

Marilla Free Library – 02/19/19 Board Meeting Minutes

1. **Call to order** - 6:31pm. In attendance: Shannon Thompson, Marty Mummery, Marsha Wingate, Judy Farmer and Joanne Goellner. Also Present: Bonnie Waterman (town liaison) Missing: Rachelle Walker.
 - a. Martha Mummery presided over the meeting in Rachelle Walker's absence.
2. **Minutes** - A motion was made by Judy Farmer to approve January's meeting minutes as written. Second motion by: Marsha Wingate. All were in favor with none opposed.
3. **Public Expression** - The Board received a thank-you card from Karen Thompson regarding the flowers she received.
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 January's finances, transactions and account balances. A motion was made by Judy Farmer to approve the Treasurer's Reports as presented. A second motion was made by to Joanne Goellner. All in favor with none opposed.
 - b. **Librarian's** - *(see attached Librarian Report for complete report details)*
 1. Circulation, Computer Use and Patron Count were all down. This is partly due to the storm that forced the library to close for several days. Laptop Use and Wireless Use were both up.
 2. Make a Valentine Activity was successful with 26 patrons participating.
 3. The Library has set up a March Madness of Books in the children's section. Each ballot gives the patron a chance to win a prize. The Library will also celebrate Dr. Seuss's birthday with a scavenger hunt and craft table from March 2-7.
 4. The Library will host Legislator Lorigo's, Veteran's One Stop, toiletries drive during the month of March.
 5. Shannon shared the results of the lawn games survey. Patrons were in favor of the library providing outdoor games to be checked out. Shannon will research prices for several games. Shannon is also looking into a new garbage can for the bathroom to go with the changing table purchased as well as a new mailbox for the library one that was destroyed by a snow plow.
 - c. **Friends'** - The Friend's of the Marilla Free Library met 02/12/19 at 7pm.
 1. They are working on a pamphlet about their group as well as discussing imposing membership dues. They are still working out details like fee amount and possible benefits included.
 2. They will most likely keep the annual book sale in October instead of during Ag Weekend. They are looking to schedule a Friday/Saturday event with a bake sale both days.
 - d. **Fundraising Committee** - the committee is currently inactive however Shannon updated the board on the amount of coasters sold last year and the profit that was earned. Rather than sell coasters again, the committee/Library may consider other items like ornaments or tote bags. Shannon also reminded the Board about the Kodiak Jack Dining Out Fundraiser the Library participated in last year. The

Library also has Funfest on its radar. Currently, it is unknown whether the Town will have a Carnival or not.

- e. **Town Report** - Bonnie updated the Board on the status of Town Hall construction and possible elevator completion timeline. She is going to share Library events and the Lorigo Veteran initiative at the next Town meeting. Bonnie also said she would check with Dawn Pearce about putting our events on the sign outside the Marilla Community Center.
5. **Unfinished Business**
 - a. **Adoption of Amended By-Laws** - (*attached to minutes*) Joanne Goellner made a motion to adopt the amended Trustee By-Laws that were formally presented to the board during the January 15th Meeting. Judy Farmer made a second motion. All were in favor with none opposed.
 - b. **Long Range Plan: Goals** - (*attached to minutes*) The Board shared their goals as well as reviewed the Long Range Plans of several area libraries and created a Marilla Free Library Long Range Plan. The Secretary (Joanne Goellner) will type a draft to present to the Board next meeting for feedback, discussion, and edits.
 6. **New Business**
 - a. **Policy Review & Adoption: Whistle Blower Policy** - (*attached to minutes*) The Board reviewed the policy and it was adopted as written. The first motion to adopt was made by Marsha Wingate with a second motion by Judy Farmer. All were in favor with none opposed.
 - b. Shannon made the Board aware of an Erie County contract/policy change regarding part time employees, permanent status and a 6 month probationary period. She will keep the Board updated as the policy is implemented.
 7. **Other Business**
 - a. **ACT Meeting: 03/02/19 (8:30am-1pm)** - Board members who planned to attend the ACT meeting filled out a registration form.
 8. **Next Meeting: 03/19/19 6:30pm**
 9. **Adjournment** - A motion to adjourn the meeting was made by Judy Farmer at 8:18pm with a second by Joanne Goellner. All were in favor with none opposed.

Minutes respectfully submitted, February 25th, 2019, by Joanne Goellner, Secretary.

Librarians Report – February 19, 2019

Operating Budget

Receipts

January Receipts: \$ 238.93

Receipts year to date: \$ 238.93

This represents fine/copy/print revenue. This year our revenue commitment is \$3,526.

