

Marilla Free Library – 06/18/19 Board Meeting Minutes

1. **Call to order** - 6:32pm. In attendance: Shannon Thompson, Marty Mummery, Marsha Wingate, Rachelle Walker, Judy Farmer and Joanne Goellner. Also present: Bonnie Waterman (*Town Liaison*).
2. **Minutes** - A motion was made by Martha Mummery to approve May's meeting minutes as written. Second motion by: Marsha Wingate. All were 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 May's finances, transactions and account balances. A motion was made by Joanne Goellner to approve the Treasurer's Reports as presented. A second motion to accept was made by Judy Farmer. All were in favor with none opposed.
 - b. **Librarian's** - (*for full account details, see the Librarian's Report attached below*) Laptop use, Circulation, Patron Count and Wi-Fi use were all up. Computer use was down.
 1. The Discard Sale raised almost \$300.
 2. Lego Club and Family Game Night attendance was low. The Hungry Caterpillar and Father's Day Card craft-making table had high participation.
 3. The Kiwanis Club of Marilla gave the library a generous donation of \$500. Lawn Games have been ordered and are slowly coming in. The library is working to catalog and prepare them for circulation.
 - c. **Friends'** – Friends are still looking for a location to store their book sale donations so they can sort. Their group brochure is complete.
 - d. **Fundraising Committee** – In May, letters were mailed out for donations for the carnival. Donations will be used for raffle.
 - e. **Town Report** – The Town Hall elevator project is complete. Colt needs to be contacted to see if parts from the old town hall lift would be compatible with the Library's lift.
5. **Unfinished Business**
 - a. **Building Maintenance** – Shannon contacted three construction companies for quotes regarding investigation of potential water damage in the library and possibly getting bricks repointed. The Board also discussed whether to purchase leaf guards for the Library's gutters vs. having them cleaned.
 - b. **Interview Questions for Potential Trustees** – The Board discussed and agreed upon a list of questions to ask prospective trustees. Joanne Goellner will type up the questions.
6. **New Business**
 - a. **Annual Report** – Shannon presented the 2018 Annual Report to the Board for review. (*Resolution & Report on file at library*) There were 4 ayes and 0 noes.
 - b. **Town Contract** – The Board reviewed the contract received from the town. A motion was made by Marty Mummery to approve the contract (*with a notation for*

Rachelle Walker's misspelled name) as written. A second was made by Marsha Wingate. All in favor with none opposed. (*contract on file at Library*)

c. Policy Review

- 1. Investment Policy** – (*on file at library*) A motion was made by Joanne Goellner to approve the reviewed Investment Policy as written. A second was made by Judy Farmer. All in favor with none opposed.
 - 2. Whistleblower Policy** – (*on file at library*) A motion was made by Marsha Wingate to approve the amended Whistleblower Policy as written. A second was made by Judy Farmer. All in favor with none opposed.
 - 3. Rule of Conduct Policy** – (*on file at library*) A motion was made by Joanne Goellner to approve the amended Rules of Conduct Policy as written. A second was made by Judy Farmer. All in favor with none opposed.
- 7. Other Business** - No other business.
 - 8. Next Meeting: 07/09/19 6:00pm** (meeting rescheduled for better attendance)
 - 9. Adjournment** - A motion to adjourn the meeting was made by Judy Farmer at 7:48pm with a second by Marsha Wingate. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, July 1st by Joanne Goellner, Secretary.

Librarians Report – June 18, 2019

Operating Budget

Receipts

May Receipts: \$ 244.90

Receipts year to date: \$ 2,833.82

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

Expenditures

May: \$ 115.26

Expenditures year to date: \$ 2,606.60. This year our expenditure allotment is \$4,900.

Circulation

May was 3,408. This was **up by 167** or 5.2%

Year to date is 15,923. This is **down by 40** or -0.3%

Computer Use

May was 71. This was **down by 13** or -15.5%

Year to date is 354. This is **down by 90** or -20.3%

Laptop Use

May was 10. This was **up by 8**

Year to date is 65. This is **up by 51**

Wireless Usage

May was 151. This was **up by 22** or 17.1%

Year to date is 682. This is **up by 113** or 19.9%

Patron Count

May was 1,617. This was **up by 13** or 0.8%

Year to date is 6,649. This is **down by 256** or -3.7%

Spring Programs

- **Discard Sale** – Saturday, May 4th – Saturday, May 25th during library hours.
- **Lego Club** – Thursday, May 16th at 6:00 pm – ages 5 and up **(1 Attended)**
- **Family Game Night** – Thursday, May 23rd from 5-7:30 pm **(2 Attended)**
- **Hungry Caterpillar's 50th Birthday** – Craft Table June 3rd – 8th during library hours **(19 Participated)**
- **Special Story Hour Eric Carle and the Hungry Caterpillar** – Tuesday, June 4th at 6:00 pm **(3 Attended)**
- **Father's Day Cards** – Make a Father's Day Card June 10th – 15th during library hours **(23 Participated)**
- **Lego Club** – Thursday, June 20th at 6:00 pm – ages 5 and up
- **Family Game Night** – Thursday, June 27th from 5-7:30 pm

Summer 2019

- Theme: *Universe of Stories*
- **Independent Reading Program**

- **Story Hour with Ms. Shannon** – Mondays at 10:30 am for ages 3-5
- **Summer Fun Club** – Alternating Thursdays at 2:00 pm for ages 6-12
- **To the Moon and Back** – Tuesday, July 2nd at 6:00 pm for ages 3-8 [[Provided by Central](#)]
- **What Would You Do In Space?** – Thursday, July 11th at 2:00 pm for ages 6-12
- **Star Wars Jedi Academy** – Thursday, August 1st at 6:00 pm for ages 5-12
- **Lego Club** – Thursday, July 18th and August 15th at 6:00 pm – ages 5 and up
- **Family Game Night** – Thursday, July 25th and August 22nd from 5-7:30 pm
- Following Performers have been booked:
 - **Buffalo and Brandy: Universe of Stories** – Wednesday, July 10th at 1:00 pm – All Ages [[\\$200](#)]
 - **Charlie and Snoozer: Back to the Moon** – Wednesday, July 24th at 1:00 pm – All Ages [[\\$265](#)]
 - **Hawk Creek: Harry Potter Owls** – Tuesday, July 30th at 6:00 pm – All Ages [[\\$150](#)]
 - **Buffalo Zoo: A Touch of Class** – Wednesday, August 7th at 1:00 pm – All Ages [[\\$150.44](#)]
 - **Punkin the Clown** – Wednesday, August 21st at 1:00 pm – All Ages [[\\$65](#)]

Book Club

- **Tuesdays at 2 pm**
 - May 28th – The Storied Life of A.J. Fikry – Gabrielle Zevin (**8 Attended**)

Donations

- ***\$500 Kiwanis Club of Marilla***

Other

- **State Report**
 - **Resolution and Annual Report**
- **Lawn Games**
- **Electrician**