

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING JANUARY 2, 2018

PRESENT Jack Kuebler, Jennifer Page, Diane Volker, Mari Grennell, Sally Needham, Patty Friend

Jack opened the meeting at 6:02PM. Mari moved to accept the Agenda, seconded by Sally, motion carried. Mari move to accept the minutes of the previous meeting, seconded by Sally, motion carried. There was no Treasurer,s report.

CORRESPONDENCE Jen said Goya wanted to know if we would like a cardboard recycling bin on the property, but she told them we don't have the room for one.

PROGRAMS Christmas in the Village was a huge success, and better than last year. The door count was 519, and 80 ornaments were made by children. Only a few attended Movie Night, and attendance was low at all programs.

CENTRAL Jenn reported that Carol Batt has retired, so there are some new administrators.

CIRCULATION is not good.

PURCHASES We are still waiting for the new desk to arrive. Jack ordered a safe for the office, and a key pad has been placed on the office door. Jenn said she went to Central Surplus, and got a paperback rack, a new CD rack, and shelving.

BRICKWORK has not been done yet. Jack asked Mayor Frawley to look into it.

ELECTION OF OFFICERS Sally moved to nominate the current slate of officers to be elected for 2018. Mari seconded, motion carried. So it will be Jack Kuebler, President, Barb Schmitt, Vice-President, Jackie Haderer Treasurer, and Diane Volker Secretary for 2018. They are asked to go to the Village Hall, take the oath, and sign the book.

NEXT MEETING will be February 6.

Diane moved to adjourn, meeting adjourned.

Respectfully submitted,  
Diane Volker

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING FEBRUARY 6, 2018

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

Jack opened the meeting at 6:02PM. Barb moved to accept the Agenda, seconded by Sally, motion carried. Mari moved to accept the minutes of the previous meeting, seconded by Sally, motion carried.

TREASURER'S REPORTS for October, November and December were presented. Mari moved to accept, seconded by Barb, motion carried.

CORRESPONDENCE A letter was received regarding renewing our ad in the Community phone directory for \$250.00. A notice that the library credit card, which was still in Mary Truby's name, has expired, and needs to be renewed. A discussion followed about just getting a debit card to use for internet purchases.

PROGRAMS Lego Club attendance has dropped to low or none attending, so that has been dropped. Movie nights continue with Ninjago on February 9 and 10, and Coco on March 16 and 17. Moving and Grooving with Miss Laurie continues to be popular.

CENTRAL Staff Development Day will be May 9 from 8:30 to 4:30.

STAFF Judy Woodman is retiring as of the end of February. Shelby will move up to her position, but she will be going on maternity leave in April, so Judy has agreed to fill in on an emergency basis until she returns. Russ Gullo has been hired for the Page position.

CIRCULATION has been pretty good this month, and computer usage has been high.

PURCHASES The new checkout desk has not yet arrived. They are to deliver by February 20.

SECURITY A key pad has been installed on the office door and an automatic closer. A steel cabinet has been purchased for staff purses, and a drop safe with two keys.

BRICKWORK has not been done. Carole Kin has spoken to Ray Ashton about it.

OATHS Board officers reminded to go to the Village Hall and get sworn in.

NEW BUSINESS Barb moved to purchase the \$250.00 ad for the Community phone directory, seconded by Sally, motion carried. Senator Chris Jacobs will be at the Orchard Park library on February 21 at 3:00 for discussions. Some of us will try to attend, depending on the weather. Patty moved we get a debit card from the credit union for internet purchases, seconded by Mari, motion carried.

Diane moved that the Library be closed May 9 so all staff could attend the Staff Development Day. Barb seconded, motion carried. We discussed what to do regarding Judy's retirement. She has worked here since October 1983. The board chipped in for a flower arrangement, along with the staff, for her last day of work on March 2. Also, Mari will check into dates for a dinner at the Colony restaurant, and a gift package for a room and dinner at either Russell's or Salvatore's Italian Gardens.

HOT DOG SALE No date yet.

HARVEST DINNER Jack will see if the Evans Fire Hall is available November 3 and reserve it.

LIGHTING Some repairs have been made, more still needed.

NEXT MEETING will be March 6.

