

Marilla Free Library – 07/13/17 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
6. New Business
 - a. Approval of 2018 Personnel Budget
 - b. Approval of 2018 Direct Expense Budget
7. Other Business
 - a. Interested Trustee
8. Next Meeting: 08/16/17
9. Adjournment

Marilla Free Library – 07/13/17 Board Meeting Minutes

1. **Call to order** – 7:40pm. *In attendance:* Shannon Thompson, Kristen Matthews, Jay Walkowiak, Joanne Goellner, Marsha Wingate, Judy Farmer. *Absent:* Lorraine Martzolf, Nellie Niespodzinski, Julie Lathrop (town liaison). *Also present:* Rachelle Walker.
2. **Minutes** – Previous meeting minutes approved as written. *1st motion Joanne Goellner, 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 balances, see the Treasurer's Report on file at the library*) Previously approved Makerspace items were paid for with money transferred from the Memorial Savings to Memorial Checking account. Money donated from the Marilla Kiwanis Club was deposited into the Memorial Checking account. As discussed last meeting, money was transferred from the Town Account into the Fundraising Account in order to maintain a balance to avoid bank fees. Funds from the operating account paid for the previously approved bills.
 - b. **Librarian's** – (*see attached Librarian Report for complete details*) Laptop use is up for the month and year to date use is the same as last year. Wireless usage is down for the month and year. Patron count was down for the month however up for the year.

The library started a buckle raffle to encourage children to check out books. Two of the library's summer programs are already filled. The Makerspace items previously ordered are beginning to come in. The library received a donation from the Lions Club of East Aurora and from Dylan and Bianca Mochrie who had a lemonade stand to benefit the library. The library has begun Kantola Training for all staff and also received information about a special grant from DiPietro's office worth \$500 for programming.

- c. **Friends'** – Their next meeting is August 8th at 7pm.
 - They are still figuring out bank logistics for the new officers.
 - Have temporarily stopped accepting donations for their upcoming book sale due to flooding at the storage facility.
 - Finalizing paperwork for 501c3.
 - Working on updating their by-laws at their next meeting.
- d. **Fundraising Committee** – Funfest was successful.
 - New method of selecting raffle tickets for prizes was more effective.
 - Mr. No-the Balloon Guy was very well received.
 - 83 admission tickets sold vs. 63 last year. Profit was down slightly in food, games, and raffle tickets compared to last year.
 - Several local newspapers did not include advertisement for the event. It was not on the Town sign.

- Thinking about adding some additional adult activities/components and switching the date to the last week of July for next year.

For the next Fundraising event, Shannon contacted a few venues for more information. (Rusty Nickel/42 North).

- e. **Town Report** – Julie was not present due to the Town Meeting being at the same time as the Library meeting.
- 5. **Unfinished Business** – Jay started to replace the benches with the new material.
- 6. **New Business** -
 - a. **Approval of 2018 Personnel Budget** - *(for more information, see complete Personnel Budget on file at the Library)* In terms of personnel hours, there was an increase from 16 to 18 hours made and upon review, Shannon felt that the hours should be changed back. Caretaker hours decreased from 8 to 7 hours, the cleaner was left at 7. For the positions of clerk and senior clerk, Shannon felt we should switch some hours around to keep the clerk hours the same and increase the senior clerk. Over-all, hours were switched but there were no additions or decreasing.
 - b. **Approval of 2018 Direct Expense Budget** – *(for more information, see complete Budget on file at the Library)* Over-all the budget increased by \$131. One increase was seen in postage and a decrease was seen in janitorial expenses. After review by the Board, *Jay made a motion to accept the budget as written. Judy was 2nd. All in favor; none opposed.*
 - c. Shannon presented bills for approval by the board:
 - **GTF Plumbing** – (operational) for repair of broken air conditioner: \$250
 - **Tom Thompson (caretaker)** – (janitorial) for purchase of Mr. Clean, buckets, vacuum belt, plants: \$33.51
 - **Shannon Thompson (director)** – (operating) biannual mileage check: \$219.19
 - **Makerspace Items** – (programming?)
 - Ozmo robot: \$138.00
 - Snap Circuit kits (4): \$76.48
 - Ozobot 2.0/Sphero: \$248.98

Jay made a motion to approve payment of the bills. The second motion was made by Judy. All in favor; none opposed.

7. Other Business

- a. **Interested Trustees** – Rachelle Walker attended the meeting and is interested in becoming a library trustee. She shared a about herself, her experience, and why she would like to become a trustee.

The board moved to executive session at 8:44pm to discuss personnel matters. Executive session was adjourned at 8:54pm. *First motion made by Jay. The second motion made by Marsha. All in favor; none opposed.* It should be noted that during session, the board approved Rachelle Walker as a trustee to the Marilla Free Library.

8. Next Meeting: 8/16/17

9. Adjournment - The meeting adjourned at 8:56pm. *First motion made by Jay Walkowiak followed by Judy Farmer. All in favor with none opposed.*

Meeting minutes respectfully submitted, July 20, 2017 by Joanne Goellner, secretary.