

## **Marilla Free Library – 06/21/17 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. Amendment of Distribution Policy
  - b. Adoption of Bulletin Board Policy
  - c. Adoption of Exhibits and Displays Policy
7. Other Business
  - a. Interested Trustees
8. Next Meeting: 08/19/17
9. Adjournment

## Marilla Free Library – 06/21/17 Board Meeting Minutes

1. **Call to order** – 6:35pm. *In attendance:* Shannon Thompson, Kristen Matthews, Jay Walkowiak, Joanne Goellner, Marsha Wingate, Martha Mummery. *Absent:* Lorraine Martzolf, Nellie Niespodzinski, Julie Lathrop (town liaison). *Also present:* Judy Farmer.
2. **Minutes** – Previous meeting minutes approved as written. *1<sup>st</sup> motion Jay Walkowiak, 2<sup>nd</sup> by Marty Mummery: 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)* Even though the bank told Shannon that the issue was resolved by linking accounts, the Fundraising Account was again charged a monthly fee. The two accounts that they linked did not have enough combined funds in order to avoid a fee. Until we get it straightened out, Shannon proposed to move money from the Town checking account to the Fundraising Account to maintain the balance to avoid fees. *Marty made a motion to accept this proposal; Joanne seconded; all in favor; none opposed.* The Operating Account showed the April deposits come through in May as well as a check payment to repair the outdoor benches. Previous actions approved by the board:
    - Payment to GTF Plumbing: \$285.00 now due. *Motion to accept payment amount made by Jay; seconded by Marsha.*
    - Payment to Central for Makerspace items: \$315.98 now due. *Motion to accept payment amount made by Joanne; seconded by Marty.*

*All in favor; none opposed for both proposals.*

- b. **Librarian's** – *(see attached Librarian Report for complete details)* Circulation, Computer, Laptop Use, and Wireless usage is all down for the year however; Circulation and Laptop use was up for the month. Patron count was up for both the month and the year.

8 people attended the May 23<sup>rd</sup> book club meeting. The group will not meet again until September. Shannon decided to try a Thursday story time. There are a few programs that Central is providing this summer (in addition to our programming): Simple Machines and Let's Build It. The Erie County Public Library system is also having a system wide Passport Program that encourages patrons to visit all the different branches and collect prizes.

The library will also host a few reading challenges and raffles over the summer to encourage reading. Shannon shared the list of performers for the summer program with their fees. *A motion was made to accept and allow payment for the fees by Jay; seconded by Marsha. All were in favor; none opposed.*

- Shannon received feedback on the state report; two corrections had to be made regarding her title & position as well as the number of trustee members in the bylaws.
  - Kiwanis Club gave the library a generous donation of \$500 for summer programs.
  - The library raised \$269 in the discard sale to be used towards new books/materials.
- c. Friends'** – The group is still working on getting their 501c3. In addition they:
- Are figuring out bank logistics for the new officers.
  - Are accepting and sorting donations for their upcoming book sale.
  - Voted and approved sponsoring the Marilla Free Library Lego club.
  - Working on updating their binder and contact list with bylaws being next on their agenda.
  - Are working on creating a promotional card to advertise their group and are considering dues to cover operating expenses.
- d. Fundraising Committee** – Dawn Pearce needs to be contacted about getting in to the Community Center either the day before or earlier than the start time of the Funfest for set up. The Committee needs to figure out where the grill is and what we need for it. Donations were received from:
- Buffalo Dance Center
  - Maybe Someday Farm
  - Marilla Country Store
  - Gift Card from Tops

It was decided that the door prizes would be a Kindle and Amazon Echo.

At the Funfest there will be hotdogs/chips/water available. The committee is also considering offering rootbeer floats again under the food/ticket system. Once this fundraiser is complete, the committee will immediately commence working on a Fall Fundraiser. Possible October 13<sup>th</sup> date.

- e. Town Report** – Julie was not present but shared with Kristen that there is nothing new to report however she has been sharing our events at meetings. Reminded us about putting our event up on the Community Center sign.
- 5. Unfinished Business** – Jay is looking into information regarding the handicapped accessible ramp for the front of the library. More research needs to be done regarding being ADA compliant as well as the design to accommodate the technical logistics regarding rise and distance. Cost quotes to follow.
- 6. New Business**
- a. Amendment of Distribution Policy** – *Motion made by Jay to accept the amendment of the policy as written; seconded by Joanne. All in favor; none opposed.*

- b. **Adoption of Bulletin Board Policy** - *Motion made by Marty to accept the adoption of the policy as written; seconded by Marsha. All in favor; none opposed.*
  - c. **Adoption of Exhibits and Displays Policy** - *Motion made by Jay to accept the adoption of the policy as written; seconded by Marty. All in favor; none opposed.*
  - d. **Library Alarm Call List** – Tom and Karen have expressed that they would like to be removed as first position on the library alarm call list. It was decided that they would be moved down the list and Kristen and Jay would be moved up in the list.
- 7. Other Business**
- a. **Interested Trustees** – Judy Farmer attended the meeting and is interested in becoming a library trustee. She shared a little about herself, her experience, and why she would like to become a trustee.
  - b. **Contract Approval for 2016/2017** – Resolution adopted by trustees present. 5 ayes; 0 noes.

