

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING JANUARY 7, 2020

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

Jack opened the meeting at 6:02. Diane moved to accept the Agenda, seconded by Sally, motion carried. Barb moved to accept the minutes of the special meeting on December 3. Sally seconded, motion carried. Patty gave a verbal presentation of minutes from the regular meeting on December 3. Jackie moved to accept, seconded by Sally, motion carried. Jackie presented the Treasurer's report. Patty moved to accept, seconded by Barb, motion carried.

CORRESPONDENCE A memo received that 2020 contract extensions are to be no later than July 21. An email regarding the next ACT meeting requesting notification of who is attending and where was received.

PROGRAMS The free movie will be the Addams Family on February 7, and Book a Technology Trainer will be on January 22.

CENTRAL is still working on the budget. The new style library cards are coming in February.

STAFF Nothing to report.

CIRCULATION The end of the year figures show it is only down 5%, which is better than many other branches.

PURCHASES The painting is almost done, just a few more purchases needed to finish it.

CHILDREN'S ART PROJECT is on hold.

ELECTIONS Jack asked Diane if she is willing to serve as Trustee for another five year term, and she said yes. As there are no other candidates, Patty moved to cast a single ballot for her, seconded by Jackie, motion carried. Sally moved to reelect the current officers, seconded by Patty, motion carried. Officers for 2020 will be Jack, President; Barb, Vice-President; Jackie, Treasurer, and Diane Secretary.

Jenn had some samples and prices for library bags. After a discussion, we agreed to order the sturdy navy bags, color of the logo to be determined. Jackie moved to order 225 bags to sell at \$3.00 each, at a cost of \$540.00 to be paid from the private funds account. Sally seconded, motion carried. Jack suggested we give away a bag with each ticket purchase for the Harvest Dinner, and sell the remaining, and we all agreed. We would like to use a picture of the round sign in front of the library for the logo on the bag.

NEXT MEETING will be February 4.

SALLY moved to adjourn, meeting adjourned.

Respectfully submitted, Diane Volker

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING FEBRUARY 4, 2020

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

Jack opened the meeting at 6:00. Diane moved to accept the Agenda, seconded by Patty, motion carried. Barb moved to accept the minutes of the previous meeting. Patty seconded, motion carried. The Treasurer's reports were presented. Diane moved to accept, seconded by Patty, motion carried.

CORRESPONDENCE More Trustee newsletters arrived. Lake Shore Middle School requested a donation of a gift basket or gift card for an auction to raise money to go to Camp Broadway at Shea's. After a discussion, Jackie moved to give a \$25.00 Tops gift card, compliments of the Angola Library Board of Trustees. Barb seconded, motion carried.

PROGRAMS WILL BE: free movies, Adams Family On February 7 and Frozen II on March 20; Paws for Love February 24 and 27; Lego Club February 19 and March 18; and Book a Tech Trainer, February 22.

CENTRAL The system budget analysis showed we were \$891.00 under budget on electricity. Also a reminder was sent to do the survey if you haven't done it yet.

CIRCULATION holding steady. 43 laptops were checked out to over 80 tutors the last month.

PURCHASES none needed. The new bags are here and will be sold for \$3.00 each. Candy bars were moved to a more visible location and are selling better.

CHILDREN'S ARTWORK PROJECT Jack will drop off a laser level so holders can be installed.

ELECT TRUSTEES Diane's term was to actually up, so we need to elect Three trustees. Barb, Sally and Jackie are up for renewal. Mari nominated them. Diane seconded. Since there were no other nominations Jack instructed Diane to cast one unanimous ballot for them.

EXTERIOR ARTWOK no news, so we will go ahead with having the exterior walls that need it painted.

ROOF REPAIR GRANT CHANGE The plan is now to just coat the roof, rather than replace it, and the grant people have okayed the change. Quote requests have gone out.

RESOLUTION After reading the draft proposal regarding amendments to the personnel policies and procedures manual, a roll call vote was taken. Barb, Mari, Jackie, Patty and Diane all voted aye. No nays.

NEXT MEETING will be March 3.

Barb moved to adjourn, meeting adjourned.

Respectfully submitted, Diane Volker

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MARCH 3, 2020

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

Jack opened the meeting at 6:05. Patty moved to accept the Agenda, seconded by Sally, motion carried. There are two corrections to the minutes of the previous meeting. Under Elect Trustees, it should read “not” instead of “to”. And “artwok” should read “artwork”. Patty moved to accept the minutes as corrected, seconded by Sally, motion carried. Jackie presented the Treasurer’s reports. Barb moved to accept, seconded by Diane, motion carried. Jack said he will sign the \$2500.00 check to the Village from the Town for the Library tomorrow so the library can get the funds.

CORRESPONDENCE A notice that Michael Amadea is our representative from the Central Board. There in an ACT meeting March 14 at the downtown library. Jean said there is a new section on the state forms concerning whether we have met the minimum standards for our long term plan for 2021, and she and Shelby are working on defining our long term plan.