Expenditures

January: \$ 2,033.31

Expenditures year to date: \$ 2,033.31. This year our expenditure allotment is \$4,900.

Circulation

January was 2,913. This was **down by 256** or -8.1%

Computer Use

January was 57. This was **down by 33** or -36.7%

Laptop Use

January was 15. This was **up by 14**

Wireless Usage

January was 118. This was **up by 13** or 12.4%

Patron Count

January was 1,106. This was **down by 175** or -13.7%

Closed January 30th and 31st due to Winter Storm

Fall/Winter Programs

- **Lego Club** – Thursday, January 17th at 6:00 pm – ages 5 and up **(4 Attended)**
- **Take Your Child to the Library Day** – Saturday, February 2nd during library hours **(10 Attended)**
- **Make a Valentine** – February 7th-14th all ages **(26 Participated)**
- **Lego Club** – Thursday, February 21st at 6:00 pm – ages 5 and up
- **Create Your Own Book** – Saturday, February 23rd at 11:00 am – ages 7 to 12
- **Family Game Night** – Thursday, February 28th from 5-7:30 pm

Spring Programs

- **March Madness Tournament of Books** – All Month
- **Dr. Seuss' Birthday** – Saturday, March 2nd till 7th during library hours. Scavenger hunt and craft table
- **St. Patrick's Day Story Hour** – Thursday, March 14th at 6:00 pm – ages 3 to 6
- **Build a Leprechaun Trap** – Saturday, March 16th at 11:00 am – ages 6 and up
- **Lego Club** – Thursday, March 21st at 6:00 pm – ages 5 and up
- **It's Spring! Story Hour** – Tuesday, March 26th at 6:00 pm – ages 3 to 6
- **Family Game Night** – Thursday, March 28th from 5-7:30 pm

Book Club

- **Tuesdays at 2 pm**
 - January 22nd – In a Dark, Dark Wood by Ruth Ware (**8 Attended**)
 - February 26th – The Marriage Lie by Kimberly Belle

Other

- ***Veteran's One Stop / Legislator Lorigo – Toiletries Drive in March***
- ***System Appropriation***
- ***Return to System***
- ***New Mailbox***

BY-LAWS
MARILLA FREE LIBRARY

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, fulfilling duties as outlined by the Claims Audit Policy.

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 Adopted March 15, 2017

Article I-B & Article V: Adopted February 19, 2019

Marilla Free Library Long Range Plan 2019-XXXX

Mission Statement

The Marilla Free Library is dedicated to providing access to information, supporting life-long learning, and encouraging a love of reading through resources, programs and services.

Vision Statement

The vision of the Marilla Free Library is deeply rooted in the community: promoting partnerships and fostering the development of a literate and informed citizenry through free and equal access to cultural, intellectual, recreational and information resources. We strive to become increasingly integral to our community, and to serve that inclusive community with excellence.

Goals and Objectives

Goal I: Offer quality information service by providing library materials in a variety of formats, which adequately serve the informational, educational, cultural, and recreational needs, and demands of the community.

- A.** Maintain a quality book and materials collection.
- B.** Pursue technology that can enhance library service and to support programming (including extensive one-on-one training) and outreach to allow the community to incorporate these technologies into daily life.
- C.** Support the Central Library in its efforts to provide uniform technological services throughout the B&ECPL System.
- D.** Regularly evaluate the effectiveness of the library's programs, services, and collections.

Goal II: Promote public awareness of the Library's services and needs.

- A.** Explore new forms of media and methods of promotion to inform the public of important and upcoming events at the library. In addition, printed information on library programs and events will be made available to the public at the library.
- B.** The library will maintain various social media accounts and publish programs, news, and other information for the community through these outlets.
- C.** The Director will continue to actively work with local schools and other local agencies, both to encourage library use and to determine community needs. The Director will actively pursue materials specified by the schools, such as mandated summer reading.
- D.** Continue to provide extensive quality programming for a variety of ages to meet the community's needs and to promote these programs through a variety of sources.

Goal III: Maintain the library facility, parking areas, and access.

- A.** Maintain a welcoming and pleasant environment for patrons and the library collection including routine evaluation of the furnishings, layout and condition of the building.
- B.** Regularly assess the library grounds, building, furnishings, and configurations.

Goal IV: Pursue private and public funding necessary to fulfill the Library's Mission.

