**Marilla Free Library – 03/15/17 Board Meeting Agenda**

1. Call to order
2. Minutes
3. Public Expression
4. Reports
	1. Treasurer's
	2. Librarian's
	3. Friends’
	4. Fundraising Committee
	5. Town Report
5. Unfinished Business
	1. Approval of By-Laws & Terms
	2. Library Field Trips
	3. Security Gate
	4. Building Maintenance
6. New Business
	1. Green Library Signs
	2. Distribution Policy
	3. Facility Use (Meeting Room) Policy
7. Other Business
8. Next Meeting
9. Adjournment

**Marilla Free Library – 03/15/17 Board Meeting Agenda**

1. **Call to order** – Meeting called to order at 6:40pm.

In attendance: Kristen Matthews (president), Jay Walkowiak (vice president), Joanne Goellner (secretary), Shannon Thompson (director), Martha Mummery, Nellie Niespodzinski.

Absent: Marsha Wingate (treasurer), Lorraine Martzolf, Linda Whalen, James Tait

Also present: Julie Lathrop (town liaison)

1. **Minutes** –02/22/17 Meeting Minutes unanimously approved as written. 1st motion by Marty, 2nd by Jay.
2. **Public Expression** – No public present at meeting.
3. **Reports** –
	1. **Treasurer's**– (*all account information including account balances on record at the library*) **Operating Account** made payments to Erie County Water Authority and Return to System. It also had a deposit which included funds from the system and Comptroller’s Office. **Fundraiser Account** had a deposit of $100. **Memorial Checking** earned $5.30 from Amazon Smile and made a payment towards summer programming. **Memorial Savings** earned .40 in interest. The **Town Account** balance remained the same plus .47 in interest. CD remains the same.
	2. **Librarian's** – (*see full Librarian’s report attached*) Circulation is still down. Some factors include bad weather and having to close early. The library is trying incentives to increase circulation. Ex. Jelly Bean contest; every 5 items checked out gives an entry to guess how many beans. Wireless use and Patron count is still up.

Book clubs are doing well. Dinosaur program cancelled due to low turn out. The library has continued to book summer performers.

At the recent Manager/Director meeting, NYS Minimum Standards for Public Libraries was discussed. The Marilla Free Library meets the current standards already and is currently updating policies. There is a survey coming that will involve the trustees.

The library received the year end appeal from Central with $500 to purchase from a list of items. In terms of storage, space, and utility it was determined that folding tables and an alphabet rug are probably the best option from the choices offered.

Shannon and the library continue to work towards the Ready to Read initiative. They are still looking to create two focus groups that do not contain staff or trustees followed by two interviews with community members. This report is due at the end of April.

The library has a new hire who has already begun training and employment.

* 1. **Friends’** – The Friends group cancelled their last meeting (due to power outages) and is supposed to let the library know when it will be rescheduled.
	2. **Fundraising Committee** – Last meeting also cancelled due to power outages. Rescheduled for March 27th at 6pm to package the fundraising items. The FC continues to work toward the Family Fun Fest on July 8th. Next step is to create a poster and start soliciting for donations. Mr. No the balloon entertainer has been booked. Jay checked and the library/committee is allowed to use the town LED sign to advertise as long as we give a few weeks notice.
	3. **Town Report** – The carnival is going to be July 21/22. More than likely the library will be able to have a table again. Julie will find out more. She said if we send a list of events to her, she can share them at the town meeting. She asked if we send events home during the summer. (*Sometimes the library does. It all depends on the scheduling/confirmation of events*) She also will share that the library is looking for members to join the Fundraising Committee.
1. **Unfinished Business** –
	1. **Approval of By-Laws & Terms** – no changes. Adopted as written 03/15/17. 1st motion by Jay, Joanne 2nd. None opposed. (*see attached*)
	2. **Library Field Trips** – Kristen visited several libraries and reported on items of interest including, lighting, and a coffee station. She also mentioned that a Lego Club seems to be a popular program at other libraries. The Marilla Library is considering starting a Lego Club however needs to invest in Legos. It was suggested that we ask for community donations and see if the Friends group would sponsor the club. Kristen urged the other trustees to visit libraries.
	3. **Security Gate** – Shannon talked to downtown regarding a security gate for our library. It may be challenging to install. At Shannon’s next Directors meeting she will get more options to discuss and share at the next trustee meeting.
	4. **Building Maintenance** – Shannon will contact the person in charge of library supply about the vacuum/rug cleaner discussed at the previous meeting after the State Report is due since that person handles both duties. After thinking about it, she feels that the library might benefit from the use of commercial cleaning appliances. Due to the volume of patrons and especially during winter/salt season, domestic vacuums will probably continue to burn out. While we could also use a commercial rug cleaner, storage space at this time will not allow for storage of one. We will have to wait until after the expansion.

