

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING JANUARY 3, 2017

PRESENT Jack Kuebler, Carole Kin, Jen Page, Barb Schmitt, Sally Needham, Diane Volker, Mari Grennell, Patty Friend

Jack opened the meeting at 6:02pm. He mentioned that Jen received a grade of 100 on her Library Director's exam. We are all very proud of her, and know we made the right choice for her as our new Director. Mari moved to accept the Agenda, seconded by Sally, motion carried. Barb moved to accept the minutes of the previous meeting as written. Sally seconded the motion, motion carried. There were no Treasurer's reports.

CORRESPONDENCE Jen received notification that the Children's Department at Central is holding an Early Childhood Literacy Development program for Director's. Forty hours to be completed by April for Jen, and a Focus Group from the community to be formed. Mari suggested seeing if the PTG parent members might be interested in forming the focus group, or if that could be used as staff development credit for a teacher. Jack also suggested parents of Tiger Boy Scouts or Daisy Girl Scouts. Jen is going to look into the program further.

PROGRAMS During Christmas in the Village over 70 ornaments and 40 letters to Santa were done at the library, and the door count was 391. So very successful! Preschool Story Time will be Thursdays at 6:30PM, February 16 to April 6, and April 27 to May 25. The next Book a Technology Trainer session will be Saturday January 21, at noon, 1:00 and 2:00.

CIRCULATION down for December.

OLD BUSINESS The issue with the automatic door unlocking happened once more. The installer can't figure out why, or duplicate the issue, but he installed a "kill switch" which should take care of the problem.

NEW BUSINESS Mari's term has expired, and we also have one opening due to Sandie Hooge's resignation. Barb moved we elect Mari to another 5 year term and also elect Patty Friend as a board member for a five year term. Sally seconded. They are both willing to serve. Motion carried.

ELECTION OF OFFICERS Jack asked Carole to run the election. Sally nominated Jack for President, seconded by Mari. No other nominations. Barb moved to close nominations, seconded by Diane, motion carried. Secretary cast one unanimous ballot for Jack as President. Diane nominated Barb as Vice-President, seconded by Sally. No other nominations. Mari moved to close nominations, seconded by Sally. Secretary cast one unanimous ballot for Barb as Vice-President. Mari nominated Diane for Secretary, seconded by Sally, no other nominations. Barb moved to close nominations, seconded by Patty, Jack cast one ballot for Diane as Secretary. Jackie Haderer was nominated by Jack for Treasurer, seconded by Sally. She was not present but is willing to serve. Mari moved to close nominations, seconded by Patty, one ballot cast for Jackie as Treasurer.

Barb asked if Garden Club could have wine at their next meeting here. After a discussion, Jack moved to allow it, seconded by Sally, motion carried.

BRICKWORK Carole reported that Ray Ashton is going to consult a specialist regarding repair.

Several people need keys to the doors. All but Jack need back door keys, and Patty needs a front door key. Also Garden Club needs a back door key. Carole will check if the Village has keys. Jen will order the needed keys.

NEXT MEETING We decided to skip the February meeting. Next meeting will be March 7.

Sally moved to adjourn, meeting adjourned.

Respectfully submitted,

Diane Volker

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MARCH 7, 2017

PRESENT Jack Kuebler, Carole Kin, Jen Page, Barb Schmitt, Sally Needham, Patty Friend, Diane Volker, Barb Schmitt, Mari Grennell.

Jack opened the meeting at 6:05pm. Diane moved to accept the Agenda, seconded by Sally, motion carried. Barb moved to accept the minutes of the previous meeting as written, seconded by Sally, motion carried. There was no Treasurer's report.

CORRESPONDENCE Jen received a cute thank you note from the Daisy troop that toured the Library. A letter from John Mill's office asks that we submit three dates we might like for the Hot Dog Sale.

PROGRAMS Jen said she has started Movie Nights, with popcorn and water provided. The first showed Secret Life of Pets, and 19 attended. Mari offered their popcorn machine to make the popcorn. Next Movie Night will be April 1, showing Moana. There will be a dinosaur program and activities March 25 for ages 6-10. Jen has started a Focus Group, which will begin March 25, for input on services to families of young children. A Garden program will be held April 5 at 6:30PM. Adult coloring continues every Friday at 10:30 AM, and also once a month on Wednesdays at 6PM.

CENTRAL No news.

STAFF We now have a fill-in cleaner for two hours a week as needed.

