

Marilla Free Library – 05/29/18 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. Library Policies
 - b. Annual Report
 - c. Board Resolutions
7. Other Business
8. Next Meeting: 06/19/18
9. Adjournment

Marilla Free Library – 05/29/18 Board Meeting Minutes

1. Call to order - 6:31pm. *In attendance:* Shannon Thompson, Martha Mummery, Marsha Wingate, Judy Farmer and Joanne Goellner. *Excused:* Kristen Matthews, Rachelle Walker. *Also Present:* Bonnie Waterman (Town liaison) and members of the Marilla Benevolent Association
2. Minutes - Previous meeting minutes approved as written. *1st motion Marsha Wingate, 2nd by Judy Farmer: all in favor with none opposed.*
3. Public Expression – members of the Marilla Benevolent Association spoke to the board about having the Marilla Free Library participate in the July 14th Marilla Carnival. They offered venue space, proposed solutions to library concerns and discussed how the event would be mutually beneficial. The information presented will be shared with the fundraising committee who will make a decision and contact Julie Lathrop.
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 updated the board regarding April's financials. Reports were reviewed and approved. The CD has matured. *1st motion Judy Farmer, 2nd by Marsha Wingate: all in favor with none opposed.*
 - b. Librarian's - (*see Librarian Report below for complete details*) Circulation and Laptop use were up for the month of April. Story Hour saw a total of 63 attendees. The library is going to try a few new programs including Stuffed Animal Sleepover, Makerspace Family Night and Lego Club. The library received a generous donation from the Kiwanis Club for summer programming. Staff Development day was beneficial with staff members participating in workshops pertaining to their job descriptions. Everyone benefited from the Active Shooter presentation.

Discard sale took place but hasn't been totaled yet. The library has received some items that were purchased from the assembly grant we were awarded. 25% has been dispersed with 75% left.
 - c. Friends' – The rest of the Legos for Lego Club have been ordered. The Friends are still working on the Book Sale date and working out issues including a possible change of date or 2 day sale instead of 3. Their next meeting is June 12th at 7pm.
 - d. Fundraising Committee – The Fundraising Committee has not met. The Kodiak Jack fundraiser was a success with the library earning \$360. The restaurant was very generous and supportive of the fundraiser.
 - e. Town Report – Bonnie shared that the town got fund approval for the addition/elevator plan and progress is being made. There is a possibility that lift parts could be donated to the library, if they are compatible, once it is no longer needed at the town hall.
5. Unfinished Business – approval of financial transactions
 - a. Payment of a \$187.97 bill from Amazon and a \$199.00 bill from Apple for Makerspace items as part of the Senator Gallivan Grant. Movement of \$211.67 from the Town Account to Operating Account to pay for the previously approved

- expense of a restroom changing table. *A motion was made to approve payment of the previous bills as well as movement of funds between accounts. First motion: Joanne Goellner. Second motion: Judy Farmer. All in favor with none opposed.*
- b. \$19.91 for mileage and parking to reimburse Diane Green. *A motion was made to approve payment by Judy Farmer. Second by Marsha Wingate. All in favor with none opposed.*
 - c. \$169.90 to Shannon Thompson for Story Hour and Easter supplies and \$20 to Cathryn Urquhart for the gift card she purchased as a prize for the April library raffle. *A motion was made to approve both payments by Joanne Goellner. Second motion by Judy Farmer. All in favor with none opposed.*
6. New Business
- a. Library Policies –
 1. Lost and Found - Adopted by Marilla Free Library Board of Trustees on May 29, 2018. *Motions by Marsha Wingate/Joanne Goellner. All in favor, none opposed. (policy attached)*
 2. Investment Policy - Adopted by Marilla Free Library Board of Trustees on May 29, 2018. *Motion to adopt made by Marsha Wingate/Second by Judy Farmer. 4 ayes/0 noes. (policy on file at library)*
 - b. Annual Report & Board Resolution– *A motion was made to accept the Annual Report & Board Resolution as written. First by Judy Farmer/Second by Marsha Wingate. 4 ayes/0 noes.*
7. Other Business – Shannon proposed a new idea for library circulation, lawn games. Patrons could take out games like over-sized Jenga, Can Jam, etc. on library loan. She was going to gauge patron interest.
8. Next Meeting: 06/19/18
9. Adjournment – The meeting adjourned at 7:38pm. *Motion made by Judy Farmer, seconded by Joanne Goellner. All in favor/none opposed.*

Minutes respectfully submitted June 15th, 2018 by Joanne Goellner, secretary.

