

**MINUTES OF THE MEETING OF THE
TOWN OF NORTH COLLINS PUBLIC LIBRARY
BOARD OF TRUSTEES
(4/11/18)**

A regular meeting of the Board of Trustees of the Town of North Collins Public Library was held on April 11, 2018, at the North Collins Public Library.

The following members were present:

Jim Mardino, Anne Maggio, Bonnie Noto, Sue Alessi, Sarah Friedrich, Patti Dole, Tina Cosandier.

Also attending: Jacob Rachwal

Call to order:

Sue Alessi called the meeting to order at 5:45 pm.

Approval/Changes to Minutes from 2/7/18: none.

Motion: Tina Cosandier, **2nd:** Bonnie Noto, **APPROVED**

DIRECTORS REPORT

2017 State Report

Jacob presented the Annual State Report for board approval. He also presented a summarized version to be presented to the community. All seemed to be in order and a vote was taken

Motion: Patti Dole, **2nd:** Tina Cosandier, **APPROVED**

ACT Meeting

Jacob attended the ACT Meeting at the Central Library on 3/10/18 with Sue Alessi, Tina Cosandier and Jennifer Schiffman. We toured the WWI Exhibit and also had a chance to look at some of the Makerspace Technology that they have.

Meeting Room Carpet

Carpet for the meeting room was installed on 4/9/18 by Custom Carpet. There was an issue with the tiles underneath the floor coming up when they removed the old carpet. We were quoted \$2,470 based on there being a concrete floor underneath. An additional \$300 was added because they needed to flatten the surface before they put the new carpet down.

Excess Furniture

The process of removing excess furniture is ongoing. In late March, Chip at CEN said it would be alright to start sending excess furniture to CEN for surplus. We are limited to one small item a day. This is an ongoing process. We have to wait until a Central Maintenance worker can come out with a large truck to pick up the larger Items. We have not been given a date for that yet.

About 200 used DVD cases were offered to all of the libraries in the system and the Alden Library took them.

Programming

There has been an influx in programming over the last two months. A summary is as follows:

Past Events:

- February 13th – Indoor Kids Winter Global Games (CEN) – **8 kids and 1 Adult attended**
- February 21st – Niagara Aquarium Touch Tank – **Approx. 120 People attended**
- March 5th – National Pig Day Storytime – **15 Kids and 8 Adults attended**
- March 13th – Craft Night – **12 Kids and 6 Adults attended**
- March 20th – Finance For Life – **0 Attended**
- March 28th – Make your own Peep House – **20 Kids and 12 Adults attended**
- April 2nd – Buffalo Animal Adventures – **Approx. 70 People attended.**
- April 9th – Fairytale Adventures (CEN) – **Cancelled by CEN – only 4 signups**
- Friday’s (ongoing) – Storytime with Miss Alice - **5-10 Kids attend weekly**

Upcoming Events

- April 11th at 6:30pm - Book Club - The Whistling Season by Ivan Doig
- April 17th at 5:30pm - Eldercare Finances by Ginny Kowal
- April 18th at 6:00pm - National Bat Day Storytime
- April 24th at 6:30pm - Craft Night in the Library - Spring Yarn Monsters
- April 29th at 1:30pm - Sunday Afternoon Movie – Jumanji
- May 4th at 3:30pm – Battle of the Books Information Meeting
- Every Friday at 11:00am - Storyhour with Miss Alice

Statistics

Type	March			Year to Date		
	2018	2017	Change	2018	2017	Change
Circulation	1,776	2,161	-17.8%	5,304	6,087	-12.9%
Library Visits	1,253	1,372	-8.7%	3,712	4,088	-9.2%
Computer Use	205	242	-15.3%	565	660	-14.4%
WIFI	283	251	12.7%	767	946	-18.9%

Financial Report

Community Bank – County Funds					
Date	Check #	Item	Deposit	Payment	Balance
2/12/2018		Deposit (Fine Revenue)	746.23		56,898.12
2/12/2018	2084	Lynn Divincenzo - Town Clerk (Sewer)		830.82	56,067.30
2/12/2018	2085	DFT Security (Building Security)		65.85	56,001.45
2/20/2018	2086	BECPL (2017 Return to System)		496.11	55,505.34
2/12/2018	2087	DJ Armbruster (Cleaning)		30.00	55,475.34
2/27/2018	2088	DJ Armbruster (Cleaning)		30.00	55,445.34
2/28/2018		Bank Interest	0.43		55,445.77

