

## **Marilla Free Library – 05/17/17 Board Meeting Agenda**

1. Call to order
2. Minutes
3. Public Expression
4. Reports
  - a. Treasurer's
  - b. Librarian's
  - c. Friends'
  - d. Fundraising Committee
  - e. Town Report
5. Unfinished Business
  - a. Building Maintenance
  - b. Signs
6. New Business
  - a. Review & Approval of State Report
  - b. Review & Approval of Annual Report
7. Other Business
  - a. Interested Trustees
8. Next Meeting – 06/21/17
9. Adjournment

## Marilla Free Library – 05/17/17 Board Meeting Minutes

1. **Call to order** – 6:31pm. *In attendance:* Shannon Thompson, Kristen Matthews, Jay Walkowiak, Joanne Goellner, Marsha Wingate, Martha Mummery, Nellie Niespodzinski. *Absent:* James Tait, Lorraine Martzolf. *Also present:* Julie Lathrop (town liaison).
2. **Minutes** – Previous meeting minutes approved as written. 1<sup>st</sup> motion Jay Walkowiak, 2<sup>nd</sup> by Marty Mummery: all in favor with none opposed.
3. **Public Expression** – no public expression
4. **Reports**
  - a. **Treasurer's** – *(for full account details including balances, see the Treasurer's Report on file at the library)* There was activity in the Memorial Checking account including income from the Amazon Smile program and an expense for end of summer program prizes. There was also a transfer from the Memorial Savings account to cover the cost of items pertaining to summer programming. Besides the transfer, the only other activity in the Savings account was .42 earned in interest. The Fundraising account had no activity while the Town Account gained .52 in interest and the deposit of the check from the town as reported during last month's meeting. A check was written to R. Burger Electric from the Operating Account which also received a deposit for March Fine Revenue. The library received a letter that the CD is up for renewal. The Board plans to move the funds into a bank account. Once again there was an issue with the bank charging a fee but it has been resolved.
  - b. **Librarian's** – *(see attached Librarian Report for complete details)* Everything (wireless use, laptop use, circulation, etc) was down for the month however patron count is still up for the year. Many libraries across the system are having the same issue. One factor to consider is the Bullis Road Bridge being under construction. With having to find another route, many patrons have said that their library visits have become a special trip and less frequent. Seasonal sports have also started which impacts many families within the library community.

The **NYS Minimum Standards for Public Libraries** was submitted as was the **Ready to Read** report.

The Girl Scouts visited the Library to earn a badge. They got a tour, heard about programming and services, brought books to donate and went home with a packet about the Library.

The Library discard sale has begun and Community Day (when the Primary school students come and visit) will be on Friday May 26<sup>th</sup>.

- c. **Friends'** – The Friends group had enough members present at their last meeting and voted in favor of moving forward in being compliant with a 501c3. They met with lawyer Sharon Kelly and with their new chairman, will take care of filling out all forms and paperwork including their 990N.

They voted and agreed to pay for Lego sets to sponsor the Marilla Free Library Lego Club.

The Friends plan on updating their by-laws and the new secretary Sandy L. did turn over minutes to update their binder on file at the Library. Their treasurer Donna also submitted a Treasurer's Report.

- d. **Fundraising Committee** – So far the committee has received donations from Adventure Landing, Explore and More and Dairy Queen for the Funfest on July 8<sup>th</sup>. The Buffalo Sabres will also donate a signed hockey stick.

Coasters are on sale at the Library for \$20 for a set of 4.

Kristen reported that there is still money in the Pegula Trust that organizations can apply for. She felt the Library should hire a grant writer to assist in the process while there are still monies available. Shannon said she had a list of names given to her from Central (Ken Stone) however did not have any information on what they charge for services.

- e. **Town Report** – Julie (on behalf of the town) had nothing new to report however inquired about the Library advertising on the town LED sign and if we had received approval. (*we have*) She also asked for verification of dates and times to share at the next Town meeting as well as if the library would prefer donations of cash or Legos for the new Lego Club. (*either would be appreciated*) She also took a flier for the coaster sale and Funfest to share.

## 5. Unfinished Business

- a. **Building Maintenance** – Carol let Shannon know that the library would be responsible for the full cost regarding possible new security measures mentioned in previous minutes.

On May 6<sup>th</sup>, water was discovered in the Library basement. A plumber came out right away and found that a drain pipe was plugged. The lines were cleaned, 12 gallons of water removed by Shop Vac and fans put in place to dry the carpet. This is the 3<sup>rd</sup> time the Library has experienced flooding in 9 years. The Library thinks it would be beneficial to move the lines during the expansion project.

