

ANGOLA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING February 6th, 2024

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

Excused: Val Stonitsch

Jack Kuebler (President) opened the meeting at 6:00PM.

Sally moved to accept the **AGENDA**, seconded by Barb. All in Favor. Motion carried.

MINUTES of the January 2nd, 2024 Meeting were available. Short discussion regard detailed vs less detailed minutes – all favored keeping the more detailed minutes. Jack asked for motion to accept the Minutes. Diane moved to accept Minutes, seconded by Tressa. All in Favor. Motion carried.

TREASURER’S Report /Village Account Report – Barb motioned that we eliminate the word “Fines” for future reporting replace with wording of “Patron Charges” as used by Central or the word “Fees”. “Fees” seems to be the preferred terminology going forward. Patty motioned to accept the Treasurer’s report with manual correction of “fees” in place of “fines” as noted and suggested by Barb, seconded by Sally. All in Favor. Motion carried.

CORRESPONDENCE: None

DIRECTOR’S REPORT - includes LIBRARY STATUS REPORTS.

- A. PROGRAMS:** January ACTIVITY as presented on Director’s Report. Take & Makes –75 distributed. Other programs included GED Classes (7 classes/ 11 total attendees), Book Club, Tutors/Therapy, Cookbook Club, Collaborative Community Mission (4 classes/14 attendees). Meeting room use - 2 Girl Scout meetings .
- B. PROGRAMS UPCOMING:** as presented on Director’s Report. Many listed including Lego Drop-in Week, Cookbook Club, Take your Child to the Library Day (Feb 3rd), Book a Technology Trainer, CCM: Mondays at 4pm., Family Fun Night (at the Angola High School), Solar Eclipse Program March 30th, Girl Scout Troup meetings, Smokey Bear 80th Birthday Reading Challenge.
- C. CENTRAL NEWS** as presented on Director’s Report. No updates to the personnel policy in 2023 therefore no need to pass a resolution accepting any changes. We have been supplied with a defibrillator for our library. If we would like to mount it for emergency use, we will need board approval or we can send it back. We have received the extension for the 2024 contracts while we wait for the final budget numbers to come in. The extension is good through July 31, 2024.
- D. STAFF REPORT** None
- E. CIRCULATION REPORT** as presented on Director’s Report: 2024 YTD: Library Visits 2,241, Circulation (First Circ*) at 1,551. *First Circ only counts the first time an item is checked out.
- F. PURCHASES AND NEEDS *** as presented on Director’s Report. Supplies for Outdoor Learning Kits, Small chest freezer for summertime programs, Printer.
- G. GRANTS** as presented on Director’s Report: Expenditures and remaining balances noted on the report.
- H. FUNDRAISING** as presented on Director’s Report: 2024 YTD \$170.10 includes Candy Bars, Book and Library Bags Sale, as well as funds from the Donation Jar.
- I. Miscellaneous** as presented on Director’s Report: None

OLD BUSINESS

- ACT WORKSHOP March 9th at Central. Many of us will be carpooling to Buffalo for the workshop. Let Jennifer know as soon as possible if you are attending.

