

## **Marilla Free Library – 02/22/17 Board Meeting Agenda**

1. Call to order

2. Minutes

3. Reports

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

4. Communications

5. Unfinished Business

1. Review By-Laws & Terms
2. Policies Checklist: Rules of Conduct Policy, Gift and Donor Recognition Policy
3. Library Field Trips

6. New/Other Business

1. Building Maintenance

7. Adjournment

## Marilla Free Library – 02/22/17 Board Meeting Minutes

### 1. Meeting called to order at 6:35pm.

In attendance:

Kristen Matthews (President), Jay Walkowiak (Vice President), Joanne Goellner (Secretary), Shannon Thompson (Director), Martha Mummery, Lorraine Martzolf, Julie Lathrop (Town Liaison).

Absent: Marsha Windgate (Treasurer), Nellie Niespodzinski, Linda Whalen, James Tait

Also in attendance: Jim and Karen Thompson, Library Care-Takers

### 2. Minutes

The minutes from the previous meeting on 1/18/2017 were approved as written. Lorraine made the first motion to accept, with Jay making a second motion. All in favor; none opposed.

### 3. Reports

1. **Treasurer's Report** - Shannon reported on Treasury in Marsha's absence. For complete account details including all account balances and transaction figures, see Treasury Report Sheets on file in the library.
  - a. Memorial Checking had no activity
  - b. Memorial Savings gained .44 in interest
  - c. Town Account gained .52 in interest
  - d. Fundraising Committee Account had no activity
  - e. Library Account had several transactions including payments to Amherst Alarm, Hawkins Fire Extinguisher Services, Foremost Insurance Group and ACT dues & workshop. There were also two deposits totaling: \$766.60.
  
2. **Librarian's Report** – (*see attached report below for complete details*) Shannon reported that expenditures year to date are \$ 1,943.13. Our return to system amount is \$867.50. Library circulation and computer use are down but Wi-Fi is way up as is the library's people count. In terms of circulation Shannon noted that online renewals do take count numbers away from the individual libraries as the central system gets credit.

Tuesday's book club is going well with 9 signed up. The new Thursday evening club has 11 registered and seems to be a better day/time. They are contemplating an evening story time for summer.

The library has begun to prepare for summer and summer programs. This year's theme is: **Build a Better World**. Materials have been ordered and the library has already secured some summer performers including Buffalo Animal Adventures (who will have a different show than last year), Nitro Magic, and Botanical Gardens: Fairy Garden Program.

The Town Contract came in for the board to review. They will give our library \$25,500. The State Report – downtown is looking at section 10, the Board section, which means that the by-laws may need further revision including voting

positions, terms, and dates of oath of office. The Walsh Group also sent the insurance policy on the building for board review.

A reporter from the East Aurora Advertiser visited the library to discuss the expansion, looked at the plans and took some photos.

Shannon was able to contact Senator Gallivan's office regarding using money for Makerspace items. We were approved. Now the library needs to choose what items.

Bank accounts were linked so that our accounts will no longer incur any fees. We received a check from the comptroller's office for \$441 for our operating account. It is to help defray the cost of revenue differences. The library also received an unspecified check for \$100 from the Houston's.

We deviated from the agenda list in order to have Jim and Karen Thompson ask questions/voice concerns regarding their job descriptions and duties. (note-future meeting agendas will include a section for public expression after the approval of the minutes).

1. Jim had a concern about the policy regarding police walk-through. Policy requires a police walk-through if the library alarms are set off after hours. Jim and Karen shared that sometimes the police cannot come right away and stated for example, if it is in the middle of the night, like 2am, instead of waiting, could they walk through together. They also expressed a concern that they have heard from other citizens that the police could charge upward of \$200 for excessive calls to one location.

The board agreed that only during extenuating circumstances that Jim and Karen may walk-through together but otherwise suggested they needed to follow Policy and have the police walk-through. This protocol is also for their safety and for liability purposes. The board also noted that they should not be concerned about fines incurred for having a police walk-through. Since it is Policy, we would be responsible for the fines.

2. In terms of snow removal, Jim asked if he may use his tractor instead of the library provided snow blower. He and Karen felt it was better to use their tractors/mowers for snow removal/mowing as opposed to the push equipment provided by the library.

The board reiterated that in extenuating circumstances, like a Snovember situation, that the tractor could be used but otherwise Jim has to follow policy and use the library provided equipment.