CIRCULATION The new Saturday and Wednesday hours have been well-received. On Wednesday from 3-5 the library is packed!

PURCHASES Central has given us \$500.00 to use for furniture purchases from their list. We can add our own money to that. We need six new computer chairs. Choices were discussed. Mari moved to purchase six new antimicrobial vinyl chairs, and a coffee table, seconded by Sally, motion carried. Jen brought up the idea of a Fowler Candy Bar fundraiser. We buy them for 50 cents each and sell of \$1.00. Barb moved we purchase four boxes to start. Sally seconded, motion carried. A discussion of copier costs followed. The current company has gone up to \$90.00 a month, and we make about \$300.00 a year after fees and rental. Jen favors changing to Duplicating Consultants, which charge \$84.00 a month, including repair services, toner, and color printing. She has worked with the company before and finds them reliable and easy to contact if there is a problem. We agreed she should not renew the contract in July with the current company.

OLD BUSINESS Diane moved that Jack purchase the 11 sets of signs to put up along the roads, seconded by Sally, motion carried. Then we can get the balance of the \$2500.00. Patty will touch base with Sandi Hooge, who initiated the project, regarding places to put up the signs.

Regarding the handicap lift: Jack created a draft of a request for proposals to do the work. The Village wants us to handle this, as we got the grant to do it.

We owe Central \$5, 826.65 from fines money. Jack moved to pay them this amount, seconded by Barb, motion carried.

We normally get \$2500.00 a year from the Town for the library. The Village would like to get it directly and put it in a designated account to maintain the building. Diane moved to let them know we are willing to do this, seconded by Mari, motion carried.

BRICKWORK REPAIR The Village is going to take care of the repair when the weather gets nicer. Jack is going to have a roofer look at what is needed on the roof, and also look into basement repairs, and then look into applying for a Library grant toward all these repairs.

NEXT MEETING will be April 4.

Diane moved to adjourn, meeting adjourned.

Respectfully submitted,

Diane Volker

**DRAFT**

**Angola Public Library  
Board of Trustees  
Request for Proposals**

**Introduction**

The purpose of this request is to solicit proposals for a system to allow handicapped individuals access between the Library and the meeting room

Proposals are requested for each item listed in the Scope section of the request.

**Schedule,**

Proposals are due to Jack Kuebler, President, Angola Public Library, Board of Trustees 34 North Main Street, Angola, N.Y. 14006 no later than **April 4, 2017**.

**Envelope containing the proposal must be clearly marked Handicap Access Proposal.**

**Scope.**

Proposed work shall meet or exceed applicable codes related to the following items:

1. Provide all materials and labor and install complete with testing a means of traversing the approximately 46 inch elevation change between the floors of the Library and the meeting room.
2. Provide any necessary signage or operating instructions for use of the system by handicapped persons.
3. Daily removal and disposal of all construction debris and elimination of hazardous conditions at site.

**Access,**

Site visits may be scheduled by calling Jack Kuebler 716-228-1378

**Insurance,**

Certificates of Insurance for, General Liability; Workman's Compensation & Disability Insurances are the responsibility of the proposer and a copy of the Certificates naming the Angola Public Library and its Board of Trustees as co-insured are to be provided prior to gaining access to work in the site.

**Waiver,**

The Angola Public Library Board of Trustees reserves the right to accept all, part of, or to reject, any or all proposals.

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING APRIL 4, 2017

PRESENT Jack Kuebler, Jen Page, Barb Schmitt, Sally Needham, Jackie Haderer, Patty Friend, Diane Volker, Mari Grennell.

Jack opened the meeting at 6:03PM. Diane moved to accept the Agenda, seconded by Mari, motion carried. Barb moved to accept the minutes of the previous meeting, seconded by Sally, motion carried. Jackie presented the Treasurers report for February. Mari moved to accept, seconded by Sally, motion carried.

CORRESPONDENCE An email regarding the next ACT meeting this Saturday to discuss the upcoming minimum standards for libraries. Jen is planning to attend.

PROGRAMS Jen reported that the movie program is going well, with 20 attending Moana. The dinosaur program had 18 in attendance, and the Focus group had 4 attend. Soil testing program is being discussed. Getting Ready for Your Garden will be April 5. The next movie will be Fantastic Beasts on April 28 and 29. Chocolate Truffle Making will be on May 13.

