

**Board of Trustees Regular Meeting
Tuesday, November 14th – PROPOSED MINUTES**

Called to order at: 6:03 PM

In attendance: Lydia Herren, Linda Coniglio, Kami Callahan, Suzanne Borowicz, Matt Boyle, Cathy Osborn

- I. Review and approval of September Minutes
 - Motion to accept Minutes made by: Linda 2nded by: Matt Carried Unanimously
- II. Treasurer's Report – (attached)

Cathy suggested moving money to Savings. Was agreed to move \$25,000

 - Motion made by: Cathy 2nded by: Matt Carried Unanimously

Motion to accept Treasurer's Minutes

 - Made by: Matt 2nded by: Kami Carried Unanimously
- III. Report of the Director - (attached)
 - a. Budget Updates – Payroll balance looks higher than it will be at the end of the year
 - b. Fall Program Statistics – (Suzanne also did talk at the Seniors upcoming ukulele)
 - c. Book Sale Final Report
 - d. AED Installation Discussion – Automated External Defibrillator
 - i. To acquire an AED and put it next to the display case:
 - Motion made to acquire by: Matt 2nded by: Linda Carried Unanimously
 - Discussed obtaining Narcan – we decided to obtain it but *not* to offer a dispenser.
 - Voluntary CPR/AED training for staff will be provided.
 - e. Policies for Approval – **RESOLUTION 2023-04**
 - i. Community Meeting Room Policy – need to post capacity
 - ii. Social Media Policy – minor changes re: Private businesses
 - iii. Telecommuting Policy – no changes
 - iv. Debit Card Policy – Spending limit of \$250 maximum agreed upon
 - Motion made to accept by: Matt 2nded by: Cathy Carried Unanimously
 - v. Photography and Filming Guidelines Policy – separated from Rules of Conduct and added signature slip for photographers
 - f. New Policy Approval – **RESOLUTION 2023-05**
 - Motion made by: Matt 2nded by: Kami Carried Unanimously
 - g. Holiday Closure for 2024
 - i. New Year's Eve 12/31/2024 – All agreed to close (Tuesday)
 - Motioned by: Cathy 2nded by: Kami Carried Unanimously
- IV. President's Report
 - a. Trustee Education
 - i. Requirements for 2023 and Self-Assurance System – 2024 will be same
- V. Old Business - None
- VI. New Business – None
- VII. Adjournment

Motion to adjourn:

 - Made by: Kami 2nded by: Matt Carried Unanimously

Meeting adjourned at 6:51 PM

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Librarian's Report –November 14, 2023

1. Contract Account Balance: \$5,018.27

Checks written since the last board meeting

| | | |
|------|-------------------------------------------------------|---------|
| 2467 | Modern Disposal Services - Garbage | \$67.35 |
| 2468 | Modern Disposal Services - Garbage | \$67.35 |
| 2469 | Erie County Water Authority - Water | \$63.78 |
| 2470 | Nickolas Kowalski – Light Bulbs Non-stock from Lowe's | \$31.96 |

2. Additional Financial Information:

- System Paid Expenses are within budget at this time with a projected \$1,447.34 surplus.
- Payroll Report through Pay Period 17 shows a projected surplus of \$4,826.41 for wages for the year, but this projection will continue to decrease throughout the year.
- The Association received a reimbursement from the Year End Appeals Funding for \$618.63 for summer programming.

3. Statistics:

New Library Cards: Since the beginning of September we have had 15 new library card users sign up at Boston.

| | September | October |
|-----------------|------------------|----------------|
| Library Visits: | 1,019 visits | 1,644 visits |
| Circulation: | 2,709 items | 3,101 items |
| Wi-Fi: | 179 log ins | 149 log ins |
| PAC Usage: | 71 sessions | 58 sessions |

1. Fall Programming:

- Since the beginning of September we have had 9 preschool story times with 103 attendees. Four outreach events have been conducted including the Boston LEAF event (50), the Colden Art Festival Bread of Life Outreach (30), Boston Seniors Center, and a Preschool Story Time at the Churchill Child Care Center with a total of 27 children participating. Our Fall Leaf Craft event had an attendance of 16, Painted Pumpkins had an attendance of 68, and Book Animals had an attendance of 30. We've also hosted two Lego clubs (20), one Kids' Yoga (19) and two sessions of our beginner ukulele class (15). The Library also served as a distribution point for the Emergency Homecare Kits and provided 35 kits to the community.

2. Correspondences:

- We received two private donations to the Association totaling \$600. Thank you letters will be sent.

3. Book Sale Final Report

- The Friends of the Boston Library Book Sale was very successful this year raising \$1,385. The lottery raffle so far has raised another \$71.00, and the drawing is on

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Saturday, November 18th. We still have several special collection books left from the sale. I would like to contact a book dealer to see about selling them to a store.

4. AED Installation

- a. The B&ECPL has secured AEDs from Erie County and will deliver one to Boston if requested. Libraries are not required to have an AED under NYS Public Health Law, therefore, this is voluntary. Administration of the AED is also voluntary. No staff should be required to use the AED, however, it is suggested that the AED be placed in a location which is available to patrons or staff to use if needed.
- b. Location: It is supposed to be centrally located, so our locations would be near the display case upstairs or next to the restroom. A sign by the main entrance must show where in the building the AED is located.
- c. Maintenance: If installed, the AED must be tested and maintained.
- d. Training: As a public access AED, training is not required for use, but it is encouraged. Some libraries offer CPR/AED training for staff every two years. There is a cost to training, but the Friends group could cover that and staff can be paid for their training time.

5. Policy Updates

- a. Community Meeting Room Policy
 - i. The Community Meeting Room Policy required significant revision to modernize the policy and language used. The revised policy is a combination of the existing policy with additions from the Town of Collins Public Library, Eden Public Library and Aurora Town Public Library policies.
 - ii. Does the Board want to add a statement about the sale of books, etc. from authors or artists as part of a library program? Eden has a statement as does Aurora, but one of them requires that 10% of the proceeds are donated back to the library.
- b. Social Media Policy – minor revisions to language and timeline for updates
- c. Telecommuting Policy – no changes
- d. Debit Card Policy – limit needs to be set and listed in the policy
- e. Rules of Conduct – separated the Filming and Photography Guidelines into a separate policy
- f. Filming and Photography Guidelines Policy – NEW
 - i. Please read through the Filming and Photography Guidelines and Permission Slip – this is a new policy to more specifically address a recent incident at the library and provide clear guidance for future interactions.
- g. Piggyback Policy to the Purchasing Policy – move to February Meeting

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6. Holiday Closure in 2024

- a. New Year's Eve falls on a Tuesday. Typically we would be open until 4:00 PM on New Year's Eve, however because the library opens at 12:00 PM on Tuesdays, this would only be a 4 hour day when many people are expecting us to be closed. Both Christmas and New Year's Day fall on Wednesdays next year when the library is already scheduled to be closed. We have always been closed on Christmas Eve, which would also be a Tuesday. What does the board think we should do for New Year's Eve next year?

7. Trustee Education Requirements

- a. General Reminder that Trustees must complete 2 hours of education this year. Webinars count as would any ACT meetings. Self-certification must be signed and turned in to me in order to meet our NYS Minimum State Standards.
- b. There is an ACT Meeting at the Frank E Merriweather, Jr. Branch this Saturday, November 18th from 9:00 AM – 11:00 AM.
- c. ACT Meetings are also posted on the Trustee Website.