Diane moved to adjourn, meeting adjourned,

Respectfully submitted,

Diane Volker

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MARCH 6, 2018

PRESENT Jack Kuebler, Patty Friend, Sally Needham, Barb Schmitt, Mari Grenell, Jennifer Page, Diane Volker

Jack opened the meeting at 6:07pm. Diane moved to accept the Agenda, seconded by Sally, motion carried. Mari moved to accept the minutes of the previous meeting as written, seconded by Sally, motion carried. There was no Treasurer's report and no correspondence.

PROGRAMS A new program in April will be Yoga on Friday mornings with Sondra Holland. Free movies will be Wonder and Coco. Moving and Grooving will be Pajama Storytime with Miss Laurie, Wednesdays March 7-April 4. March 19 will be Fairy Tale Engineering.

CENTRAL Nothing to report

STAFF Our new cleaner will be Bev Rosario. Russ Gullo is working out as the new Page. Judy Woodman's last day was March 2, but she will stay on the books and fill in as needed when Shelby is on maternity leave. Shelby is the new Clerk.

CIRCULATION Door counts, computer use and wifi are up.

PURCHASES Jenn received an estimate from Unifirst for matts. For biweekly drop off and cleaning, it would be \$48.00 each time, which we agreed was high. She is getting an estimate from Cintas. We discussed that it might be cheaper to just buy matts and replace as needed. The new checkout desk should arrive by March 26. We decided to get a plaque for it in memory of Mary Truby.

BRICKWORK Ray Ashton is looking into a different company to do the work

ARTWORK FOR NEW ROOM Mari will contact the Superintendent for permission to call the art teachers at the schools to request works for display in the new room. Jack will contact a company he knows to get a cork strip for hanging the art work.

NEW BUSINESS Jack's term is up this month. He turned the meeting over to Barb. Patty moved we keep Jack as a Trustee, seconded by Diane. All were in favor, and the Secretary cast one unanimous ballot. Diane said Book Club would like to meet

in the new room, and would use the back door to get in, leaving the front door unlocked. Permission was given to give Donna Nagel a back door key.

LIGHTING Some still not repaired

Jenn said she would like to make the following changes to the room use application: remove the "other requirements" section; add "additional requirements are the responsibility of the user"; add an email address for the applicant; and add "reserve time and program time". We agreed on the changes.

NEXT MEETING Diane moved we cancel the April meeting, and meet May 1. Barb seconded, motion carried.

Respectfully submitted,

Diane Volker

ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING    MAY 1, 2018

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

Jack opened the meeting at 6:04PM. Patty moved to accept the agenda, seconded by Sally, motion carried. Barb moved to accept the minutes of the previous meeting as written, seconded by Patty, motion carried. Barb also mentioned the Book Club is enjoying meeting in the back room.

TREASURER'S REPORTS for January were presented. Diane asked about the \$298.53 paid under travel and Jenn explained that is the total for the year for her travel expenses. Patty moved to accept the reports, seconded by Barb, motion carried.

CORRESPONDENCE A thank you note was received from Patty for an ad in the program and our attendance at the Chamber Dinner, where she received the Citizen of the Year award. A letter was received from John Mills saying he will be unable to do the Hot Dog Fundraiser this year, as Sahlen's is unable to provide the grill and tents this year.

PROGRAMS Jenn is trying out a new program, Fiber Arts night the first and third Mondays, where people bring their own projects and supplies to work on. Movies will be Paddington 2 May 4 and 5, and Star Wars, the Last Jedi on May 18. Moving and Grooving with Miss Laurie will continue on Wednesdays, except on May 9. May 18 there will be a program about various Medicare programs, with a free ice cream social. May 26 is Book a Technology Trainer.

CENTRAL No news.

STAFF Russ is working out well, and a new Page has been hired, Tyler, age 16.

CIRCULATION is holding steady, and door counts are good.

PURCHASES The new desk has been installed.

OLD BUSINESS Nothing happening regarding the brickwork repairs. Cork strips for displaying children's art work from the schools is in the works. We discussed a plaque for the new desk in memory of Mary Truby. It was decided it would have

her picture, and say “Dedicated in memory of Mary Packard Truby, Angola Public Library Director” and include the years she was director.

STATE REPORT Barb moved to approve the state report, seconded by Sally. A vote on the resolution was five ayes, none opposed.