Jim asked if he could request that we add to the expansion project: heated sidewalks and a shed closer to the front to make access more convenient. The Board responded that these would both be discussed with the architect.

3. Karen asked if she may purchase and store a rug/carpet cleaner at the library to assist in proper maintenance of the rugs especially during winter when salt is used on the sidewalks. She also noted that the upstairs vacuum cleaner was worn out.

Shannon will check with Central to see if a rug cleaner is an available piece of equipment and if not, the library would look into purchasing one for use. We will also look into the vacuum for upstairs.

4. Tom and Karen admitted that they have not washed windows in “about 20 years”. They felt that the job was difficult due to the window locations, that it would take them together, 20 minutes per window, which would take time away from their other duties and that the greenhouse glass especially was intensive. They also agreed that they do not get on ladders to change outside light bulbs.

Kristen shared with the Thompsons the Board’s concern that in terms of being audited, it does not look good for the library to be paying for jobs like window washing and light bulb changing twice. Since it is in the Care Takers job description, we should not have to hire window washers or electricians. The Board did agree that the greenhouse was not part of their job description and asked if it would be beneficial to Jim and Karen if we provided a daily/weekly/monthly/yearly checklist for their duties so that they could better accommodate these kinds of jobs which do not need to be done on a daily basis. Karen said she would clean the inside windows.

Jim and Karen were thanked for their continued service and it was reiterated that their concerns would be addressed.

- 3. Friends’ Report** – Nellie was absent so Kristen reported. Kristen, Shannon and Joanne attended the 2/7/17 Friends Meeting. The Friends were supposed to vote on new officers however there were only 4 friends in attendance in addition to their current president so it had to be postponed. Kristen and Shannon inquired about the group’s 501c3 status. The Friends’ Treasurer Donna reported that they had an EIN number and were tax exempt but that some members were hesitant as to what the 501c3 entailed. Kristen stressed how without it, the Friends’ group could not legally accept funds.

The group members said they did not realize there was a binder in the library that was outdated in terms of their minutes, finances, by-laws, etc. They also asked if we knew if there was a limit to how much they were allowed to keep within their bank account since they were not a 501c3 or as a 501c3. They said they had limited their fundraising efforts because they thought there was a max number of \$5000. Their current funds are around \$8000.

The group mentioned that they were having difficulty obtaining new members. Shannon suggested they create a pamphlet to put in the library or share their meeting dates so she could post to the library website or bulletin board.

They also were still not sure as to whether there would be a book sale due to storage issues, volunteers, and lifting of books.

Kristen asked that the Friends ask their absentee members what kind of questions they had in regard to the 501c3 and forward to Shannon. She said that way she could get answers and would come to the next meeting prepared. Their next meeting is March 14<sup>th</sup> at the library.

4. **Fundraising Committee** – No new news for the committee. They have decided to push their “21 and over” fundraiser to the fall as opposed to spring to have more time to prepare. At their next meeting on March 8<sup>th</sup>, they will package coasters and note cards to sell. The Family Fun Fest will be July 8<sup>th</sup>.
5. **Town News** – Julie had nothing to report. She suggested we put coasters at the town hall to sell. She also asked if we considered asking the town if we could have our events put on the community center billboard sign. She said she would have to check but that she thought the carnival this year was going to take place possibly the 14<sup>th</sup>/15<sup>th</sup>.

#### 4. Communications – None

#### 5. Unfinished Business

1. **Review By-Laws & Terms** - The Board went through the By-Laws from 2014 and made revisions and updates. (See the attached copy which will be proposed for approval at the next meeting.)
2. **Policies Checklist:**
  - a. **Rules of Conduct Policy** (see attached) Jay made the 1<sup>st</sup> motion to accept, Marty 2<sup>nd</sup>. All in favor; none opposed.
  - b. **Gift and Donor Recognition Policy** (see attached) Joanne made 1<sup>st</sup> motion to accept, Jay 2<sup>nd</sup>. Unanimous adoption.
3. **Library Field Trips** – this will be part of the next month’s meeting agenda due to time constraints.

#### 6. New Business

##### 1. Building Maintenance

1. **Time** - Kristen reported about how a large part of the ACT meeting revolved around theft of time. She stressed even though the board doesn’t sign off on time sheets, we are responsible for how time is managed in the library. We need to look into and support management and timesheets. Swipe cards are probably coming.
2. **Theft** – There has been evidence of theft in the library. We will be pricing/looking into getting security gates at the door.
3. **Water Damage** – One of the walls in the basement shows evidence of water damage. Marty made a motion to give Shannon permission to get

information/assessment to repair the damage. Jay seconded the motion. All were in favor, none opposed.