2/27/2018	2089	Hae Jude Custom Signs (Decal for Entrance)		25.00	55,420.77
3/5/2018		Deposit (County Appropriation)	1,912.76		57,333.53
3/5/2018	2090	Gui's Lumber (Maintenance Supplies)		11.98	57,321.55
3/5/2018	2091	Village of North Collins (Water)		107.00	57,214.55
3/5/2018	2092	Eden-North Collins Pennysaver (Ad in Paper)		57.50	57,157.05
3/12/2018	2093	CNA Surety (Insurance Policy)		100.00	57,057.05
3/12/2018	2094	DJ Armbruster (Cleaning)		30.00	57,027.05
3/21/2018	2095	Jacob Rachwal (New Open/Closed Sign)		14.50	57,012.55
3/25/2018	2096	DJ Armbruster (Cleaning)		30.00	56,982.55
3/31/2018		Bank Interest	0.49		56,983.04
4/6/2018	2097	Eden-North Collins Pennysaver (Ad in Paper)		143.25	56,839.79
4/6/2018	2098	DJ Armbruster (Cleaning)		30.00	56,809.79
			Balance as of 4/10/18: \$56,809.79		

Community Bank – Private Funds					
Date	Check #	Item	Deposit	Payment	Balance
2/11/2018	1838	Mountain Glacier (Water Cooler)		22.79	25,321.33
2/11/2018	1839	North Collins Yearbook (2018 Yearbook)		66	25,255.33
2/28/2018		Bank Interest	0.19		25,255.52
2/27/2018	1840	BECPL (ACT Meeting)		48.00	25,207.52
3/5/2018	1841	Mountain Glacier (Water Cooler)		9.78	25,197.74
3/5/2018		Deposit (Booksale)	35.00		25,232.74
3/14/2018		Amazon (Office Supplies)		21.90	25,210.84
3/31/2018		Bank Interest	0.22		25,211.06
4/6/2018	1842	Breakout Inc (Breakout Cases)		125.00	25,086.06
4/10/2018	1843	Alice Yoder (Program Supplies)		20.06	25,066.00
4/10/2018	1844	Mountain Glacier (Water Cooler)		52.13	25,013.87
			Balance as of 4/10/18: \$25,013.87		

OLD BUSINESS

Conflict of Interest Forms

As stated in the Conflict of Interest Policy of the Town of North Collins Public Library, All Board Members and the Director are required to sign a disclosure form yearly. These forms were distributed and signed.

Library Charter

Patti Dole reported that she has been in contact with our attorney, but has nothing new to report at this time.

Library Open Hours

Jacob reported that a survey to the community of North Collins was held from March 11 – April 8, 2018. The survey consisted of 10 questions and was available in paper form in the library and online via Survey Monkey. A total of 45 responses were received (18 paper, 27 online).

A discussion of the results of the survey ensued. There were many differing opinions that came up in the course of the discussion relating to the pros and cons of Sunday hours, a consistent year-round schedule opening on different days and times and the effect on staffing. It was agreed that this topic would be **TABLED** until the next meeting and we will proceed into summer hours as scheduled for now. Jacob will present a report on the yearly Sunday statistics at the next meeting.

NEW BUSINESS

Procurement Policy

Jacob presented Procurement Policy for board members to review for potential approval at the next meeting. All libraries were encouraged to enact a procurement policy at a recent Managers Meeting.

System Wide Year End Appeal Funds

Jacob reported that each library in the BECPL system received \$750 (with the potential of an additional \$250 if requested) for programming or furniture that must be used by the end of 2018

Jacob proposed the idea of using the money to help pay for new computer desks and chairs in the library. An example of new computer desks were presented and everyone thought it was a great idea. A vote was taken giving Jacob approval to start the process of purchasing new desks.

Motion: Jim Mardino, **2nd:** Sarah Friedrich, **APPROVED**

Meeting Room Paint

With the installation of new carpet, the idea of painting the meeting room was raised. The board agreed that this was a good idea and gave Jacob the approval to start looking at paint colors.

Motion to Close:

Motion: Patti Dole, **2nd:** Sarah Friedrich, **PASSED**

Next Meeting: Wednesday, June 6 at 5:30pm