Librarians Report

May 29, 2018

Operating Budget

Receipts

April Receipts: \$ 239.90

Receipts year to date: \$ 1879.07

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

Expenditures

April: \$ 0

Expenditures year to date: \$ 2037.55. This year our expenditure allotment is \$5,200.

Circulation

April was 3,239. This was **up by 46** or 1.4%.

Year to date is 12,722. This is **down by 411** or -3.1%

Computer

April was 94. This was **down by 1** or -1.1%

Year to date is 360. This is **down by 48** or -11.8%

Laptop Use

April was 6. This was **up by 4**

Year to date is 12. This is **up by 3**

Wireless Usage

April was 120. This was **down by 7** or -5.5%

Year to date is 440. This is **down by 42** or -8.7%

Patron Count

April was 1,310. This was **down by 61** or -4.4%

Year to date is 5,301. This is **down by 474** or -8.2%

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

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

Spring Programs

- **Story Hour** – Last session is April 23rd – 8 week session (**63 total Attendance**)

Special Program

- **Stuffed Animal Sleepover** – Tuesday, June 26th at 6:00 pm and Wednesday, June 27th 11:30 am for ages 3 to 8

Summer Programs 2018

- Theme is **Libraries Rock!**
- **Story Hour with Ms Shannon** – Mondays at 10:30 am for ages 3-5
- **Summer Fun Club** – Tuesdays at 2:00 pm for ages 6-11 (7/24, 7/31, 8/7)
- **Makerspace Family Night** – Thursday, July 12th at 6:00 pm
- **Lego Club** – Thursday, July 19th and August 16th at 6:00 pm ages 5 & up
- Following Performers have been booked:
 - **Buffalo Animal Adventures: Australia Asia** – Wednesday, July 11th at 1 pm All Ages [[\\$225](#)]
 - **Buffalo & Erie County Botanical Gardens: Terrariums** – Tues., July 17th at 2 pm ages 7 & up [[\\$135](#)]
 - **Paul Antonio Variety Show** – Wednesday, July 25th at 1 pm All Ages [[\\$125](#)]
 - **Buffalo & Brandy** – Wednesday, August 1st at 1 pm All Ages [[\\$200](#)]
 - **Mr. No the Balloon Guy** – End of Summer Party – Wednesday, August 15th at 1 pm [[\\$200](#)]
 - **Rocking with Pete the Cat** – Thursday, August 9th at 6:30 pm – for ages 3-6 (From Central)
 - **Rock Yourself into Puffy Paint!** – Tuesday, July 10th at 2:00 pm – for ages 6 to 10 (From Central)

Book Club Programs

- **Book Club Tuesday 2 pm**
 - April 24th – Jefferson's Daughters by Catherine Kerrison (**4 Attended**)
 - May 22nd – Small Great Things by Jodi Picoult (**3 Attended**)

Donations

- **Kiwanis Club or Marilla - \$500 for Summer Youth Programs**

Other

- **State Report** – Completed and Submitted
 - Resolution and Annual Report ready for approval
- **Staff Development Day**
- **Discard Sale** – May 5th – May 26th during Library Hours. Half-Price Sale will be May 21st – May 26th
- **NY State Tax Vendor Registration** – Received Certificate of Authority
- **Marilla Primary Community Day** – May 18th
- **Assembly Grant Update**
- **Changing Table** – Ordered through Business Office – Item Received
- **Makerspace** – Ordered and Received Items



Marilla Free Library Lost and Found Policy

This policy is for application to the Marilla Free Library.

The Marilla Free Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property.

As a courtesy to our patrons, the Marilla Free Library will retain and store lost and left behind items for approximately 30 days. In addition, the Marilla Free Library will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

1. If the rightful owner cannot be located, a lost or left behind item that is still unclaimed after 30 days will become the property of the Marilla Free Library or be turned over to the Erie County Sheriff's Department.
2. Perishable or hazardous items such as food and personal care items will be disposed of immediately.
3. The Marilla Free Library will dispose of unclaimed items as follows:
 - a. General items will become the property of Marilla Free Library and may be disposed of or given to a charity as appropriate;
 - b. Books will be placed in the Library's book sale;
 - c. Money will be deposited in the Marilla Free Library general fund or turned over to the Erie County Sheriff's Department, as appropriate; and
 - d. Identification documents and items, including but not limited to, credit cards and wallets, will be turned over to the Erie County Sheriff's Department.

Adopted May 29, 2018