4. **Lift** – The lift is still not working and may need replacing. Some parts were found.
  
7. **Other Business** – The board had previously discussed putting signs up library only parking signs. Ron from the town is going to get signs made and possibly help install them. Kristen proposed a sign. (see attached photo) Joanne made a motion to accept the sign and verbiage. Lorraine seconded. All in favor with none opposed. For the next meeting, we will discuss “Library” signs directing people in town to the library.
  
8. **Adjournment** – The meeting adjourned at 8:57 pm. Marty made the 1<sup>st</sup> motion and Lorraine the 2<sup>nd</sup>. The next meeting is Wednesday March 15<sup>th</sup> at 6:30pm.

**Meeting Minutes respectfully submitted by Joanne Goellner.**

## **Librarians Report**

February 22, 2017

### ***Operating Budget***

#### *Receipts*

January: \$ 421.15

**Receipts** year to date: \$ 421.15

This represents fine/copy/print revenue. This year our revenue commitment is \$4,628.

#### *Expenditures*

January: \$ 1,943.13

**Expenditures** year to date: \$ 1,943.13. This year our expenditure allotment is \$5,069.

2016 Return to System is for \$867.50

#### ***Circulation***

January (and YTD) was 3,129. This was **down by 544** or -14.8%

#### ***Computer***

January (and YTD) was 96. This was **down by 23** or -19.3%

#### ***Laptop Use***

January (and YTD) was 2. This was **down by 1**.

#### ***Wireless Usage***

January (and YTD) was 101. This was **up by 60** or 146.3%

#### ***Patron Count***

January (and YTD) was 1,351. This was **up by 27** or 2.0%

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

[www.buffalolib.org/aboutthelibrary/statistics/index.asp](http://www.buffalolib.org/aboutthelibrary/statistics/index.asp)

#### ***Book Club Programs***

- **Book Club Tuesdays**
  - January 24<sup>th</sup> at 2 pm – Art Forger by B. A. Shapiro (**9 attended**)
  - February 28<sup>th</sup> at 2 pm – Orphan Train by Christina Baker Kline

### ***Programs***

- ***Story time with Miss Shannon*** – Mondays at 10:30 am (**12 registered**)
- ***Story time with Miss Shannon*** – Thursdays at 6:00 pm (**11 registered**)
- ***Dinosaurs*** – Saturday, March 11<sup>th</sup> at 11:00 am (ages 6 to 10)

### ***Future Programs provided by Central***

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

### ***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) Alternating Tuesdays at 2:00 pm
- **Starting to book Performers**
  - **Following Performers Booked for Summer:**
    - **Buffalo Animal Adventures** – Wednesday, August 2<sup>nd</sup> at 1:00 pm (all ages) [\[\\$225\]](#)
    - **Nitro Magic Ice Cream** – End of Summer Party Wednesday, August 16<sup>th</sup> (all ages) [\[\\$500\]](#)
    - **Botanical Gardens: Fairy Garden Program** – Tuesday, July 18<sup>th</sup> at 2 pm (6-12) [\[\\$140\]](#)

### ***Other***

- **Town Contract**
- **State Report Update – Section 10**
- **Insurance Policy**
- **Reporter from East Aurora Advertiser – Expansion Project**
- **Senator Gallivan Grant – Makerspace Items**

BY-LAWS  
MARILLA FREE LIBRARY  
2017

ARTICLE I: Officers and Duties.

A. President:

1. Presides at all meetings of the board.
2. Appoints committees.
3. Provides leadership and is responsible for a progressive and efficient program for the library. The President does not have the right to make decisions unilaterally that are in any way binding on the Board.
4. In the absence of the Treasurer, the President shall have check signing authority.

B. Vice-President:

1. Acts in the absence of the President in fulfilling all responsibilities indicated in Section A. above.
2. Sits in on all committees and reports to the Board on committee transactions.

C. Secretary:

1. Notifies members of Board meetings at least one week before each meeting is scheduled.
2. Prepares the meeting agenda.
3. Maintains a roster of Board members.
4. Records the proceedings of each meeting in a book for that purpose. This record is read at the next meeting, corrected if necessary, and approved.
5. These proceedings should include:
  - a. Nature of meetings, e.g. regular or special including time, place, persons present or absent and approval of minutes from the previous meeting.
  - b. Complete record of all action taken by the Board.
  - c. Record of adjournment.
6. Signs the proceedings of each meeting.
7. Records all motions as stated whether adopted or rejected. Only the information recorded is considered official.
8. Writes official letters as requested by the Board or President.