Shannon also spoke with HR regarding other issues that the care takers (Karen and Jim Thompson) brought up at the last meeting. The glass enclosure does NOT fall under their window duties. Inside and outside all library windows need cleaning and the police should always be called to come and walk through if the alarms go off.

The parking sign (discussed at the last meeting) verbiage will be slightly changed to include “during library hours”.

In regard to the water damaged wall in the library, Jay spoke to an expert who suggested that the library take off the drywall and see if it will dry out. Then we should seal the space and repair wall. If we hire a foundation company, they will need to dig up outside the library to repair and seal. It is better to use a temporary fix for now and lump this repair in with the expansion.

1. **New Business** –
	1. **Green Library Signs** – Kristen shared images of green library signs that she is looking into to direct people in town to the library. (see attached images)
	2. **Distribution Policy** – Adopted as written 03/15/17. 1st motion by Marty, 2nd by Nellie. All in favor; none opposed. (policy attached)
	3. **Facility Use (Meeting Room) Policy** – Adopted as written 03/15/17. 1st motion by Jay, 2nd by Joanne. All in favor; none opposed. (policy attached)
2. **Other Business** – Might be worthwhile to shout-out to school PTOs/MSA for help. Also, look into new member packets (Welcome Wagon) for people who move into town. We will continue to investigate the idea of starting a Library Association.
3. **Next Meeting** – Wednesday April 19th, 6:30pm.
4. **Adjournment** – Meeting adjourned at 8:09pm. Motions made by Marty and Jay. None opposed.

Minutes respectfully submitted 3/19/2017 by Joanne Goellner, secretary.

**Librarians Report**

March 15, 2017

***Operating Budget***

*Receipts*

February receipts: $ 350.72

**Receipts** year to date: $ 771.87

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

*Expenditures*

February: $ 72.18

 **Expenditures** year to date: $ 2,015.31. This year our expenditure allotment is $5,069.

***Circulation***

February was 3,113. This was down by 494 or -13.7%

Year to date is 6,242. This was down by 1,038 or -14.3%.

***Computer***

February was 98. This was down by 20 or -16.9%

Year to date is 194. This was down by 43 or -18.1%

***Laptop Use***

February was 1. This was down by 4.

Year to date is 3 uses. This was down by 5.

***Wireless Usage***

February was 123. This was up by 28 or 29.5%

Year to date is 224. This was up by 88 or 64.7%

***Patron Count***

February was 1,440. This was up by 164 or 12.9%

Year to date is 2,791. This was up by 191 or 7.3%

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**
	+ February 28th at 2 pm – Orphan Train by Christina Baker Kline **(10 attended)**
	+ March 28th at 2 pm – The Hummingbird by Stephen P. Kiernan

***Programs***

* ***Dinosaurs –*** Saturday, March 11th at 11:00 am (ages 6 to 10) Cancelled

***Programs provided by Central***

* ***Trains –*** Thursday, April 6th at 6:00 pm for ages 3 to 6 years old

***Summer 2017 -* Build a Better World**

* **Story time with Miss Shannon** – (ages 3-5) Mondays at 10:30 am
* **Summer Fun Club** with Miss Shannon (ages 6-11) Alternating Tuesdays at 2:00 pm
* **Performers**
	+ **Cris Johnson Building & Construction Magic** – Wednesday, July 19th at 1 pm (all ages) [$250]
	+ **Buffalo Animal Adventures –** Wednesday, August 2nd at 1 pm (all ages) [$225]
	+ **Nitro Magic Ice Cream –** End of Summer Party Wednesday, August 16th (all ages) [$500]
	+ **Botanical Gardens: Fairy Garden Program –** Tuesday, July 18th at 2 pm (6-12) [$140]
	+ **Gravitational Bull –** Tuesday, August 8th at 2 pm (7-12) [$170]

***Other***

* **State Report –** Non-financial portion is completed; financial portion is being completed
* **NYS Minimum Standards for Public Libraries**
* **Advertiser Article**
* **Year End Appeal from Central**
* **Ready to Read**
	+ Focus Groups
	+ Interviews

BY-LAWS

MARILLA FREE LIBRARY

2017

 ARTICLE I: Officers and Duties.

