law Enforcement Inquiry
- Lending Rules
 - Non-Resident Borrowing

Collection

- Collection Development
 - Weeding
- Censorship:
 - Challenge of Library Materials
 - Freedom to Read (ALA)
 - Freedom to View (ALA)
- Copier/Copyright
- Local History

Public Space

- Accessibility/ADA Statement
- Exhibit/Posting
- Incident Report Form
- Meeting Space/Equipment
- Patron Behavior/Code of Conduct
- Patron Complaints
- Programming
- Tutoring
- Unattended Children
- Vulnerable Adults

Technology

- Library Equipment Usage:
 - Computers
 - Printers
 - Devices
 - 3D Printer
- Internet Use

Internal:

Board

- Code of Ethics/Conduct
- Conflict of Interest
- Continuing Education
- Meeting Procedures
 - Public Expression
- Removal of a Trustee

Administrative

- Business Continuity Plan
- Inclement Weather/Closing
- Public Access to Records (FOIL)
- Public Relations (including Social Media)
- Records Retention

Financial Controls

- Audit/Review Schedule
- Claims Audit Process
- Credit Card
- Disposition of Surplus Property
- Friends Group Memo of Understanding
- Fund Balance & Reserve Funds
- Fundraising/Gift
- Investments
- Inventory/Fixed Assets
- Online Banking & Wire Transfers
- Petty Cash
- Purchasing/Procurement
- Travel & Conference

Personnel

- Attendance/Leave
- Code of Conduct
- Computer/Internet/Email/Social Media Use
- Continuing Education

- Wireless Use
- Website
- Discipline/Termination
- Equal Employment Opportunity
- Evaluation Procedure
- Grievance Procedure
- Harassment
- Jury Duty
- Nepotism
- Orientation
- Outside Employment
- Personnel Records Access
- Probationary Period
- Recruitment/Hiring
- Salary/Benefits
- Volunteers
- Whistleblower Protection

Safety

- Emergency Plan
 - Disaster Recovery
 - Active Shooter Procedures
- Fire Safety
- Workplace Safety

This Policy Checklist is offered as a guideline of typical public library policies. Though terminology may vary, every library board is required to adopt appropriate policies for their institution ([8 NYCRR § 90.2](#)).

For helpful information on developing policies, libraries are encouraged to contact their public library system.

In addition:

- Library Trustees Association of New York State: [Policy Database](#) 
- Mid-Hudson Library System: [Public Library Policies - Development Tips & Samples](#) 
- New York Library Association: [Sample Policies](#) 
- New York Library Trustees Online: [Library Policies](#)  (Obtain login through public library system.)