D. Treasurer:

1. Receives all funds from public appropriation, bequests, gifts, etc., as provided by law.
2. Makes approved disbursements from library funds.

3. Keeps accurate records of all money received and disbursed ready for examination, since all public funds are subject to audit at any time.
4. Makes a report at each Board meeting and other reports as required.

## ARTICLE II: Board of Trustees.

The library shall be governed by a Board of Trustees. The Board shall consist of five (5) to nine (9) members, elected for terms of five (5) years each. During the annual meeting (see Article III item c) the Board officers shall be elected by the Board from their own number and committees shall be named by the President. Newly elected members will take office at the first meeting following the annual meeting.

## ARTICLE III: Meetings.

- A. There shall be a minimum of seven (7) Board meetings per year plus Special meetings required for budget preparation and approval.
- B. Special meetings of the Board may be called by the President of the Board. In the absence of the President, the Secretary, upon the written request of any two Board members, may call a special meeting, but only business stated in the call may be transacted.
- C. The annual meeting shall be held during the month of October in the library.
- D. In the absence of the Secretary, the Board shall choose a temporary secretary.
- E. Absence from three (3) consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action the President shall inform the absent Board Member in writing the conditions of this deferral.
- F. Each Trustee shall have one vote, irrespective of office held.
- G. A Trustee must be present at a meeting to have his/her vote counted.
- H. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

## ARTICLE IV: Quorum.

A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending

members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.

#### ARTICLE V: Order of Business.

The order of business at regular meetings shall be as follows:

1. Call to order
2. Reading and approval of minutes
3. Public expression
4. Reading and approval of Treasurer's report
5. Report of the Librarian
6. Report of committees
7. Unfinished business
8. New business
9. Other business
10. Next Meeting
11. Adjournment

#### ARTICLE VI: Committees and their Duties.

All committees appointed by the President will abide by the purpose and time constraints discussed at the creation of the respective committees.

#### ARTICLE VII: Duties of the Librarian.

- A. Has general charge of the library under the direction of the President and of the Board.
- B. Certifies to bills incurred.
- C. Makes a report at each regular meeting of the Board, including the annual meeting.
- D. Is responsible to the Board for the care of the library property and for the proper discharge of the duties of all employees.

#### ARTICLE VIII: Gifts.

All gifts to the library, of either moneys or securities, shall be deposited in such bank as may be designated by the Board and shall be handled through officers of the Board in the same manner as checks are drawn against appropriated funds of the Board in the regular course of business. In addition, all gifts of property, other than moneys or securities, shall be held or disposed of as directed by the Board.

#### ARTICLE IX: Filling Board Posts.

The Board shall decide on the number of members to be designated for the Board and shall appoint an interested citizen from the Township of Marilla to any permanent vacancy that might occur on the Board. There shall always be an uneven number of Board members.

#### ARTICLE X: Amending the By-Laws.

- A. These by-laws may be amended at any regular meeting of the Board at which a quorum is present, provided the proposed amendment has been presented formally in writing to the Board for discussion during the preceding meeting.
- B. The by-laws shall be reviewed every three (3) years.

#### ADDENDUM I. November 10, 2014. Conflict of Interest Policy.

The Conflict of Interest Policy recommended by the B&ECPL to be added to the existing By-Laws, was unanimously passed at the June 17, 2014 regular meeting of the Marilla Free Library Board of Trustees and shall be incorporated into these By-Laws.

#### ADDENDUM II. February 22, 2017. By-Laws Review & Revision



## **Marilla Free Library**

### **Rules of Conduct**

The Marilla Free Library, established under the laws of the State of New York and chartered by the New York Board of Regents, is committed to provide residents of the Town of Marilla and of the County of Erie educational, recreational, and informational materials and services.

The Board of Trustees of the Marilla Free Library, under Section 262 of the New York Education Law, establishes the following rules in order to facilitate the broadest and most equitable use of its facilities. Library users are required to comply with these Rules and Regulations.