1. President:
2. Presides at all meetings of the board.
3. Appoints committees.
4. 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.
5. In the absence of the Treasurer, the President shall have check signing authority.
6. Vice-President:
7. Acts in the absence of the President in fulfilling all responsibilities indicated in Section A. above.
8. Sits in on all committees and reports to the Board on committee transactions.
9. Secretary:
10. Notifies members of Board meetings at least one week before each meeting is scheduled.
11. Prepares the meeting agenda.
12. Maintains a roster of Board members.
13. 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.
14. These proceedings should include:
	1. Nature of meetings, e.g. regular or special including time, place, persons present or absent and approval of minutes from the previous meeting.
	2. Complete record of all action taken by the Board.
	3. Record of adjournment.
15. Signs the proceedings of each meeting.
16. Records all motions as stated whether adopted or rejected. Only the information recorded is considered official.
17. Writes official letters as requested by the Board or President.

1. Treasurer:
2. Receives all funds from public appropriation, bequests, gifts, etc., as provided by law.
3. Makes approved disbursements from library funds.
4. 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.

1. There shall be a minimum of seven (7) Board meetings per year plus Special meetings required for budget preparation and approval.
2. 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.
3. The annual meeting shall be held during the month of October in the library.
4. In the absence of the Secretary, the Board shall choose a temporary secretary.
5. 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.
6. Each Trustee shall have one vote, irrespective of office held.
7. A Trustee must be present at a meeting to have his/her vote counted.
8. 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 be as follows:

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.

1. Has general charge of the library under the direction of the President and of the Board.
2. Certifies to bills incurred.
3. Makes a report at each regular meeting of the Board, including the annual meeting.
4. 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.

1. 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.
2. 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. February 22, 2017. By-Laws Review & Revision.

Adopted as written March 15, 2017.

Proposed library signs for the community.





Marilla Free Library

Distribution Policy

*The Library accepts 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 must be sorted based on the number of libraries intended to reach. There are 37 libraries in the Buffalo & Erie County Public Library System – 9 libraries (including the downtown Central Library) in the City of Buffalo and 28 in the communities of Erie County.
3. 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. Upon receipt of approved materials, the Library will make a best effort to distribute them within 7 working days.
4. Materials will be removed when they are no longer timely or when space is required for more current items.
5. 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: 03/15/17 (as written)**



**Facility Use Policy**

*This policy is for application to the Marilla Free Library, a contracting member library of the Buffalo & Erie County Public Library.*

1. STATEMENT OF POLICY

Use of the facility space in the Marilla Free Library is intended for activities conducted or sponsored by the Marilla Free Library, Buffalo & Erie County Public Library (B&ECPL), and its partners and community organizations.

All meetings must be open to the public.

1. USE OF FACILITY SPACES
2. Availability

Facility space is designated as the meeting / community room.

Facility space can be reserved for use during regular open library hours. Programs should be planned so that meeting space will be vacated 10 minutes before closing time.

Facility spaces are available for use by Non-Profit organizations.

In fairness to numerous community organizations and groups that request meeting space, reservations may be limited in frequency. Meeting space is reserved on a first come first serve basis.

1. Priority of Use

Library facility space is provided based on the following priority use:

1. For programs and activities conducted or sponsored by the Marilla Free Library and/or B&ECPL
2. For programs and activities conducted or sponsored by in-residence partners of the Marilla Free Library and/or B&ECPL
3. For Non-Profit organizations engaged in educational, cultural, intellectual, social, community or charitable activities of interest and/or benefit to the community.
4. Requirements for Use of Library Facility Space

All organizations / groups using the library must:

