

Marilla Free Library – 11/20/18 Board Meeting Agenda & Minutes

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
6. New Business
 - a. Meeting Dates
 - b. ACT Meeting
 - c. Disclosure Statements
7. Other Business
8. Next Meeting: December 18th @ 6:30pm
9. Adjournment

1. Call to order - 6:34pm. *In attendance:* Shannon Thompson, Rachelle Walker, Marty Mummery, Marsha Wingate, Judy Farmer and Joanne Goellner. Also present: Bonnie Waterman (town liaison).
2. Minutes - October's meeting minutes were approved as written. *1st motion from Judy Farmer, 2nd by: Marsha Wingate. 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 & Shannon updated the board regarding October's finances, account transactions and balances. *A motion was made by Joanne Goellner and 2nd by Marty Mummery to approve the Treasurer's Report as presented. All in favor with none opposed.*
 - b. Librarian's - (*see attached Librarian Report for complete details*)
 1. Circulation & patron count were down while computer, laptop & wireless use were all up.
 2. Fall programs have been very successful with great attendance. Lego club attendance was negatively affected by poor weather. Winter programming is scheduled. Four sessions will be offered for graham cracker houses. A Story Time with Mrs. Claus will be on December 15th. Shannon is considering a few other programs including a New Years Eve countdown to noon since the library is open until 3pm.
 3. Shannon requested payment for a bill from Demco for Colored Dots. They were purchased at sale price with a coupon and received free shipment. *A motion was made by Marty Mummery to pay the \$35.95 balance. Second by Joanne Goellner. All in favor with none opposed.*
 4. The library received reimbursement from Central for programming in the amount of \$275 for the Spooky Magic Show with Cris Johnson.
 5. Shannon shared what she learned about Trustee Education, which will go into effect in 2019. She also went over the new Minimum Standards that will go into effect January 2021, pointing out areas of change as well as items that the library/board need to work on/update starting with a Long Range Plan.
 - c. Friends' – the Friends did not meet in November. They may meet in December.
 - d. Fundraising Committee – the FC has not met. The library is almost out of coasters so Shannon is taking down the display. She will report how many we sold (what the profit was) at the next meeting.
 - e. Town Report – Bonnie reported that the Town will once again be hosting Christmas in Marilla and invited the library to participate. It will be Saturday December 8th from 5-8pm.
5. Unfinished Business – No unfinished business.
6. New Business
 - a. Meeting Dates – after discussion, the Board will continue to meet the third Tuesday of each month at 6:30pm, at the Marilla Free Library with a December meeting as necessary.
 - b. ACT Meeting – several members of the board were able to attend the meeting at the West Seneca Library on November 17th, regarding Library Audits and shared

what they learned. One take-away from the meeting, the Marilla Library/board may add a claims auditor position or the duty to an existing officer role. The library may also consider adding a credit card to one of their accounts.

- c. Disclosure Statements - The Board reviewed and each member signed a copy of a Conflict of Interest disclosure statement. (*on file at the library*)
7. Other Business
- a. The Board will meet December 18th at 6:30pm to discuss a new building insurance policy provider. The current policy will be cancelled January of 2019 because the insurer will no longer provide business coverage in New York State. Shannon and other board members will reach out for insurance company recommendations.
 - b. Rachele (president), Shannon (director), and Marsha (treasurer) will schedule a time to visit Bank of America to add Rachele to and remove Kristen Matthews from our library bank accounts (*Kristen's resignation letter is included with October's meeting minutes*). The library alarm call list/keys will also need to be updated.
 - c. Shannon presented the board with a Trustee Application Process draft. The board offered feedback and Shannon will finalize the document which outlines the process for interested trustees and includes an application.
8. Next Meeting: December 18th @ 6:30pm
9. Adjournment - *A motion was made by Judy Farmer to adjourn the meeting at 8:09pm. Joanne Goellner made a second motion. All in favor with none opposed.*

Minutes respectfully submitted, December 1st, 2018, by Joanne Goellner, secretary.

Librarians Report – November 20, 2018

Operating Budget

Receipts

October Receipts: \$ 334.60

Receipts year to date: \$ 3,661.56

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

Expenditures

October: \$ 0

Expenditures year to date: \$ 2,558.54. This year our expenditure allotment is \$5,200.

Circulation

October was 3,053. This was **down by 14** or -0.5%

Year to date is 32,053. This is **up by 74** or 0.2%

Computer Use

October was 108. This was **up by 17** or 18.7%

Year to date is 947. This is **down by 69** or -6.8%

Laptop Use

October was 18. This was **up by 16**

Year to date is 79. This is **up by 49**

Wireless Usage

October was 117. This was **up by 6** or 5.4%

Year to date is 1,185. This is **down by 49** or -4%

Patron Count

October was 1,438. This was **down by 70** or -4.6%

Year to date is 14,888. This is **down by 1,214** or -7.5%

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

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

Fall/Winter Programs

- **Spooky Magic** with Cris Johnson – Saturday, October 20th at 1:00 pm – All Ages **(32 Total Attendance)**
- **Dragons and Unicorns** – Thursday, October 25th at 6:00 pm for ages 3-6 (Central) **(13 Total Attendance)**

- **Special Halloween Story Hour with Ms. Shannon**– Tuesday, October 30th at 6:00 pm (**16 Total Attendance**)
- **Nature Play** – Saturday, November 10th at 11:00 am for ages 6-10 (**4 Attended**)
- **Lego Club** – Thursday, November 15th at 6:00 pm – ages 5 and up (**3 Attended - weather**)
- **Mickey's 90th Birthday Celebration** – Saturday, November 17th and Monday, November 19th – during Library hours – children can stop in for coloring, a craft and scavenger hunt
- **Middle of Fall Story Hour** – Tuesday, November 27th at 6:00 pm for ages 3 to 6
- **Graham Cracker House Program – Sponsored by the Friends Group**
 - Saturday, December 8th three sessions at 10:30, 11:30 and 12:30
 - Tuesday, December 11th at 6:00 pm
- **Story Time with Mrs. Claus** – Saturday, December 15th at 11:00 am for ages 3 and up
- **Lego Club** – Thursday, December 20th at 6:00 pm – ages 5 and up

Book Club

- **Tuesdays at 2 pm**
 - October 23rd – What She Knew by MacMillan (**7 attended**)
 - November 27th – Patrick Swayze: One Last Dance by Leigh

Other

- Minimum Standards
- Trustees Education Regulation
- Long Range Plan