NEW BUSINESS

- a. Harvest dinner date is scheduled for October 19, 2024. Evans Center Fire Hall. 2 violinists scheduled compliments of Jack and Kathy Kuebler.
- b. **CENTENNIAL ANNIVERSARY** – (Some notes carried over from April 2022 Meeting. Now moved from old business to new business in January 2024.) The Angola Public Library will be 100 years old in 2024. (11/24/1924 – 11/24/2024). Looking for ideas on how to celebrate. We can celebrate at our Harvest Dinner too! History Note: Library was established in 1880, but didn't become a Public Library until 1924. In 1924 it was located in the back of the old Angola Bank Building. In 1971 we moved to our current building. At an earlier 2023 meeting, Jennifer had given us copies of ideas that the Lancaster Library had done for their Centennial Celebration. Discussion at the January 2024 Meeting included: Jennifer is gathering various bits of memorabilia for library and also for the Village as well. Val suggested that if Jennifer has duplicates please see if Village hall can use for their display box. Jennifer to check with Central Library because she knows they have some Angola related items as well. Jack suggested that we all go into the basement of the Angola Library someday soon to see what is down there that we can use. Maybe we can have a visit from "Reada the Owl" to start getting people's attention.
- c. **DEFIBRILLATOR** – as mentioned in the Director's Report. Central delivered the unit and said we would need to mount it ourselves. Discussion regarding keeping the unit and where to mount it. Questions arose: What about batteries and who monitors this? Jack told us that it is a self contained unit and if you have a heart beat it will not give the shock. It talks you through what to do. How much are the batteries? (Life span is usually 2-3 years.) Central hasn't decided if they are going to monitor or supply batteries. We are interested in keeping it, but what is added cost? Idea that when/if we accept the unit, it would be mounted in the main area. Barb moved that we table the topic until we have more information and Sally seconded. There being no further questions or discussion. All in favor of tabling it at this time.
- d. **FIRST AID KIT**: Jack will help Jennifer decide what we should have in our kit. (We know that we need "Vomit Cleaner" as we did have an issue 2 Halloween's ago – lucky for us it was Mari to the rescue during that situation!)
- e. **REVIEW POLICIES**: Facility Use and Meeting Room Policies. Jenn emailed the policies to each of the trustees prior to the meeting. Discussion and decision to leave fees as they are. Using example of Birthday Party – where does private policy fall within the policy? Policy as is seems acceptable and seems to cover facility and meeting room situations including birthday party. Mari motioned to accept both policies as written, Diane seconded. All in favor. Approved.
- f. **CONFLICT OF INTEREST FILINGS**: All in attendance completed and signed required forms for submission to Jennifer.
- g. **PURCHASES and NEEDS**:
 1. **Chest Freezer**: Request made to purchase a small chest freezer for summer time projects and activities. Discussion regarding size (5 CUfeet) will keep in basement area. Do we have electric capabilities? Jenn to check on this. Will need something underneath it (like a pallet). It may be small enough to come up to the office area when required. Estimated it would cost about \$200.00 to \$230.00. There was also talk about a "dumb waiter" eventually but not at this time. Barb motioned and Sally seconded – all in favor of purchasing a small chest freezer. Approved.
 2. **Printer**: Jennifer would like to purchase a new printer. Last printer was purchased ten years ago with Gallivan Grant. We can run two printers at same time -one in Office and one in Library area. Ten years ago the printer cost was \$750.00, current printer cost is \$800.00 (color/laser). Central supplies the toner cartridges. We would need to contact Central for an Ethernet Hub or possibly the Angola Village can add a wire through the floor and bring it to the printer location. Diane motioned and Sally seconded to purchase a printer from Central. All in Favor. Approved.
 3. **OUTDOOR LEARNING KITS**: Jennifer mentioned that Lancaster has these for use at their library. Kits for : Birdwatching, Butterfly Watching, Recognizing Animal tracks in Snow, Hiking, Lady Bug/ Bug hunting and etc. Jennifer would purchase items such as nets, binoculars, compass, magnifying glass, books and misc items to create a total of four kits. The cost would be about \$175.00 up to \$200.00 for all four from Amazon. We would use Private Funds. The kits would get "checked out of the library" like library books. Jack motioned and Tressa seconded to authorize the purchase of items for the four kits as discussed. All in favor. Approved.

TRUSTEE TRAINING

- A. Jennifer will have a list prepared to record training. All Trustees must fulfill the required training for 2024. Most of us plan on attending the next ACT Workshop on March 9th and this will count towards our training requirements. Jennifer also mentioned that there is a 15 minute training presentation which was presented at the managers meeting that would be good for trustees as well. It is on the topic of the "Appeal Process" for patrons and visitors those of whom have been forbidden to enter the library or use it's services permanently due to previous disciplinary situations. This would be their process for petitioning for use of the services of the library.

NEXT MEETING will be March 5th 2024 6PM

Miscellaneous Local Community News: In March, Highland Firemen are hosting a Free First Aid Course. Open to the Public. Lenten Fish Fries will begin soon at Lake Erie Beach and Evans Center. The Evans Historical Society Dinner is Mrch 19, 2024.

ADJOURNMENT Tressa motioned that we adjourn the meeting at 7:00PM

Respectfully Submitted,
Patty Friend