1. Read and agree to adhere to the *Rules of Conduct Policy.*
2. Complete and submit an *Application for Facility Use.*
3. Secure any necessary performance licenses and indemnify the Marilla Free Library, B&ECPL and Erie County for any failure on the renting organization’s part to do so. Accept liability for personal injury, damage to library facilities, and/or loss of library property arising from use of the facility space by renting organization. Hold harmless the Marilla Free Library and B&ECPL for any and all liability, which arises out of the use of the facility space. The Marilla Free Library and B&ECPL assumes no responsibility whatsoever for personal injury to or loss of property by any member, affiliated person, guest, invitee, or licensee of the using organization or group, its members, affiliated persons, guests, invitees, or licensees.
4. Make all meetings, programs, etc. open to the public.
5. Refrain from cooking or serving food or beverages of any kind. No alcohol is permitted. Burning or lighting of any materials, including incense and candles is prohibited. Any variation must be approved in advance by the Marilla Free Library Director or designee. The decision to approve a requested variation is within the sole discretion of the Marilla Free Library Director or designee.
6. Conduct meetings in such a way as not to disturb library operations. Adult supervision is required for any group of minors. The organization’s contact person must be 18 years of age or over and be in attendance when the facility space is in use. That person shall be responsible for managing orderly behavior of all attendees and for protection of Library property in connection with the meeting.
7. Notify the library designee in the event the meeting is cancelled. Failure to notify the library in a timely manner may result in the loss of facility use privileges.
8. Notify the library designee beforehand of any plans to record, broadcast or televise the meeting or any portion of the meeting.
9. Adhere to maximum occupancy of facility space and inform attendees of the location of fire exits and fire exit paths.
10. Refrain from transferring use of facility space to another organization or group.
11. Assume responsibility for participant accommodations (e.g. assistive listening devices, interpreters etc.) and specific articles of compliance as required by the Americans with Disabilities Act. The Marilla Free Library and B&ECPL do not discriminate on the basis of disability in any of its programs and services. The Marilla Free Library and B&ECPL may be able to assist with some accommodations if requests are made at least five (5) working days in advance of use.
12. Refrain from posting flyers, notices, posters or other materials in the library. The library will post your materials if they fall within the Marilla Free Library’s *Distribution Policy*, contact the Marilla Free Library with inquires at 716-652-7449.
13. Marilla Free Library Reservation of Rights
14. Facility use by the Marilla Free Library and B&ECPL takes precedence over use by outside groups. The Library reserves the right to pre-empt the use of facility space for Library purposes upon 60 days notice to the organization requesting that space.
15. The Marilla Free Library may charge fees for costs incurred beyond normal operating costs.
16. Marilla Free Library personnel must have free access to facility spaces at all times. The Marilla Free Library retains the right to monitor all meetings conducted on the premises to ensure compliance with its regulations. Meetings that are observed to be in violation of Marilla Free Library policies will be terminated immediately and future use may be denied.
17. The Marilla Free Library reserves the right to close due to adverse weather conditions or emergencies and will attempt to notify the organization’s contact person.
18. The Marilla Free Library shall not assume responsibility for the security of items brought into meetings. The Marilla Free Library will not provide storage of materials or equipment for an organization or group.
19. Marilla Free Library personnel are not in a position to assist organizations with their event.
20. The Marilla Free Library will include all events in its online public Events Calendar (www.BuffaloLib.org) and any other event listing currently being utilized. The Marilla Free Library will use the applicant’s designated contact for all inquiries. Except as a designation of location, the name of the Marilla Free Library and B&ECPL may not be used in any publicity relating to use of facility spaces unless preapproved by the library designee.
21. Permission to use a facility space does not constitute an endorsement by the Marilla Free Library or B&ECPL of a program or point of view expressed.
22. Organization of Function Specific Guidelines
23. Partnering organizations and Non-Profit organizations:
	1. Meeting must be free and open to the public.
	2. No admission fee, required donation or goodwill offering shall be charged to people attending a meeting.
	3. No products, services, or memberships may be advertised, solicited, or sold. At the discretion of the Library Director, fundraising to benefit the Library, and the sale of books, compact discs and other items by authors or artists, Friends of the Library or other Library-related groups, will be permissible at Library sponsored programs.
24. Political functions:

The intent of the Marilla Free Library Facility Use Policy is to allow use of its facilities for a forum of public debate on public policy, while at the same time prohibiting use of its facilities for partisan political purposes.

Marilla Free Library facility spaces are “limited public fora.” The Library prohibits the use of its facility spaces for actions or events organized by a political campaign committee or other group that exists for the purpose of promoting, endorsing or opposing a candidate or a ballot or election issue.

Meetings at which candidates will discuss current ballot or election issues are permitted provided they are: (1) hosted by a nonpartisan, non-profit organization (i.e. League of Women Voters), which is approved as such by the Marilla Free Library and B&ECPL and satisfies all requirements of the Library, and (2) all candidates for the same office (or, in the case of a referendum, representatives of opposing views) have been invited to participate.

Meetings held by elected officials to gather input or communicate with their constituents are permitted, except that meetings, actions or events held by elected officials (or candidates for elected positions) are not permitted during the 30 days prior to any general, primary or special election or any referendum.

1. LIBRARY CONTACT INFORMATION

All groups seeking use of the Marilla Free Library facility space should see the contact information below:

**Marilla Free Library**

11637 Bullis Road

Marilla, NY 14102

Phone: 716-652-7449

Policy for Meetings at the Marilla Free Library is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Appeals to the policy may be submitted to the Board of Trustees in writing.

**Adopted 03/15/17 (as written)**