The board moved to executive session at 7:45pm to discuss personnel matters. Executive session was adjourned at 7:55pm. *First motion made by Jay. The second motion made by Joanne. All in favor; none opposed.* It should be noted that during session, the board approved Judy Farmer as a trustee to the Marilla Free Library.

- 8. Next Meeting:** Due to conflicts in scheduling, the next meeting date has been changed to **07/13/17 @ 7:30pm.**
- 9. Adjournment** - The meeting adjourned at 8:00pm. First motion made by Jay Walkowiak followed by Marty Mummery. All in favor with none opposed.

Meeting minutes respectfully submitted, June 29th, 2017 by Joanne Goellner, secretary.

## Librarians Report

June 21, 2017

### **Operating Budget**

#### *Receipts*

May receipts: \$ 362.10

**Receipts** year to date: \$ 2,381.21

This represents fine/copy/print revenue. This year our revenue commitment is \$4,628.

#### *Expenditures*

May: \$ 48.18

**Expenditures** year to date: \$ 2,335.75. This year our expenditure allotment is \$5,069.

### **Circulation**

May was 3,218. This was **up by 72**.

Year to date is 16,351. This was **down by 1,771**.

### **Computer**

May was 106. This was **down by 16** or -13.1%

Year to date is 514. This was **down by 136** or -20.9%

### **Laptop Use**

May was 5. This was **up by 3**.

Year to date is 14 uses. This was **down by 2**.

### **Wireless Usage**

May was 133. This was **down by 56** or -29.6%

Year to date is 615. This was **down by 69** or -10.1%

### **Patron Count**

May was 1,783. This was **up by 250** or 16.3%

Year to date is 7,558. This was **up by 264** or 3.6%

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

[www.buffalolib.org/aboutthelibrary/statistics/index.asp](http://www.buffalolib.org/aboutthelibrary/statistics/index.asp)

### **Book Club Programs**

- **Book Club Tuesday**
  - May 23<sup>rd</sup> at 2 pm – I Still Dream About You by Fannie Flagg (**8 Attended**)
  - Do not meet again until September

### **Summer 2017**

- **Independent Reading Program**
- **Story time** – (ages 3-5) - Mondays at 10:30 am (July 10<sup>th</sup> – August 14<sup>th</sup>) and Thursdays at 6:00 pm (July 13<sup>th</sup> – August 3<sup>rd</sup>)

- **Summer Fun Club** (ages 6-12) 2:00 pm (July 11<sup>th</sup>, 25<sup>th</sup> & August 1<sup>st</sup>)
- **Simple Machines** – Tuesday, August 15<sup>th</sup> at 2 pm (ages 6-10) - Provided by Central Children’s Dept.
- **Let’s Build It** – Thursday, August 10<sup>th</sup> at 6 pm (ages 3-6) – Provided by Central Children’s Dept.
- **Passport Program System Wide Program** – All ages
- **Read Down Your Fines** – for kids
- **Summer Bucket Raffle** – for children
- **Reading Challenge** – for adults and teens
- **Performers**
  - **Cris Johnson Building & Construction Magic** – Wednesday, July 19<sup>th</sup> at 1 pm (all ages) [[\\$250](#)]
  - **Buffalo Animal Adventures** – Wednesday, August 2<sup>nd</sup> at 1 pm (all ages) [[\\$225](#)]
  - **Nitro Magic Ice Cream** – End of Summer Party Wednesday, August 16<sup>th</sup> (all ages) [[\\$500](#)]
  - **Botanical Gardens: Fairy Garden Program** – Tuesday, July 18<sup>th</sup> at 2 pm (grades 1-6) [[\\$140](#)]
  - **Gravitational Bull** – Tuesday, August 8<sup>th</sup> at 2 pm (7-12) [[\\$170](#)]

***Donations***

- Kiwanis Club of Marilla - \$500 for summer youth programs

***Other***

- **State Report** – Questions from state - corrected
- **NYS Minimum Standards for Public Libraries** – survey results on Trustee website
- **Ready to Read Update**
- **Makerspace Update**
- **Library Discard Sale** – we raised \$269
- **Marilla Primary Community Day – Friday, May 26<sup>th</sup>** (186 students, teachers and parents)



## Marilla Free Library Distribution Policy

*The Library recognizes its role as a source of community information. It is the policy of the Marilla Free Library to accept printed materials of educational, cultural or civic interest to the community for general distribution. Distribution of materials does not indicate Library endorsement of the ideas, issues or events promoted by those materials.*

Library materials receive priority for distribution.

1. Any materials to be considered for distribution must be submitted to Library management for approval. Materials left without authorization will be discarded.
2. Materials to be distributed must include contact information including a phone number or e-mail address.
3. Upon receipt of approved materials, the Library will make a best effort to distribute them within 7 working days.
4. Display and distribution depend on space available for such purposes. The Library reserves the right to limit quantities. The Library may limit the frequency with which materials may be distributed by the same organization.
5. Materials will be removed when they are no longer timely or when space is required for more current items.
6. The Library assumes no responsibility for the preservation or protection of any materials delivered for distribution. Materials will not be returned.