HOURS OF OPERATION Jenn would like to change them after Labor Day to the following: Mondays 12-8; Tuesdays, 10-6; Wednesdays 3-8; Thursdays, 3-8; Fridays 10-6 and Saturdays 11-3. Diane moved to adopt the change, seconded by Sally, motion carried.

LIGHTING ISSUES No one has come to finish the job on the existing lights. We are going to look into LED lights. Also discussed was getting a programmable thermostat to save money.

NEXT MEETING will be June 5 at 6PM.

Sally moved to adjourn, meeting adjourned.

Respectfully submitted,

Diane Volker

ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING JUNE 5, 2018

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

Jack opened the meeting at 6:07. Diane moved to accept the Agenda, seconded by Barb, motion carried. Patty moved to accept the minutes of the previous meeting as written seconded by Jackie, motion carried. Jackie presented the Treasurer's reports for March and April. Barb moved to accept the reports, seconded by Mary, motion carried.

CORRESPONDENCE A thank you note was received from Mari for the flowers we sent after her surgery. Also a thank you for our participation in the meeting with Chris Jacobs was received.

PROGRAMS Jenn said she will start sending our flyers to various government officials so they will see what we are doing. We discussed letting tutors use the new room. Jack will look into a security camera for the room. Summer programs are: June 25, Medicare and NY State of Health; Lego Nights beginning June 25; Science Below Zero, June 30; Moving and Grooving with Miss Laurie, Wednesday beginning July 11; Movie Night showing A Wrinkle In Time, July 13; Book a Tech Trainer July 14; Buffalo Animal Adventures, July 21; Do-It-Yourself Instruments July 23; Balloon Sculpture August 2, and Rocking with Pete the Cat August 9.

CENTRAL is asking for yearly capitol assets report.

STAFF Sue Hartloff is retiring as of June 29. She does not want a party, but Jenn will have a staff get-together at 6:00. Mari will order party trays and get a \$100.00 prepaid Visa card for a gift.

CIRCULATION holding ok.

PURCHASES We chose a picture of Mary Truby for the dedication plaque in her memory on the new circulation desk. The dedication will be Saturday August 25 at 4:00. We will invite her family and various officials of the Town of Evans, Village of Angola, Brant and Farnham.

BRICKWORK nothing done yet.

CHILDREN'S ART DISPLAY We are waiting for the cork mounting strips.

NEW BUSINESS For the Capitol asset report we decided to use \$2500.00 as the number. The Comptroller gives a checklist for assessment. Our only purchase and investment policy is that they have to be voted on by the Board.

SIGNS will be put back for the summer, except at St. Anthony's Cemetery.

NEXT MEETING We will skip July and meet August 7.

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

Respectfully submitted,  
Diane Volker



## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AUGUST 7, 2018

PRESENT Jack Kuebler, Jenn Page, Jackie Haderer, Sally Needham, Diane Volker, Mari Grennell.

Jack opened the meeting at 6:07PM. Jackie moved to accept the minutes of the previous meeting as written, seconded by Sally, motion carried. Jackie presented the Treasurer's report for May and June. Diane moved to accept, seconded by Sally, motion carried.

CORRESPONDENCE A letter received from Friends of Luke Wachensky, who is running for political office, but not in our district. We received a thank you note from Sue Hartloff for her retirement party and gift.

PROGRAMS are almost done for the summer and attendance was just ok. Jean expressed a concern about finding funds to continue the Pre-School programs, as Central does not provide all the funds. She was assured we could provide the additional money.

CENTRAL contract is here for signing.

We are one of the libraries chosen to participate in a public art project involving signs, painted and displayed either in or outside by a Buffalo artist. After a discussion, we decided to participate. Jackie moved we participate, seconded by Sally, motion carried. We need to have the Village agree, as owners of the building. Jack will meet with Mayor Frawley to speed things up, as we only have a short time to get on board.

PURCHASES Jack found a tackless paper holder set for the Children's Art Project for \$218.43. Mari moved to purchase, seconded by Sally, motion carried. Jack is writing a grant proposal for the roof repair project. National Grid will change all lights in the library to LED for \$1, 242.80, and Central will cover the cost. The bill for Mary Truby's plaque was \$500.25 from Signs Unlimited. Jean will send a tax exempt slip to them to get the tax off, bringing it to \$460.00. Diane moved to pay the bill, seconded by Sally, motion carried. The dedication of the new circulation desk with the plaque will be August 25 at 4:00 with refreshments following. Jenn will notify Central and invite Mary Jean Jacobowski. Mari will order cookies and soft drinks.