- A.** Support the Buffalo and Erie County Public Library (B&ECPL) Board of Trustees in their ongoing strategy to maintain pressure upon the County of Erie and State of New York to increase the annual budget.

**Marilla Free Library
Long Range Plan
2019-XXXX**

- B.** Explore the idea of a Marilla Free Library Association.
- C.** Encourage donations of memorials and other gifts to the Library.
- D.** Continue to support and encourage the Friends of the Marilla Free Library in fundraising and other activities that support and strengthen the library's vision and mission.
- E.** Continue to seek grants and other outside funding to aid in the maintenance of the building and in the presentation of arts and cultural programming.

Goal V: Maintain open communication between the Marilla Free Library and Community.

- A.** Communicate with the Marilla Town Board, County Legislature, State Representatives, and B&ECPL Board.
- B.** Continue to participate in the Association of Contracting Library Trustees meetings.
- C.** Encourage community feedback and participation through surveys and focus groups to shape future library services, programs, materials, and resources.
- D.** Deliver a board-approved, written annual report to the community on the library's progress in meeting its mission, goals, and objectives.

Adopted by the Marilla Free Library Board of Trustees:



MARILLA FREE LIBRARY

Marilla Free Library Whistleblower Policy

The Marilla Free Library is committed to upholding the highest standards of ethical, moral and legal business conduct, and transparency through open communication. Accordingly, all trustees, officers, employees and volunteers are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to the Marilla Free Library's own policies and procedures in conducting their duties and responsibilities. This policy provides an avenue for all trustees, officers, employees and volunteers to report any suspected or actual conduct contrary to these standards without the fear of intimidation, harassment, discrimination or retaliation.

ARTICLE I Reporting Responsibility

Section 1.1. Duty to Report. It shall be the Marilla Free Library's policy that all trustees, officers, employees and volunteers of the Marilla Free Library have a responsibility to report known or suspected violations in accordance with this Whistleblower Policy. This includes reporting any action or suspected action taken by or within the Marilla Free Library that is illegal, fraudulent or in violation of any policy of the Marilla Free Library, which the reporter has either actual knowledge of or has a reasonable good faith belief that same occurred. Suspected or actual wrongful action(s) regarding Marilla Free Library finances and governance, include but are not limited to the following: (A) Incorrect financial reporting; (B) Unlawful activity; (C) Activities that are inconsistent with Marilla Free Library policies; and (D) Activities which otherwise amount to serious improper conduct.

ARTICLE II Procedure

Section 2.1. Oversight. The Governance Committee of the Board comprised solely of Independent Trustees, as defined in the Bylaws, shall oversee the adoption, implementation of, and compliance with this Whistleblower Policy.

Section 2.2. Compliance Officer. The Compliance Officer shall be the Chair of the Governance Committee. Should the Compliance Officer be the subject of the report, then the Governance Committee shall appoint another member of the Committee to perform the Compliance Officer's role regarding the allegations. The Compliance Officer shall be responsible for administering the Whistleblower Policy, overseeing an investigation, and reporting to the Governance Committee. The Compliance Officer shall report to the Board at least annually on compliance activity.

Section 2.3. Reporting Violations. All reports should be made using the Whistleblower Reporting Form, attached as Appendix A, which will be available on Marilla Free Library website. Trustees, officers, employees and volunteers should promptly report alleged violations to the Compliance Officer. If reporter deems it inappropriate to file the report with the Compliance Officer, the report may be submitted to the President or Vice President of the Marilla Free Library Board of Trustees. Any such reports received by the President or Vice President of the Marilla Free Library Board of Trustees, or designee, including the completed

Whistleblower Reporting Form shall be forwarded to the Governance Committee, subject to the restrictions of Section 2.2.

Section 2.4 Anonymous Reporting. With the exception of a person's report of his or her own violation, the reporter shall not be required to provide his or her name on said form. However, anonymous reports must include sufficient information, including but not limited to, the name of the person against whom the report is being made, the date of the incident, and a description of the incident, in order that an investigation can be conducted.

Section 2.5 Handling Reports. The Governance Committee shall provide the reporter a timely acknowledgement of receipt of the report, whether submitted in person or otherwise. All reports submitted will be placed on the agenda for the next scheduled meeting of the Governance Committee of Marilla Free Library Board of Trustees. An appropriate investigation will be undertaken by the Governance Committee, or legal counsel or other designee if deemed appropriate by the Governance Committee. A report summarizing the findings will be given to the reporter within 10 business days of the Governance Committee's meeting, if a name is provided on the Whistleblower Reporting Form. If more than 10 business days from the date of the Governance Committee's meeting are needed to complete a thorough investigation, the reporter will be notified in writing of an estimated date when the investigation will be completed.

