

## Marilla Free Library – 05/21/19 Board Meeting Agenda

1. **Call to order** - 6:33pm. In attendance: Shannon Thompson, Marty Mummery, Marsha Wingate, and Joanne Goellner. Missing: Rachelle Walker, Judy Farmer. Also missing: Bonnie Waterman. *Marty Mummery presided over the meeting in Rachelle's absence.*
2. **Minutes** - A motion was made by Marsha Wingate to approve April's meeting minutes as written. Second motion by: Joanne Goellner. 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 April's finances, transactions and account balances. Shannon reminded the board that the CD matured on May 26<sup>th</sup>. It will be rolled over for another year. A motion was made by Joanne Goellner to approve the Treasurer's Reports as presented. A second motion to accept was made by Marsha Wingate. All in favor with none opposed.
  - b. **Librarian's** - Laptop use, Circulation, Patron Count and Wi-Fi use were all up. Computer use was down.
    1. The theme of the summer program is: Universe of Stories. The Library will be doing an Independent Reading Program including a variety of performers, programs and activities. (see website for details)
    2. Lego Club and Mother's Day Cards activities were both well attended.
    3. Shannon shared with the board, what she found in her research for lawn games including the quality of games, what she planned to purchase and why as well as what items she is still looking for. A motion was made by Joanne Goellner with a second by Marsha Wingate to approve the purchase of lawn games and lego plates for the Lego Club.
    4. The Library had a light near the parking lot that was working intermittently. Shannon called an electrician who replaced the light with an LED fixture and changed the bulb in the bathroom to an LED.
    5. Marilla Primary Community Day at the Library was very busy. With double classes arriving at different times, the presentation was slightly altered to accommodate the groups.
  - c. **Friends'** – the friends are finalizing their brochure and deciding where to sort and store their books for the upcoming fall book sale.
  - d. **Fundraising Committee** – currently inactive. Shannon did look into the Kohls Associates in Action program for volunteers for the Marilla Carnival. Joanne contacted Kodiak Jacks and the Library is scheduled to do a dining out Fundraiser in September.
  - e. **Town Report** – Bonnie was unable to attend meeting
5. **Unfinished Business**
  - a. **Building Maintenance** – tabled until future meeting. Shannon was researching construction companies to call.
6. **New Business**
  - a. **Annual Report** – tabled until June meeting
  - b. **Town Contract** – tabled until June meeting

- c. **Policy Review: Investment Policy – tabled until June meeting**
  - 1. **ACT Meeting Recap** – Shannon shared details from the May 4<sup>th</sup>, ACT Meeting held at the East Aurora Library. Discussion included: Narcan/Defib Machines, Active Shooter Training, Panic Button Testing. ACT has a new president and they are looking to renew/review the contract.
- 7. **Other Business**
  - a. Shannon requested reimbursement in the amount of \$163.08: (\$153.08 for program supplies and a \$9.99 DVD replacement). Shannon found an inexpensive replacement for a damaged Game of Thrones Disk and payment for that will be made using the funds from the discard sale. A motion to approve payment was made by Marty Mummery with a second by Joanne Goellner.
- 8. **Next Meeting: 06/18/19 6:30pm**
- 9. **Adjournment** - A motion to adjourn the meeting was made by Marsha Wingate at 7:17pm with a second by Joanne Goellner. All were in favor with none opposed.

*Minutes respectfully submitted, June 1st, 2019, by Joanne Goellner, Secretary.*

## Librarians Report – May 21, 2019

### **Operating Budget**

#### *Receipts*

April Receipts: \$ 271.25

**Receipts** year to date: \$ 2,588.92

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

#### *Expenditures*

April: \$ 187.30

**Expenditures** year to date: \$ 2,491.34. This year our expenditure allotment is \$4,900.

### **Circulation**

April was 3,272. This was **up by 33** or -1.0%

Year to date is 12,515. This is **down by 207** or -1.6%

### **Computer Use**

April was 61. This was **down by 33** or -35.1%

Year to date is 283. This is **down by 77** or -21.4%

### **Laptop Use**

April was 12. This was **up by 6**

Year to date is 55. This is **up by 43**

### **Wireless Usage**

April was 163. This was **up by 43** or 35.8%

Year to date is 531. This is **up by 91** or 20.7%

### **Patron Count**

April was 1,380. This was **up by 70** or 5.3%

Year to date is 5,032. This is **down by 269** or -5.1%

### **Spring Programs**

- **Lego Club** – Thursday, April 18<sup>th</sup> at 6:00 pm – ages 5 and up **(9 Attended)**
- **Easter Story Hour** – Monday, April 22<sup>nd</sup> at 10:30 am – ages 3 to 6 **(5 Attended)**
- **Discard Sale** – Saturday, May 4<sup>th</sup> – Saturday, May 25<sup>th</sup> during library hours.
  - Half-Price Sale will be May 20<sup>th</sup> – 25<sup>th</sup>
- **Mother's Day Cards** – Make a Mother's Day Card May 6<sup>th</sup> through 11<sup>th</sup> **(29 Participated)**
- **Lego Club** – Thursday, May 16<sup>th</sup> at 6:00 pm – ages 5 and up
- **Family Game Night** – Thursday, May 23<sup>rd</sup> from 5-7:30 pm
- **Hungry Caterpillar's 50<sup>th</sup> Birthday** – Craft Table June 3<sup>rd</sup> through 8<sup>th</sup> during library hours
- **Special Story Hour Eric Carle and the Hungry Caterpillar** – Tuesday, June 4<sup>th</sup> at 6:00 pm – ages 3-6
- **Father's Day Cards** – Make a Father's Day Card June 10<sup>th</sup> through 15<sup>th</sup> during library hours
- **Lego Club** – Thursday, June 20<sup>th</sup> at 6:00 pm – ages 5 and up
- **Family Game Night** – Thursday, June 27<sup>th</sup> 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 3-6
- **Summer Fun Club** – Alternating Thursdays at 2:00 pm for ages 7-12
- **To the Moon and Back** – Tuesday, July 2<sup>nd</sup> at 6:00 pm for ages 3-8 [[Provided by Central](#)]
- **What Would You Do In Space?** – Thursday, July 11<sup>th</sup> at 2:00 pm for ages 6-12
- **Star Wars Jedi Academy** – Thursday, August 1<sup>st</sup> at 6:00 pm
- **Lego Club** – Thursday, July 18<sup>th</sup> and August 15<sup>th</sup> at 6:00 pm – ages 5 and up
- **Family Game Night** – Thursday, July 25<sup>th</sup> and August 22<sup>nd</sup> from 5-7:30 pm
- Following Performers have been booked:
  - **Buffalo and Brandy** – Wednesday, July 10<sup>th</sup> at 1:00 pm – All Ages [[\\$200](#)]
  - **Charlie and Snoozer** – Wednesday, July 24<sup>th</sup> at 1:00 pm – All Ages [[\\$265](#)]
  - **Hawk Creek** – Tuesday, July 30<sup>th</sup> at 6:00 pm – All Ages [[\\$150](#)]
  - **Buffalo Zoo** – Wednesday, August 7<sup>th</sup> at 1:00 pm – All Ages [[\\$150.44](#)]
  - **Punkin the Clown** – Wednesday, August 21<sup>st</sup> at 1:00 pm – All Ages [[\\$65](#)]

## **Book Club**

- **Tuesdays at 2 pm**
  - April 23<sup>rd</sup> – The Things We Do For Love – Kristin Hannah (**6 Attended**)
  - May 28<sup>th</sup> – The Storied Life of A.J. Fikry – Gabrielle Zevin

## **Other**

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