CENTRAL We discussed the survey regarding how the new minimum standards will affect our library, which Jen will take to the ACT meeting. Of concern is the proposal that all Trustees must have 3 hours of education per year. This could be covered by attending an ACT meeting. Or, we could host one here. Other proposals: as Director, Jen would need to have a total of 60 hours of professional development every 5 years. Also, all staff would have to have a minimum of 8 hours of technical training every year. This might be a problem, as some only work a few hours a week.

STAFF Our page, Darcy Paradiso, is graduating this year, and will be Class Valedictorian. Then she will be attending Daemon College.

CIRCULATION is up a lot.

PURCHASES The Fowler candy bars are selling well. We've sold \$60.00 worth so far.

OLD BUSINESS The signs have been ordered. Library address was corrected to 34 NORTH Main. Patty has been contacting the places we want to place them for permission. Plans are to set them up in six locations in May, then move them near the end of June. Jack said he has contacted 7 companies regarding the handicap lifts. He contacted Murray Roofing to have them look at the roof, but not heard back yet.

HOT DOG SALE will be Friday July 28 from 11-2. We will also hold a Book Sale and Cookie and Brownie Sale that day.

Diane made a motion that we give Darcy a graduation gift of \$250.00, to be presented at the school Award Ceremony if possible. Barb seconded, motion carried.

NEXT MEETING will be May 2.

Jackie moved to adjourn, meeting adjourned.

Respectfully submitted,

Diane Volker

ANGOLA PUBLIC LIBRARY  
MONTHLY TREASURER'S REPORT  
MONTH 02/01/17 thru 02/28/17

BALANCE ON HAND

\$ 10,587.80

INCOME:

Fines Jan. \$ 442.22  
Fines \_\_\_\_\_  
Fines \_\_\_\_\_  
Copier \_\_\_\_\_  
Other \_\_\_\_\_

TOTAL \$ 11,030.02

EXPENDITURES:

Water \_\_\_\_\_  
Audit & Acct. \_\_\_\_\_  
Copier 89.85  
Bldgs. & Grds, \_\_\_\_\_  
Bldg. & Grds. Cont \_\_\_\_\_  
Travel 115.08  
Postage \_\_\_\_\_  
Printing \_\_\_\_\_  
Janitorial \_\_\_\_\_  
Other ACT dues. 20.00  
Other \_\_\_\_\_

TOTAL \$ 224.93

BALANCE TO DATE:

\$ 10,805.09

Treasurer: Jorge L. Padua





## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MAY 2, 2017

PRESENT Jack Kuebler, Carole Kin, Barb Schmitt, Mari Grennell, , Jackie Haderer, Patty Friend, Sally Needham Diane Volker, Jennifer Page

Jack opened the meeting at 6:02PM. Jackie moved to accept the Agenda, seconded by Sally, motion carried. Barb moved to accept the minutes of the previous meeting, seconded by Sally, motion carried. Jackie presented the Treasurer's report for March. Mari moved to accept, seconded by Diane, motion carried. Jackie pointed out that the CD of \$1,113.27 at the Credit Union is up for renewal May 9. Barb moved to roll it over, seconded by Sally, motion carried.

CORRESPONDENCE None.

PROGRAMS Jen reported the Lego Club has increased numbers as a result of two Pre-K visits. Movie night showing of Fantastic Beasts had a good turnout. Next movie will be Sing, Friday May 19 and Saturday May 20. Truffle Making program will be May 13.

CENTRAL The asset analysis and state reports are done. Also the Comptrollers report is completed. A resolution to accept the Comptroller's report was ready. Jack, and a roll call vote taken, resulting in seven ayes, and no nays.

STAFF June 7 is Award Night at the High School and Jen will present our Page Darcy with a certificate of appreciation for her outstanding service, and a card from the Board with our congratulations on being Valedictorian, and a check for \$250.00

CIRCULATION is going through the usual Spring slowdown.

PURCHASES AND NEEDS A sound bar is needed for movie night. Diane made a motion that Jen check them out at Best Buy, and purchase what she deems best, with a maximum expenditure of \$500.00. Sally seconded, motion passed. Jen mentioned in passing that Sondra Holland approached her and said she is interested in being a Board member in the future.