The following will not be accepted for distribution:

- Materials endorsing or opposing the election of any candidate for public office
- Materials endorsing or opposing the adoption of federal, state or local legislation
- Materials promoting commercial products or services

Distribution of community information is based on the provisions of this policy and not on the content, viewpoints, beliefs or affiliations of the organizations that generate that information. Failure to comply with this policy may result in denial of distribution privileges.

Adopted March 15, 2017

Amended June 21, 2017 (as written)



## Marilla Free Library Bulletin Board Policy

*This policy is for application to the Marilla Free Library.*

The Marilla Free Library recognizes its role as a source of community information. It is the policy of Marilla Free Library that bulletin boards within its libraries are available for the posting of notices related to library business, library sponsored or partnered activities, and items of educational, cultural or civic interest to the Erie County community. Posting of notices does not indicate the Marilla Free Library endorsement of the ideas, issues or events promoted by those notices.

1. Marilla Free Library bulletin boards are intended for items such as announcements of educational, social, cultural, or entertainment activities, fliers, brochures, or schedules sponsored by nonprofit organizations or government agencies relating to services provided to citizens, etc. Bulletin boards are not intended to be used as a forum for the expression of the views or opinions of individuals or groups.
2. Any notice to be considered for posting must be submitted to Marilla Free Library management for approval. Only authorized Marilla Free Library personnel may post or remove notices. Notices posted without authorization will be removed.
3. In fairness to the numerous community groups, the Marilla Free Library may limit the frequency and volume of posting notices from the same organization.
4. All notices posted on the Marilla Free Library bulletin boards must contain the name and contact information of the sponsoring agency and/or its authorized representative.
5. Notice size (physical dimensions) may be restricted to maximize available space.
6. Notices will be removed when they are no longer timely or when space is required for more current items.
7. The Marilla Free Library assumes no responsibility for the preservation or protection of any materials delivered for posting. Materials will not be returned.
8. The following will not be accepted for posting:
  - Materials endorsing or opposing the election of any candidate for public office;
  - Materials endorsing or opposing the adoption of federal, state or local legislation;



- Materials promoting commercial products or services.

9. Posting authorization is based on the provisions of this Policy and not on the content, viewpoints, beliefs or affiliations of the organizations permitted to post notices.

10. Failure to comply with this Policy may result in the denial of posting privileges.

Adopted June 21, 2017 (as written)



## Marilla Free Library

### Exhibits and Displays

*Library display cases and exhibit space are intended for exhibits or displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of exhibits or displays does not indicate Library endorsement of the ideas, issues or events promoted by those exhibits or displays.*

1. Potential exhibitors must complete the **Exhibits and Displays Application and Release Form** a minimum of 21 days in advance for consideration by Library management. No installations are permitted without authorization of Library management.
2. The duration of any exhibit/display is subject to the discretion of Library management. The requirements of the Library take precedence over those of exhibitors. Should the Library require a display case or exhibit space for its own use, the Library reserves the right to pre-empt such space upon three days written notice to the exhibitor.
3. The sponsor/exhibitor must supply information for a standard display card that will be produced by the Library. Information is to include the name and contact information of the sponsoring agency and/or its authorized representative and the title of the exhibit/display.
4. In fairness to numerous community groups, the Library may limit the frequency with which exhibits/displays may be mounted by the same organization.
5. Exhibits/displays that are not removed on or prior to the date established by Library management will be removed by the Library. Any expense for such removal becomes the responsibility of the exhibitor.
6. Installation and removal of the exhibit/display will be under the guidance of Marilla Free Library personnel. Expenses incurred for insurance, installation, materials, mounting, removal or security are the sole responsibility of the applicant.
7. Neither the Library nor the Library Board accepts responsibility for loss or damage to any exhibit/display.
8. Exhibit/display space may not be used for commercial purposes.
9. Permission to mount an exhibit/display is based on the provisions of this policy and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those exhibits/displays. Failure to comply with this policy may result in denial of exhibit/display privileges.

Adopted June 21, 2017 (as written)

RESOLUTION adopted by the Board of Trustees of the  
Marilla Free Library at a regular (or special) meeting of said  
Board of Trustees held at 11637 Bullis Rd on the 21 day of  
June, 2017 at 7 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the  
Marilla Free Library, held at 11637 Bullis Rd on the 21  
day of June, 2017, a resolution was adopted of which the  
following is a true copy:

RESOLVED, that pursuant to Chapter 768 of  
the Laws of 1953 of the State of New York, this  
Board of Trustees does hereby approve the agreement  
submitted by the Buffalo and Erie County Public  
Library for the furnishing of free library privileges to  
the people of the County of Erie, by this Library for  
the year 2017, and

BE IT FURTHER RESOLVED, that the  
President of this Board be, and he/she is, hereby  
authorized and directed to execute the same on behalf  
of this Board.

Ayes 5  
Noes 0

Clerk

*Joanne  
Goellner*