SECURITY CAMERA PROJECT The cost will be \$12, 741.64. Jack suggested Friends of the Library would be interested in covering the cost and he will contact them.

HARVEST DINNER will be November 3, to benefit Children's Programs.

BRICKWORK IS NOW COMPLETED

CONTRACT WITH CENTRAL Mari made a resolution to approve the 2018 contract, and that Jack sign as President of the Board. Sally seconded, motion carried.

BOOK SALE will be Aug. 22 to Aug. 25.

NY LIBRARY ASSOCIATION CONFERENCE will be in Rochester this year, November 8, 9, and 10. Mari moved we pay for Jenn to attend, including the hotel, seconded by Sally, motion carried.

NEXT MEETING will be September 4.

Respectfully submitted,

Diane Volker

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING SEPTEMBER 4TH, 2018

PRESENT Jack Kuebler, Patty Friend, Mari Grenell, Jennifer Page

Jack opened the meeting at 6:10pm. Patty moved to accept the Agenda, seconded by Mari, motion carried. Patty moved to accept the minutes of the previous meeting as written, seconded by Mari, motion carried. There was no Treasurer's report and no correspondence.

We have already made \$33.00 in sales for the afghan raffle. The profits from the book sale are \$513.70.

PROGRAMS Regular programs are in process.

CENTRAL Nothing to report.

STAFF Everyone is doing well.

CIRCULATION August circ stats were an \*all time high\* since 2014!

PURCHASES Jenn would like to purchase a new projector for movie night. Her research showed they are around \$300-\$400. Jack suggests going through the county.

DEDICATION Excellent attendance, around 50 people. Politicians Senator Chris Jacobs, Legislature John Mills, Mayor Howard Frawley all in attendance. Senator Jacobs enjoyed seeing the desk that we spent the first \$10,000 check on, and would like to know what we decide to spend the second \$10,000 check on.

CHILDRENS ART WORK DISPLAY Received an email from the wall rails company. They are on back order and should be here in about a month.

SECURITY CAMERA INSTALLATION Paperwork ready to go. Meeting to be held regarding payment.

EXTERIOR ART WORK Waiting for contact from Albright-Knox representative. There will be 3 panels outside on the bank side of the building for up to 3 years, depending on condition.

LIGHTING Approved by village and library, will happen quickly once date is assigned.

ROOF REPAIR Grant request is due 9/6/18. Having some difficulty with the forms.

NEW HOURS start 9/4/18.

HARVEST DINNER Sally elected to chair the event! Cala's is in place to cater.

Purpose for the dinner: funding of children's programs. Next month we will give assignments for jobs at the dinner.

Motion to ajourn by Patty at 6:45pm. Motion approved.

NEXT MEETING October 2nd

Respectfully submitted,

Mari Grennell

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING OCTOBER 2, 2018

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

Jack opened the meeting at 6:10PM. Diane move to accept the Agenda, seconded by Sally, motion carried. Mari moved to accept the minutes of the previous meeting, seconded by Barb, motion carried. The Treasurer's reports for July and August were presented. Barb moved to accept, seconded by Sally, motion carried.

CORRESPONDENCE Ken Stone sent an email to confirm that the System Board approved our construction grant proposal for submission to the state.

PROGRAMS Jenn said September is always a slow month. On October 22 Laurie will have the Halloween Party.

CENTRAL In the system budget analysis, we are projected to be under budget, but Jenn will use up the extra money for more hours and projects. She said we should start looking into basement waterproofing now so we can put it in for next year.

STAFF Russ, who was working as a page has decided give the job up. We now have two pages, Tyler, 17 and Zoey, who is 16.

CIRCULATION Still holding pretty well.

PURCHASES None needed at the moment.

CHILDREN'S ART DISPLAY The hang rails are in and just need to be installed.

SECURITY CAMERA has been ordered. The Angola Public Library Support Group will use their funds to cover the cost.

HARVEST DINNER Set up will 7PM Friday November 2. We can get in at 5:00 Saturday to set out the desserts. Assignments were discussed.

EXTERIOR ART WORK being worked on between the artist and the Albright Knox.

LED LIGHTING waiting for the materials.

ROOF REPAIR GRANT REQUEST has been submitted to Albany.