Jay presented the Board with materials he thinks would be suitable to replace parts of the Library's outdoor benches which are not weathering well. He had samples of Ipe Iron Woods decking material. When replaced with the Ipe, the benches can be left to weather naturally to silver grey and requires only occasional cleaning or the Library can oil the benches once a year to maintain the wood's brown color. The cost to the library would be \$160.72 per bench (*library has two*). Joanne made the first motion in favor of replacing the bench's wood with the Ipe. Marty seconded. All in favor; none opposed.

- b. **Signs** – Discussion is still underway with Ron Unverdorben regarding the green library and parking signs and Kristen would like to also discuss the new ramp with him. Jay said he would also like to talk to Joe Nuttle regarding the ramp.

## 6. New Business

- a. Review & Approval of State Report** – Shannon submitted the State report to Central who looked it over and submitted to the State. Items to note: the last audit done by the Marilla Free Library was a self audit in 2012, Shannon corrected officers and terms, and a financial issue regarding money transferred between accounts in 2009/2010 was corrected.
  - b. Review & Approval of Annual Report** – Shannon presented the 2016 annual review to the Board for approval. (*see attached Resolution; Report will be available at library*) There were 6 ayes and 0 noes.
- 7. **Other Business**
  - a. Interested Trustees** – the two interested parties were unable to make the meeting.  
  
Regarding trustees, the Board received and was read the resignation letter of long-time member James Tait. (*letter on file at library*)
  - b.** Not on the agenda, Shannon reported that she ordered the Makerspace items previously discussed.
- 8. **Next Meeting** – The next meeting will be on June 21st, 2017 at 6:30pm.
- 9. **Adjournment** – The meeting adjourned at 7:30pm. First motion made by Marsha Wingate followed by Jay Walkowiak. All in favor with none opposed.

Meeting minutes respectfully submitted, May 23rd, 2017 by Joanne Goellner, secretary.

## Librarians Report

May 17, 2017

### **Operating Budget**

#### *Receipts*

April receipts: \$ 334.54

**Receipts** year to date: \$ 2,019.11

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

#### *Expenditures*

April: \$ 100.08

**Expenditures** year to date: \$ 2,287.57. This year our expenditure allotment is \$5,069.

### **Circulation**

April was 3,193. This was **down by 333**.

Year to date is 13,133. This was **down by 1,843**.

### **Computer**

April was 95. This was **down by 39** or -29.1%

Year to date is 408. This was **down by 120** or -22.7%

### **Laptop Use**

April was 2. This was **down by 1**.

Year to date is 9 uses. This was **down by 5**.

### **Wireless Usage**

April was 127. This was **down by 58** or -31.4%

Year to date is 482. This was **down by 13** or -2.6%

### **Patron Count**

April was 1,371. This was **down by 129** or -8.6%

Year to date is 5,775. This was **up by 14** or 0.2%

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 Tuesday**
  - April 25<sup>th</sup> at 2 pm – When Breath Becomes Air by Paul Kalanithi (**5 attended**)
  - May 23<sup>rd</sup> at 2 pm – I Still Dream About You by Fannie Flagg

### **Other**

- **State Report** – Annual Report/Resolution is ready for Board Approval
- **NYS Minimum Standards for Public Libraries** – submitted survey
- **Ready to Read** – submitted report / Next Training component will be in the fall (Nov.)
- **Library Discard Sale** started May 6<sup>th</sup> will run until May 27<sup>th</sup>. Half-Price Sale will be May 22<sup>nd</sup> till 27<sup>th</sup>
- **Girl Scout Troop Visited May 11, 2017**
- **Marilla Primary Community Day – Friday, May 26<sup>th</sup>**

RESOLUTION adopted by the Board of Trustees of the  
Marilla Free Library at a  
regular (or special) meeting of said Board of Trustees held at  
11637 Bullis Road on the 17<sup>th</sup>  
day of May 2017 at 7 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees  
of the Marilla Free Library, held  
at 11637 Bullis Road on the 17<sup>th</sup> day of  
May 2017, a resolution was adopted of  
which the following is a true copy:

RESOLVED, that the Library operated under its plan of service in  
accordance with the provisions of Education law and the Regulations of  
the Commissioner, and be it further

RESOLVED, that the Library attest that the financial information  
provided to the Buffalo & Erie County Public Library and New York State  
as part of any and all reporting is true and complete, and be it further

RESOLVED, that the "Annual Report" was reviewed and accepted by the  
Board of Trustees.

Clerk Joanne Gellme

Ayes 6

Noes 0