PROGRAMS Central has given us money for a Census Day celebration, toward refreshments, crafts etc. Jenn is doing research on when the library was actually formed, so we can have an anniversary celebration. Other programs scheduled are Lego night, March 18; free Frozen II movie March 20; and Paws for Love March 26 and 30.

CENTRAL Sanitation info was sent out. Jack volunteered to teach a class on protecting yourself. He also suggested calling the Angola Fire Dept. if needed to clean up body fluids and get rid of bio-hazards, as they have the necessary supplies.

STAFF nothing to report.

CIRCULATION holding, better than some other libraries.

PURCHASES AND NEEDS Candy bar sales are doing great since Jenn moved them to a more prominent place, \$140.00 in sales in the past five weeks. However, Fowler’s has upped the minimum number of boxes to purchase and she is looking into other options. She explained some ideas for purchases using Gallivant grant money. She suggested a blue ray player for \$180.00, a video capture box which changes VHS to digital, for \$120.00, and a machine that changes slides and photo negatives to digital for \$450.00. We have \$5389.93 in Gallivant grant money. Barb moved to make the aforementioned purchases, seconded by Sally, motion carried.

ROOF REPAIR The Village has found a contractor to do the coating work, which will begin when the weather warms up.

HOT DOG SALE We decided to have one again this summer, and Jenn will contact John Mills’ office to see about donations of food.

NEXT MEETING April 7.

Diane moved to adjourn, meeting adjourned.

Respectfully submitted,

Diane Volker

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING JUNE 2, 2020

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

Jack opened the meeting at 6:05. Jackie moved to accept the Agenda, seconded by Sally, motion carried. Patty moved to accept the minutes of the previous meeting, seconded by Sally, motion carried. Jackie presented the Treasurer's report. Barb moved to accept, seconded by Sally, motion carried.

CORRESPONDENCE None

PROGRAMS None

CENTRAL Just emails regarding reopening policies, which we all received.

STAFF Brandon had the Covid -19 virus, but is ok after a month of quarantine.

PURCHASES All items we purchased are at Central, and will be delivered to us.

Nothing new regarding the children's art project, exterior art, or roof repair. The Village is looking for a contractor to do the roof repair. Jack filed for an extension on the grant money for the project.

Jack wrote a resolution stating: whereas the Buffalo and Erie County Public Library system is now opening libraries for limited services the following plans and procedures for the Angola Public Library are hereby adopted by the Angola Public Library Board of Trustees on June 2, 2020 and remain in effect until revised or removed by the Angola Public Library Board of Trustees: The reopening plan, Safety Plan, Curbside Service plan, Rules of Conduct Item 12, Chapter VIII section 14 Personnel Policies and Procedures Manual 5/26/20, and Procedure for Pre-Entry Screening. Jackie moved to adopt, seconded by Barb. All voted in favor of the resolution.

HOT DOG SALE We will not be able to hold it this year.

Jenn said she will continue curbside pick-up until July 1. She would like to initiate letting people in by appointment only when we do open the building to limit the number of people in the building.

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

Respectfully submitted,

Diane Volker

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING JULY 7, 2020

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

Jack opened the meeting at 6:00. Jackie moved to accept the Agenda, seconded by Sally, motion carried. Barb moved to accept the minutes of the previous meeting. Sally seconded, motion carried. Diane moved to accept the Treasurer's report, seconded by Sally, motion carried.

CORRESPONDENCE None

PROGRAMS The summer Reading program is a virtual one this year, with a gift card prize.

CENTRAL Nothing to report.

STAFF All good.

CIRCULATION Down of course but we broke 100 for June.

PURCHASES The Blu Ray and other items ordered came when Central was closed and had to be reordered, and have just come in.

REOPENING Jenn said they are ready to go. Shields are in, distancing floor markers, hand sanitizing stations in place. There will be only two computers in use, one at a time for 30 minutes, while the other is cleaned. She will lock the door when capacity is reached. Barb made a motion that capacity will be eight patrons and two staff. Sally seconded, motion carried. Patty moved we allow Book Club to meet in September, with masks required.

Jackie moved that Jenn have permission to increase hours from the 25 at now to 38 at her discretion. Sally seconded, motion carried.

COUNTY CONTRACT The Board passed a resolution to approve the agreement submitted by the Buffalo and Erie County Public Library for the furnishing of free library privileges to the people of the county of Erie, for this Library for the year 2020. A roll was called, votes were six Ayes, zero Noes.

Patty moved we postpone the Harvest Dinner until 2021, seconded by Sally, motion carried.

Jenn said they have put out a survey at the desk and online with questions related to our long range goals plan.

NEXT MEETING will be September 1, 2020.

Jackie moved to adjourn, meeting adjourned.