SIGN PROJECT The signs are completed and look very nice. The bill was \$960.00 Patty said Fr. Jim said we could put the signs up by St. Anthony's Cemetary. Jack is going to contact Assemblymen DiPietro to see if we could use the balance of the \$2500.00 grant for publicity such as the monthly ad in the Penny Saver. There are 20 sets of signs. Possible places to put them are Highland School on Rt. 5, Brant Town Hall at 249, AJ Schmidt School, W.T. Hoag School, South Creek Park, Wendt Park, Evans Town Park, Nettle Creek Playground, Fireman's Park, Lake Erie Beach Park, Brant Town Park, the Middle School, the High School, and Bella Terra.

ROOF Jack passed around photos of the middle part, which is causing the leaks, and said the repair for that is ordered. He also showed pictures of the front part of the roof, also in need of repair. Estimated cost for that was \$17, 276.00. He has spoken to Ken Stone regarding applying for a matching fund grant for renovations for the building. The grant would cover 75%. Jack asked Diane to write a letter to the Village Board, requesting they meet with us May 20 at 9 AM to discuss needed repairs and funding options.

HANDICAP LIFT Jack received some quotes and options for a lift. One company quoted \$16, 995.00, and \$22, 280.00 for two different types, and another quoted \$13, 300.00 for one that would use up a 10 x 10 foot floor space. After a discussion, we decided to table this project for now.

NEXT MEETING will be June 6.

Diane moved to adjourn, meeting adjourned.

Respectfully submitted,

Diane Volker



ANGOLA PUBLIC LIBRARY  
MONTHLY TREASURER'S REPORT

MONTH 03/01/17 thru 03/31/17

BALANCE ON HAND

\$ 10 805.09

INCOME:

Fines Feb. \$ 391.10

Fines \_\_\_\_\_

Fines \_\_\_\_\_

Copier \_\_\_\_\_

Other \_\_\_\_\_

TOTAL \$ 11196.19

EXPENDITURES:

Water 40.26

Audit & Acct. \_\_\_\_\_

Copier 89.85

Bldgs. & Grds. \_\_\_\_\_

Bldg. & Grds. Cont '

~~Travel~~ 5,826.65 - return to County - end of

Postage \_\_\_\_\_

Printing 62.46 (penny paper)

Janitorial \_\_\_\_\_

~~Other~~ Copier 89.85

~~Other~~ Keys 70.69 (for back door)

TOTAL \$ 6179.76

BALANCE TO DATE:

\$ 5016.43

Treasurer: Jacqueline Loderer

[illegible]

May 4, 2017

To: Mayor Howard Frawley and Village of Angola Board of Trustees

We would like to request you meet with us on Saturday May 20 at 9AM in the Library meeting room to discuss a possible Library Renovation Construction Grant.

Please let Library Liaison Carole Kin know who will be attending. Looking forward to a mutually productive discussion regarding needed repairs, costs and options for obtaining funds.

From: The Angola Public Library Board of Trustees

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING JUNE 6, 2017

PRESENT Jack Kuebler, Carole Kin, Jennifer Page, Jackie Haderer, Sally Needham, Patty Friend, Diane Volker, Mari Grennell.

Jack opened the meeting at 6:02PM. Jackie moved to accept the Agenda, seconded by Sally, motion carried. Jackie moved to accept the minutes of the previous meeting, seconded by Sally, motion carried. Jackie presented the Treasurer's report for April, noting that the CD was renewed. Diane moved to accept, seconded by Sally, motion carried.

CORRESPONDENCE A copy of the email of payroll numbers for the employees was passed around, and Jen will file it. An estimate on the roof repair was given to Carole to present to the Village board.

PROGRAMS Jen said the Truffle making program was well received. Movies will be Beauty and the Beast, June 23 and 24, and Lego Batman movie July 14 and 15. Fossils of WNY will be July 10. Nickel City Reptiles will bring live animals July 22. Our used Book Sale will be July 27, 28 and 29. The Hot Dog sale will be July 28. Girl Scout Troop 30837 will be starting a Book Club by kids for kids of different age groups beginning in August.

CENTRAL No news.

STAFF Cathy Truby is retiring as our library caretaker this month. Jen has found a replacement, Ruth, who now works at the Bill's Stadium. The staff is having a small party for Cathy, which is all she wanted. Our Page, Darcy Paradiso, is leaving the end of August. Jen is seeking applicants. Jackie suggested she contact the High School Guidance office. Darcy's Award Night was June 7.

CIRCULATION Doing a little better.

PURCHASES The new computer chairs have arrived and are very nice.

