

Marilla Free Library – 12/18/18 Board Meeting Agenda

1. **Call to order** – 6:33pm. In attendance: Shannon Thompson, Rachelle Walker, Marty Mummery, Marsha Wingate, Judy Farmer and Joanne Goellner. Also present: Kathy Windy, Missing: Bonnie Waterman (town liaison).
2. **Minutes** - November's meeting minutes were approved as written. *1st motion from Marty Mummery, 2nd by: Judy Farmer. 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 November's finances, account transactions and balances. *A motion was made by Joanne Goellner and 2nd by Marsha Wingate 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 and Laptop use were both up for the month and year. Computer use, Wi-Fi and Patron Count all down for month and year.
 2. Graham Cracker House programs all had great attendance & the library would like to have Mrs. Claus back next year for another program.
 3. The library received generous donations from Sharon Kelly & George Gertz and Mr. & Mrs. Wyzykowski as well as a technology grant from Senator Patrick Gallivan.
 4. All items have been received by the library from the Assembly Grant.
 5. Looking ahead to January, the library would like to pilot Makerspace use, allowing patrons to check out and use items in the library. There will be a story hour and a craft morning for ages 6 or 7 and up. The library is also considering a family game night and offering a snow paint activity depending on weather.
 - c. **Friends'** – The Friends did not meet during Nov/Dec.
 - d. **Fundraising Committee** – Nothing to report.
 - e. **Town Report** – Bonnie was not in attendance.
5. **Unfinished Business**
 - a. **Building Insurance** – Shannon shared the plans she received for building insurance. After discussion and review, *a motion was made by Marsha Wingate to accept the plan from The Hartford. A second motion was made by Judy Farmer. All were in favor with none opposed.*
6. **New Business**
 - a. **Alarm System Order/Keys** – With the changing of officers, the alarm system/emergency call list was updated and keys were issued to necessary parties.
 1. **Bank Accounts – Signature Change** – Due to the resignation from her position as president of the Trustee Board, Kristen Matthews needs to be removed from the library accounts listed below. New Board President, Rachelle Walker, needs to be added to the same accounts.
 1. Fundraiser Checking -3627
 2. Business Advantage (Memorial) -1792
 3. Business Advantage (Checking) -9336

4. Business Advantage (Savings) -1741
 5. Town Funds -8434
 6. Capital Funds CD -0190
- b. By-Laws** – Two proposals were made regarding amendments to the Trustee By-Laws. (*see attached amended By-Laws*)
1. Amendment of Article I: Officers and Duties/ B. Vice President & Amendment of Article V: Order of Business
 2. *A motion was made by Joanne Goellner to Adopt the Trustee Application Process. A second was made by Marty Mummery. All in favor with none opposed.*
- 7. Other Business**
- a. New Bills** –
1. GTF Plumbing, Heating and Cooling, HVAC, toilet (leak) issue: \$250 from operating/maintenance account (*1st motion Judy Farmer, 2nd Marsha Wingate, all in favor/none opposed*)
 2. Amazon, Surge Protector and Gang Box for TV(will be reimbursed from Assembly Grant): \$38.16 (*1st motion Joanne Goellner, 2nd Marty Mummery, all in favor/none opposed*)
 3. Amherst Alarm: \$209 from operating, \$7.98 for janitorial supplies (unavailable from Central) from operating (*1st motion Judy Farmer, 2nd Marsha Wingate, all in favor/none opposed*)
 4. Receipts for reimbursement, \$191.66 for Fall, Halloween, Mickey Mouse, NY Eve supplies & wipes for clean-up. (*1st motion Marty Mummery, 2nd Judy Farmer, all in favor/none opposed*)
 5. Mileage & Parking Reimbursement for Shannon, August – December 2018. \$214.91. (*1st motion Joanne Goellner, 2nd Marty Mummery, all in favor/none opposed*)
- 8. Next Meeting: 01/15/19 6:30pm**
- 9. Adjournment:** *A motion was made by Marty Mummery to adjourn the meeting at 7:38pm. Judy Farmer made a second motion. All in favor with none opposed.*

Minutes respectfully submitted, January 3rd, 2019, by Joanne Goellner, secretary

Librarians Report – December 18, 2018

Operating Budget

Receipts

November Receipts: \$ 368.55

Receipts year to date: \$ 4,030.11

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

Expenditures

November: \$ 35.95

Expenditures year to date: \$ 2,594.49. This year our expenditure allotment is \$5,200.

Circulation

November was 2,794. This was **up by 32** or 1.2%

Year to date is 34,847. This is **up by 106** or 0.3%

Computer Use

November was 83. This was **down by 21** or -20.2%

Year to date is 1,030. This is **down by 90** or -8%

Laptop Use

November was 14. This was **up by 5**

Year to date is 93. This is **up by 54**

Wireless Usage

November was 107. This was **down by 21** or -16.4%

Year to date is 1,292. This is **down by 70** or -5.1%

Patron Count

November was 1,099. This was **down by 210** or -16%

Year to date is 15,987. This is **down by 1,424** or -8.2%

Fall/Winter Programs

- **Mickey's 90th Birthday Celebration** – coloring, a craft & scavenger hunt (**31 participated**)
- **Middle of Fall Story Hour** – Tues, Nov 27th at 6 pm for ages 3 to 6 (**2 attended**) *winter weather advisory*
- **Graham Cracker House Program – Sponsored by the Friends Group**
 - Saturday, December 8th three sessions at 10:30, 11:30 and 12:30 (**45 attended**)
 - Tuesday, December 11th at 6:00 pm (**19 attended**)
- **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
- **Noon Year's Eve** – Monday, December 31st at 11:00 am – recommended for ages 5 and up
- **Lego Club** – Thursday, January 17th at 6:00 pm – ages 5 and up

Book Club

- **Tuesdays at 2 pm**

- November 27th – Patrick Swayze: One Last Dance by Leigh (**4 attended**)
- January 22nd – In a Dark, Dark Wood by Ruth Ware

Donations

- S. Kelly and G. Gertz
- Mr. & Mrs. Wyzykowski

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 responsibilities 1-3 indicated in Section A. (above).
2. Sits in on all committees and reports to the Board on committee transactions.
3. Serves as the Library Claims Auditor. The Claims auditor shall:
 - a. Examine all claims to determine they are valid claims against the library.
 - b. Inspect receipts/packing slips to ensure goods or services were received by the library and that an appropriate staff member has confirmed receipt of goods and services.
 - c. Meet such other requirements as may be established by the Regulations of the Commissioner of Education and/or the Comptroller of the State of New York.

Only claims certified by the Claims Auditor pursuant to this policy shall be paid unless exempt by NYS law.

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 include but not be limited to the following items, which will be covered in the sequence shown unless circumstances make an altered order more efficient:

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. By-Laws Review & Revision

March 1970

Amended June 1992

Amended January 1996

Reviewed and Amended November 10, 2014

Reviewed and Revised February 22, 2017

Amendments Approved March 15, 2017

Article I-B & Article V: Revised and Approved