Section 2.6. Results of Investigation. If the investigation establishes that a violation of law, external regulation or Marilla Free Library policy has occurred, then the Governance Committee shall determine the appropriate action based upon law and Marilla Free Library policy and make a recommendation to the Board. Civil or criminal prosecution will be pursued when warranted. If the investigation establishes that no violation of law, external regulation or Marilla Free Library policy has occurred, then the Governance Committee shall report to the Board its findings and determination. The investigation is closed when the Compliance Officer has deemed the investigation is complete and the Governance Committee has approved a recommendation for a resolution and/or corrective action to the Board

Section 2.7. Documentation. The Compliance Officer shall document the investigation and explain the rationale for any recommended resolution and/or corrective action. All documentation relating to the investigation, including the Whistleblower Reporting Form, and the resolution and/or corrective action taken shall remain in the Marilla Free Library's Governance Committee records for at least five years.

Section 2.8. Confidentiality. All violations or suspected violations may be submitted on a confidential or anonymous basis. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and prevent or correct suspected action(s). The Compliance Officer shall disclose information relating to a report with those who have a need to know so that the Governance Committee can conduct an effective investigation and determine what action to take based on the results of any such investigation. In appropriate cases, the investigation documents will be shared with law enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination or civil lawsuits.

Section 2.9. Protection against Retaliation. Any Marilla Free Library trustee, officer, employee or volunteer who reports a suspected or actual violation(s), in good faith shall not suffer intimidation, harassment, discrimination or other retaliation or, in the case of an employee, adverse employment action.

ARTICLE III Regulations

Section 3.1. Discipline for Retaliatory Conduct. Retaliation is a serious violation of this policy and should be reported immediately to the Chair of the Governance Committee of the Marilla Free Library Board of Trustees. Depending on the nature and seriousness of the offense, the Marilla Free Library will impose appropriate discipline against any trustee, officer or employee found to have engaged in any form of retaliatory conduct against an individual reporting suspected or actual wrongful action(s) in accordance with this policy, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law Section 226. Volunteers that engage in any such conduct will not be permitted to volunteer in Marilla Free Library activities.

Section 3.2. Good Faith Reporting. Any Marilla Free Library trustee, officer, employee or volunteer who files a report concerning a violation or suspected violation must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation under this policy. The Marilla Free Library will impose appropriate discipline against any trustee, officer or employee found to have knowingly made a report/complaint in bad faith, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law section 226. This includes, but is not limited to, giving false information or making a report in retaliation. Volunteers that engage in any such conduct will not be permitted to volunteer in Marilla Free Library activities.

ARTICLE IV Applicability and Distribution of Policy

This policy shall apply to all trustees, officers, employees, and volunteers of the Marilla Free Library. A copy of this Whistleblower Policy shall be made available to all trustees, officers, employees and to volunteers who provide substantial services to the Marilla Free Library via the Marilla Free Library's website or at the Marilla Free Library in a conspicuous location accessible to employees and volunteers.

Adopted February 19th, 2019



Marilla Free Library

Appendix A

WHISTLEBLOWER REPORTING FORM

Date of Report: _____

REPORTER'S CONTACT INFORMATION: <i>Not required if being submitted anonymously.</i>	
Name	Position/Title
Dept./Location	Work #
Home Address	Home/Cell #
Best time to reach you	Email
Preferable method of communication:	

Person against whom the report of actual or suspected wrongful conduct is being made: <i>If more than one, please complete additional form(s).</i>	
Name	Position
Dept/Location (if applicable)	Phone # (if known)

Witness(es) to actual or suspected wrongful conduct: <i>Attach additional sheets if necessary.</i>	
Name	Position
Dept/Location (if applicable)	Phone # (if known)
Name	Position
Dept/Location (if applicable)	Phone # (if known)



Marilla Free Library

Description of known or suspected wrongful conduct: (Please be as specific as possible including who, what, where, when and how?) *Attach additional sheets of paper if necessary.*

Return completed form to:

Marilla Free Library Director, 11637 Bullis Road, Marilla, NY 14102, or
President of MFL Board of Trustees, 11637 Bullis Road, Marilla, NY 14102

The Marilla Free Library Whistleblower Policy and Reporting Form provides an avenue for all staff, board members and volunteers to report actual or suspected wrongful actions without fear of retaliation.