OLD BUSINESS Jack is trying to get permission to use some of the \$2500.00 NYS grant for publicity such as ads in the Penny Saver. Sally reported they have taken down our signs at Evans Park to mow. She will speak to them about putting them back after mowing. The Village is not interested in participation in a possible library renovation grant.

NEW BUSINESS We discussed a gift for Cathy Truby. Diane moved we give her a \$250.00 Tops gift card, seconded by Mari, motion carried. Jen said United Healthcare has been coming once a month to give information, and bringing yard games for kids, and she will invite them to come for the Hot Dog sale.

NEXT MEETING After a discussion, Jackie moved we skip the July and August meetings, and meet September 5. Sally seconded, motion carried.

Mari moved to adjourn, meeting adjourned.

Respectfully submitted, Diane Volker

ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING JULY 28, 2017

PRESENT Jack Kuebler, Jennifer Page, Diane Volker, Jackie Haderer, Sally Needham, Barb Schmitt, Carole Kin, Patty Friend.

Jen reported she has nine applicants for the Page position. She has interviewed seven so far and all are good, making a choice difficult.

Jack said the roof company has not started the repairs yet.


Barb moved to contract for services with Central Library, seconded by Sally, motion carried. A quorum was present and a vote taken on a resolution to contract with Central Library. The vote of board members present was five ayes, no nays.

A discussion was held regarding where to place the library signs next. Possibly at Evangola Campground or Point Breeze Camp.

The date for the Harvest Dinner is set for October 28, 2017, and the Evans Center Fire Hall booked.

Sally moved to adjourn, seconded by Jackie, meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Diane C. Volker".

Diane Volker



## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING SEPTEMBER 5, 2017

PRESENT Jack Kuebler, Jennifer Page, Patty Friend, Diane Volker, Barb Schmitt, Mari Grennell.

Jack opened the meeting at 6:07PM. Patty moved to accept the Agenda, seconded by Mari, motion carried. Barb moved to accept , seconded by Mari, motion carried. There were no Treasurer's reports.

CORRESPONDENCE Thank you notes were received from Darcy Paradiso and Kathy Truby.

PROGRAMS Jenn said it has been difficult to get attendance for the Kid's Book Club, so meetings have been pushed off to later. She will be attending the Open House at A.J. Schmidt school, and will have flyers on the table. Jack asked if posters with a collage of the program flyers could be made up and posted at the Harvest Dinner.

CENTRAL Sen. Chris Jacobs is awarding our library \$10, 000.00. Jenn said she would like to use some of the money for a new front desk. She will look into it with Library Interiors of Syracuse. Jack also suggested a canopy structure we could set up over the sidewalk for Hot Dog sales and other events.

STAFF Our new cleaner is Anne Harris. (Shelby's mother.) Darcy is now at Daemon, and Allison Marcy has been hired as the new Page.

CIRCULATION One of the best summers so far.

HOT DOG SALE generated \$1355.00, the Book Sale \$413.25, and the Bake Sale \$78.50. The Donation Jar was approximately \$100.00.

Jack is meeting with the Assemblyman tomorrow to see what we can use the balance of the NYS grant for.

ROOF The middle section drains are completed. Ray Ashton is getting bids for the brickwork repair.

HARVEST DINNER OCT. 28 Tickets available for sale, also afghan raffle tickets. Assignments and times to meet discussed. Jack sent 95 letters out requesting basket donations.

NEXT MEETING will be October 3.

Diane moved to adjourn. Meeting adjourned.

Respectfully submitted, Diane Volker

ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING OCTOBER 3<sup>RD</sup>, 2017

PRESENT Jack Kuebler, Jennifer Page, Patty Friend, Barb Schmitt, Mari Grennell, Jackie Haderer, Sally Needham.

Jack opened the meeting at 6:07pm. Barb moves to accept the Agenda, seconded by Sally, motion carried. Mari moved to accept minutes of the previous meeting, with change to Central News: "Jenn" not "Jean" and "413.25 profit" not "13.25" profit, seconded by Barb, motion carried. Treasurer's report from Jackie attached. Private funds are now all at Lake Shore Federal Credit Union, motion to accept by Mari, accepted by Barb..0..00

CORRESPONDENCE None

PROGRAMS Miss Laurie is back, Wednesday nights. Thursday night with Miss Erin. Halloween party on October 25<sup>th</sup>. Girl Scouts still struggling with Kids Book Club. Medicare person in on October 20<sup>th</sup>. Movie nights have best attendance. Jenn attended many Lake Shore open houses.