Respectfully submitted,

Diane Volker

## ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING SEPTEMBER 1, 2020

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

Jack opened the meeting at 6:00. Patty moved to accept the Agenda, seconded by Diane, motion carried. Barb moved to accept the minutes of the previous meeting, seconded by Sally, motion carried. Jackie presented the Treasurer's report. Diane moved to accept, seconded by Sally, motion carried.

CORRESPONDENCE We received a letter from Friends of the Village requesting a donation toward flowers. Barb moved to donate what we did last year ( we think it was \$100.00). Patty seconded. Motion carried. A notice was received from Central that they will expand their hours for the main library and the city branches beginning September 12 with reduced staff. Jenn calculated it to be their normal hours plus three more. A letter was received from Sean Pulvirenti requesting we remove the restrictions imposed on him in December 2019. In particular, he would like to be able to print material and memes from the library computer.

PROGRAMS Book Club met for the first time since March with six members attending. Book a Trainer will be done virtually. The computers can be set up so one person can speak to the trainer. Backpacks with back to school supplies were put together and donated. Jenn and staff are working on ideas for a Halloween project. It will be a kind of open house with stations with crafts, games, etc. after the library is closed. A staff member will escort one family at a time to each station. They will sign up ahead of time, and come in the front door and out the back.

CENTRAL The County budget will come out October 15

STAFF All are working, but not necessarily full hours.

CIRCULATION is down 31% from last August.

PURCHASES The carpet tiles for the office will be installed September 4, and the library will be closed that day,

CHILDREN'S ARTWORK Brandon will install the holders.

ROOF REPAIR is completed and Jack has closed out the grant and sent in the paperwork. The leak in the office has been fixed, which has helped the basement water problem also.

LETTER FROM SEAN After a discussion, Barb moved that Jack send a reply stating that the Board has decided not to relax the restrictions placed on him in December, with a carbon sent to the Evans Police and Central. Included in the letter will be an explanation of the current rules for using the computers for all library users, which he may follow. However, he will not be allowed

to print materials or have any contact with minor staff members, as stated in the December letter. Jackie seconded, motion carried.

**LIBRARY HOURS AND BUDGET** Central wants to encourage saving money and asked Jenn to do a projection of how a 5% , a 10 %, and a 25% reduction would affect hours. Our regular hours total 38, but we are currently at 30. Those projections would cause a loss of one, three, or nine hours. After a discussion, we decided she should let them know that the Board has indicated a desire to go back to full hours and staff.

**NEXT MEETING** will be October 6.

Respectfully submitted,

Diane Volker

ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING OCTOBER 8, 2020

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

Jack opened the meeting at 6:02. Diane moved to accept the Agenda, seconded by Sally, motion carried. Patty moved we email the minutes to members of the board, seconded by Barb, motion carried. Sally moved to accept the minutes of the previous meeting. Barb seconded, motion carried. The Treasurer's report was presented. Patty moved to accept, seconded by Sally, motion carried.

CORRESPONDENCE None

PROGRAMS There will be a program on Halloween for family groups. There will be two stations, and groups will be moving every 15 minutes. Also there is a Book A Tech Trainer program available.

CENTRAL Nothing to report.

STAFF All are back and healthy.

CIRCULATION is getting better, now at 75% compared to last year.

Jenn requested more money for specialty magazines. Barb moved to allow her to spend up to \$100.00, seconded by Sally, motion carried.

ROOD REPAIR GRANT Jack submitted new forms because of the change in plans to coat the roof rather than replace.

NEW BUSINESS There will be new hours as of October 1, which will be reevaluated after December 31.

NEXT MEETING will be November 3.

Barb moved to adjourn, meeting adjourned.

Respectfully submitted,

Diane Volker



ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING NOVEMBER 3, 2020

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

Jack opened the meeting at 6:00. Barb 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. Diane made a motion to accept the Treasurer's reports. Barb seconded, motion carried.

CORRESPONDENCE none

PROGRAMS Jenn said the Halloween program went really well. Attending were 21 children and 19 adults.

CENTRAL sent a memo regarding holidays for next year and asking for our choices.

STAFF nothing to report.

CIRCULATION holding even with the last couple of months.

PURCHASES none needed. Jenn said candy sales and donations are up from last year, even with being closed due to Covid.

LONG RANGE PLAN Diane moved to adopt, after adding the word "to" in the last goal. Sally seconded, motion carried.

LIBRARY HOURS Jenn is working on those for next year.

COVID MICRO CLUSTER PLAN After discussing the State and Central's plan for identifying and dealing with clusters of infection if the library is involved, Patty moved to adopt Angola's similar plan. Sally seconded, motion carried. If there is a problem, the Village will be notified, and told how we are dealing with it.

NEXT MEETING will be December 1.

Diane moved to adjourn, seconded by Sally. Meeting adjourned.

Respectfully submitted,

Diane Volker