The following conduct is prohibited:

1. Engaging in disorderly conduct, fighting or challenging to fight, or using offensive words likely to provoke violence or using language that offends others;
2. Disturbing other patrons, staff or volunteers including but not limited to disruptive behavior such as any loud, unreasonable and/or bothersome noises created by persons or devices; interfering with staff or volunteers in the performance of their duties and persistent, unwelcome attention; obscene or threatening gestures such as staring at another person; or following another person on or around the premises;
3. Carrying weapons of any kind;
4. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs;
5. Engaging in sexual conduct and/or lewd behavior (e.g., exposure, offensive or inappropriate touching, or sexual harassment of other patrons, staff or volunteers);
6. Damaging, destroying, or stealing any Library property or the property of another patron, staff or volunteer;
7. Bringing animals or pets into the library except those required to assist persons with disabilities or those involved in library programs;
8. Selling and/or soliciting; petitioning;
9. Distributing or posting materials/literature that have not been approved by the Library;

10. Smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco products inside of the Library and no closer than 10 feet to the side of any point of entry to Library property.
11. Food and/or beverages from outside the Library brought in without prior approval;
12. Making unreasonable use of the restrooms including bathing;
13. Sleeping;
14. Photography or recording on Library premises without Library permission; and,
15. Absence of shirts and/or shoes.

Under Article 65, Section 3205 of New York State Education Law, each minor from six to sixteen years of age shall attend upon full time instruction. Accordingly, access to the Library during regular school hours is denied for minors between the ages of six and sixteen except for such minors who wish to access the federal depository collection or for such minors who are accompanied by a parent or guardian or school official, homeschooled, or otherwise lawfully absent from school. No children under six years of age may be left unattended in the library at any time. Library staff will not be responsible for children who have been left without adult supervision. Adult patrons who are not engaged in library activities that require materials from the children's area shall be asked to relocate to other areas of the library. The staff reserves the right to seek the intervention of appropriate law enforcement or social services agencies, as required by individual circumstances.

People who violate these rules will be advised of their infraction(s). Failure to comply with the Library's established policies, rules and regulations or violations of local, state or federal law may result in immediate suspension of library privileges and, where necessary, civil liability and/or criminal prosecution.

Adopted 02/22/17



## **Marilla Free Library Gift and Donor Recognition Policy**

*This policy is for application to the Marilla Free Library.*

### **I. GENERAL STATEMENT OF POLICY**

- A. The Marilla Free Library actively encourages and welcomes gifts and contributions which will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to New York State applicable laws as well as the Library's existing policies and guidelines.

The purpose of a formal recognition program is to thank donors, encourage others to give, and build healthy, long-term relationships between the Marilla Free Library and its donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate, and equitable.

- B. Monetary gifts as well as library and other materials in good condition may be donated to the Marilla Free Library.
- C. All gifts (designated and undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the Marilla Free Library Board of Trustees or its designee in accordance with this policy and/or the B&ECPL Collection Development Policy.
- D. The Marilla Free Library will make every effort to honor the wishes of donors. Gifts on which a donor places restrictions or special conditions will be allowed only if those restrictions or conditions are accepted by the Marilla Free Library Board of Trustees or its designee.

### **II. GIFTS**

- A. Monetary gifts in any amount including but not limited to onetime or recurring financial donations, bequests, memorials, stock options, and legacy gifts are accepted year-round.

- B. Gifts of traditional library materials will be accepted with the understanding that the Marilla Free Library reserves the right to add items to the collection, distribute to other libraries, sell, donate, or discard them. Any items added to the collection will be evaluated and judged according to the selection standards in the B&ECPL Collection Development Policy.
- C. Personal property, real property, antiques, and all other gifts will be accepted at the discretion of the Library Director or his or her designee. The Director may enlist the feedback of the Marilla Free Library Board of Trustees depending on the item or offer.
- D. An acknowledgement letter will be sent to the donor provided contact information is given. The Marilla Free Library will not appraise or estimate the value of gift donations. The responsibility for such appraisal lies with the donor.
- E. The Marilla Free Library may consider individual plaques, paving stones, or equivalent acknowledgement for substantial donations at the discretion of the Marilla Free Library Board of Trustees and the owner of the building. The Marilla Free Library reserves the right to name or re-name designated facilities (with proper permissions), resources, or collections if the terms of a donation are not honored, if the term (duration) of a donation expires, or if the Marilla Free Library Board of Trustees determines that continued association does not support the mission or image of the Marilla Free Library.
- F. The Marilla Free Library shall maintain donor confidentiality when requested by the donor, subject to disclosure upon request for consent of the donor or pursuant to subpoena, court order, or where otherwise required by law.

Adopted 02/22/17

Your Design



**Proposed Parking Sign; Approved 2/22/17**