CENTRAL None

STAFF Allison is working out well.

CIRCULATION Holding well up for the summer, even for the year.

PURCHASES AND NEEDS Desk: Central still getting back to Jenn with options and prices.

OLD BUSINESS Harvest Dinner. Set up Friday at 7:00pm. Saturday staff at 4:30pm. Ads are in the pennysaver. Desserts will be volunteers from Barb. Afghan raffle tickets \$1 each or 6/\$5. Put ad in Dunkirk Observer. Sally to send a press release to the media outlets. Board members to call Jenn to see if baskets need to be picked up on way to set-up.

\$2500.00 GRANT Jack met with Dave DeDietro on how to use the money. It can be used for advertising.

ROOF REPAIRS Completed our responsibility. Village needs to re-roof.

BRICKWORK REPAIRS Village work should be done 10/8.

CONCERNS Complimentary tickets to Harvest Dinner to Dragos, Mills, and Giancarlo.

NEW BUSINESS Large \$10,000 check at the library from NYS Senate Grant. Money to be used for circulation desk and a canopy.

Next meeting will be November 7<sup>th</sup>.

Sally moved to adjourn. Meeting adjourned.

Respectfully submitted, Mari Grennell and Jennifer Page

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING NOVEMBER 7, 2017

PRESENT Jack Kuebler, Barb Schmitt, Sally Needham, Patty Friend, Diane Volker, Jackie Haderer, Jennifer Page.

Jack opened the meeting at 6:05PM. Diane moved to accept the Agenda, seconded by Sally, motion carried. Barb moved to accept the minutes of the previous meeting, seconded by Barb, motion carried.

CORRESPONDENCE A memorandum was received from Central with scheduled holidays for 2018. In addition, we will be closed Christmas Eve, and Dec. 26, and open New Year's Eve that year from noon to 6PM. Patty moved to accept that schedule, seconded by Sally, motion carried. Also received from Central was a Conflict of Interest Policy and forms for us to sign, which those present signed.

TREASURER'S REPORT Jackie presented the report. Diane moved to accept, seconded by Barb, motion carried.

PROGRAMS are going well. Eighteen attended the Halloween program. Central has discontinued the Preschool program. Laurie Obrachta is willing to do the Moving and Grooving Program here at 6:30 Nov. 8 through Dec. 6 on Wednesdays. Programs planned: Movie Night Nov. 17 at 6:00, and Nov. 18 at 1:00. "What did the Scarecrow See?" Dec. 7 at 6:30; Explore and More graham cracker houses, Dec. 14 at 6 and 7pm; Take Flight November 30 at 6:30; Book a Tech Trainer Nov. 29 and Dec. 4; and Lego Club, Nov. 27, Dec. 18, and January 29 from 6:30 to 7:30 PM.

CENTRAL Jen said she attended the last ACT meeting. The budget change for 2018 shows a 2% increase, but it will go to minimum wage and salary increase, so we will not receive the additional money. Central strongly encourages us to make our hours more regular and easy to remember. Jen said Friday is the hardest day to get staff, and circulation is low that day, and she is working on some changes to the schedule. She said some libraries are displaying art work of artists, or school children, and we might want to consider doing this.

STAFF We need to get someone to do Gail Zimmerman's cleaning two hours a week. Ann is taking on one for now.

HARVEST DINNER report not complete yet. We still need the bill for the Fire Hall. We were up 8 dinners from last year.

BRICKWORK The scheduled work has not been done yet. The scheduled contractor needs to be replaced. Lights in the building have been worked on, with more to be done.

GRANT We received the check for \$10,000.00. The quote to replace the front desk is for \$9,967.68. Barb moved we use the grant money to do this, seconded by Sally,

motion carried after a roll call vote was unanimous. Jen passed out pictures and figures on the quote for our information prior to the vote.

Patty said she and her husband will donate the money for the snacks and the Harvest dinner, and turned in the receipts for our records.

NEXT MEETING will be December 5.

Diane moved to adjourn, meeting adjourned.

Respectfully submitted.

Diane Volker

ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING - December 5, 2017 6PM

PRESENT Jack Kuebler, Barb Schmitt, Sally Needham, Mari Grennell, Jennifer Page, Patty Friend

Jack opened the meeting at 6:00PM.

AGENDA and SECRETARY'S REPORT - Barb moved to accept the Agenda, seconded by Sally, motion carried. Jack motioned to accept the minutes of the previous meeting, seconded by Barb.