NEXT MEETING will be November 6.

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

Respectfully submitted,  
Diane Volker

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING NOVEMBER 6, 2018

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

Jack opened the meeting at 6:07PM. Diane moved to accept the Agenda, seconded by Jackie, motion carried. Mari moved to accept the minutes of the previous meeting, seconded by Barb, motion carried. Jackie gave a report on the Harvest Dinner. So far we made \$2, 323.00, but we have not received a bill for the Fire Hall rent, so it will go down after that is paid.

CORRESPONDENCE We received a letter from Central suggesting we adopt a Procurement Policy.

PROGRAMS Jenn reported the Unicorns and Dragons program was very popular. Upcoming programs are Nature Play November 14; Book a Technology Trainer, December 29; Christmas in the Village, ornament making and letters to Santa December 8; Explore and More make a Graham Cracker House December 15.

CIRCULATION is down 4 1/2 %, but that is a lot lower than in many other branches.

STAFF The 2 1/2 hour cleaning position has been filled.

PURCHASES We have \$8, 017.44 to spend on technology from various Gallivant grants. It was suggested we purchase a smart board, and pricing and options will be looked into. Jenn said we need more dehumidifiers for the basement. Jack told her to order one from Shultz's. Jenn would like to start an ongoing book sale to sell off the books in the basement before they get ruined from the damp.

CONFLICT OF INTEREST forms were signed by those present.

OLD BUSINESS The hangers for the children's art project need to be installed. Security cameras not yet installed. The Afghan raffle made \$258.00.

NEW BUSINESS The exterior art work project is on hold. LED lighting will be installed on November 9. Waiting to hear regarding the roof repair grant request. Jack presented a Procurement Policy. Barb moved to accept, seconded by Jackie, motion carried.

Our INVESTMENT POLICY was reviewed. Barb moved to accept, seconded by Mari, motion carried. Jean will get Orchard Park's petty cash policy, which has already been approve, for us to see next month.

NEXT MEETING will be December 4. Jackie moved to adjourn, meeting adjourned.

Respectfully submitted, Diane Volker

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING DECEMBER 4, 2018

PRESENT Jack Kuebler, Jenn Page, Shelby Harris, Diane Volker, Patty Friend, Sally Needham, Barb Schmitt, Mari Grennell.

Jack opened the meeting at 6:03PM. Patty 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. The Treasurer's reports were presented. Diane moved to accept, seconded by Barb, motion carried. Jenn showed us an example of the new format we will be using for reporting the private checking account from now on, and also the budget reporting form to be used, set up with help from Central.

Shelby went over the state requirements for libraries which must be put into place by January 1, 2021. A discussion followed regarding implementation.

CORRESPONDENCE Lake Shore Central requests we purchase an ad in the program for the upcoming musical. Diane moved we purchase an ad for \$50.00, seconded by Sally, motion carried. The Dunkirk Observer sent a request that we take an ad in their Holiday Songbook. After a discussion we decided not to do that.

PROGRAMS We will be participating in Christmas in the vVillage on December 8, with ornament making and letters to Santa. Explore and More will do Graham Cracker Houses on December 15. Free movies will be Smallfoot on December 28, and The House With the Clock in the Walls on January 11. Book a Technology Trainer will be December 29.

CENTRAL notified us that the \$10, 000.00 from Senator Chris Jacobs will be put in our budget.

STAFF Brandon, the new part-time cleaner is working out.

CIRCULATION is low for November.

PURCHASES AND NEEDS a new refrigerator was needed.

OLD BUSINESS The children's art work display strips have not been installed yet. Security cameras will be installed Wednesday. The LED lighting is now installed. The exterior art work project is still on hold.

NEW BUSINESS Jenn wrote a draft for Petty Cash guidelines, after looking at Orchard Park's policy. She presented the draft. After a discussion, we amended it to set the maximum amount to \$200.00 instead of \$500.00. Sally moved we adopt the amended policy, seconded by Mari, motion carried. Barb moved we pay the \$220.00 to Shultz's for the new refrigerator, seconded by Sally, motion carried. Jean mentioned we have about \$250.00 in cash at the moment from candy sales. Diane moved we skip the January meeting and meet next on February 5. Mari seconded, motion carried. Meeting adjourned.

Respectfully submitted, Diane Volker