TREASURER'S REPORT – unofficial – but a report was distributed regarding the Harvest Dinner \$2,660.83 was final recorded, but Jack had received another \$50 from Police Chief, making the new total \$2,710.83. Successful Event!

CORRESPONDENCE – Jenn received request from Lake Shore School requesting an advertisement in their Musical Program: ¼ page at \$40 was agreed upon. Jack received a phone call from Assemblyman Dave DiPietro for a 12/6/2017 meeting at 5:30 at Spot Coffee in Orchard Park to discuss “free books for Kids” project. However, with the weather expected to be inclement and the short notice, no one could attend from our Library committee. Jack will let David know. We had already agreed to participate in the project at an earlier date.

PROGRAMS (Attendance/publicity); Per Jenn: All going ok. Participation is down during Holiday Season. Upcoming events: “Moving & Grooving with Miss Laurie” Dec 6 at 6:30pm. “What did the Scarecrow See” on Dec 7 at 6:30 pm, includes stories, songs, activities and crafts. This may have to be cancelled as we only have 3 signed up (5 attendees are required). “Graham Cracker Houses” with Explore & more a Children's Museum, made possible through a grant from the Marks Family Foundation on December 14<sup>th</sup>, with sessions at 6 and 7pm. December 15<sup>th</sup> from 11am to 2pm; “Medicare information meeting” - for those turning 65 or who are new to Medicare. Free Movie “DISPICABLE ME3” on Dec 15 at 6pm and Dec 16 at 1pm. “Lego Club” (ages 5-13) will be held Dec 18<sup>th</sup> at 6:30 pm. Registration is required for all activities.

CENTRAL NEWS – No news other than ACT Schedules

STAFF REPORT – All ok – Cleaning person position is still open.

CIRCULATION REPORT – Record low last Saturday, but the weather was unseasonably good that day. We expect good attendance during the ‘Christmas in the Village’ Saturday festivities. We are making ornaments with the kids for the village event on Dec 9<sup>th</sup>.

PURCHASES AND NEEDS – 90 day delivery for new circulation desk.

OLD BUSINESS –

**Harvest Dinner October 28<sup>th</sup>** report went well. Our Bob Hope-like Master of Ceremonies: Jack Keubler was a welcoming, humorous and informative host. Cala's

Catering provided a delicious turkey dinner. There was a great selection of donated pies/cakes and the donated theme baskets/gift certificates were plentiful. Opening and pre-dinner music was terrific! The evening also included lovely and unique table centerpieces made by Judy Woodman and a gorgeous Afgan handmade by Jackie Haderer for raffle. A surprise visit by a group of talented dancing Halloween Witches provided extra funds (and entertainment) for the event. - refer to distributed Treasurer's report for more detail.

**Check out desk/circulation counter;** we are still waiting for delivery and installation.

**Brick work repairs** - Not yet accomplished. Carole Kin reported to Jack that she doesn't know about this anymore, it seems to have reached a dead end with the contractor. Jack will contact Mayor Frawley.

#### NEW BUSINESS-

Theft of funds from the Library office, on November 25, 2017: \$599.00 was stolen, which included: \$335 fines, printing and copier funds, \$52 Petty Cash, \$212 Candy Bar Money. (Envelope with candy \$ was left under a purse, they took the \$, but left the purse.) Jenn contacted Jack with the information. Police were contacted and believe it was someone that has been in the library multiple times. The staff was in house, but busy in the children's area. We will have the Village Locksmith change the lock, and we will purchase a cabinet and a drop safe. (Two people will have keys (Treasurer and Librarian). The staff will begin locking up their purses as well. Jenn will write up a policy statement to have Staff members lock up their purses. A key for this cabinet will go to each staff member. Jack to visit the locksmith regarding: 1) Drop safe to mount on floor 2) key pad for door to office and 3) possible key pad to cabinet with each staff member to have their own code. We also discussed finding a way to accept credit cards as payment.

CONCERNS – Salt/shoveling for winters is all set. Snow removal log to document times shoveled and who shoveled. Log is located on basement door for documenting this activity.

NEXT MEETING is January 2, 2018 and we will hold election of officers. Jack has agreed to remain as President, and Barb agrees that she is willing to accept position of Vice President.

ADJOURNMENT – Sally made motion to adjourn.

Respectfully submitted,  
Patty Friend