

## Board of Trustees Regular Meeting MINUTES For Tuesday, February 11<sup>th</sup>, 2020

**In attendance: Suzanne Borowicz, Linda Coniglio, Lydia Herren, Cathy Osborn**

- I. Meeting was Called to Order at 6:04 PM
- II. There were no changes to the agenda
- III. Review and approval of December 10, 2019 meeting minutes  
Motion made to accept by: Linda    Seconded by: Cathy    Carried Unanimously
- IV. Treasurer's Report  
Motion made to accept by: Cathy    Seconded by: Suzanne    Carried Unanimously
- V. Report of the Director – all were discussed (see attached)
  - a. Financial Reports, Year End Figures
  - b. Lease Depository Agreement with Town of Boston
  - c. Charter Changes Discussion – Re-chartering the library to include the Town of Colden in our service area
  - d. Library of Things/Gallivan Bullet Aid Balance Update
  - e. Native Plant Garden Update
  - f. Meetings with Legislators/Advocacy Efforts
  - g. State Report/Annual Report to the Community Progress
- VI. President's Report
- VII. Old Business – briefly discussed Construction Grant
- VIII. New Business
  - a. Conflict of Interest Forms
  - b. Conflict of Interest Policy Review
  - c. Policy Updates – Annual Review
    - i. Rules of Conduct
    - ii. Procurement Policy
    - iii. Investment Policy
    - iv. Whistleblower Policy

Motion made to accept by: Cathy    Seconded by: Linda    Carried Unanimously

  - d. New Policies
    - i. Purchase Policy
    - ii. Fund Balance and Reserve Funds Policy
  - e. Fixed Assets Inventory

Motion made to accept by: Linda    Seconded by: Cathy    Carried Unanimously
- IX. Motion to adjourn made by: Linda    Seconded by: Cathy    Carried Unanimously  
Meeting Adjourned at 7:10 PM

**Next Meeting: April 14<sup>th</sup>, 2020 at 6:00 PM**

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Member of the Buffalo & Erie County Public Library

## Librarian's Report – February 11, 2020

### 1. Contract Account Balance: \$3361.82

Checks written since the last board meeting

2314	Chevalier –Salting 12/6 and 12/12	\$220.00
2315	Rucker Lumber – Faucet for Utility Sink	\$63.96
2316	Fire Safety Systems Alarm Monitoring	\$240.00
2317	Erie County Water Authority	\$49.81
2318	Republic Services – Garbage	\$68.82
2319	Postmaster – Stamps	\$55.00
2320	Chevalier – Salting 1/20 and 1/28	\$220.00
2321	Rucker Lumber – Paint Supplies	\$50.45

### 2. System Paid Expense Report:

As of 12/31/2019, the library had a surplus of \$2,434.09 from savings in wages, natural gas, electricity, and employer FICA. Our Payroll Report for Pay Period 26 showed \$3,572.78 in surplus, largely due to staff taking unpaid vacation, holidays and sick time throughout the year. This does not however get returned to the library. We were granted a county appropriation of \$3,316 for 2020 to help cover costs this year to make up for the fact that more patrons are paying fines online. Included in that amount is the \$500 of programming funds for the year. Tracy is still working on 2019 year end numbers to determine whether the Association will be able to be reimbursed any for the \$1,000 that was transferred to the contract account.

### 3. Association Account Updates

After reviewing final 2019 numbers, I made some adjustments to the 2020 Association Budget and it is now posted online. Moving forward, the Association must continue to develop and publish a budget annually to meet the New Minimum State Standards.

### 4. Lease Depository Agreement

The Town of Boston has renewed the Lease Depository Agreement for 2020. We will be receiving a \$1,000 check from the Town of Boston in the next few days. The agreement must be signed at Town Hall by the President of the Association.

### 5. Charter Updates

- a. I have been in contact with Mary Beth Farr, the liaison to the NYS Education Department and Mary Jean Jakubowski about the possibility of updating our current library charter to officially incorporate the Town of Colden. Mary Beth is looking into the specifics for us and will draft the changes.
- b. The Town of Boston is currently listed as 8,023 people.

# Boston Free Library

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- c. The Town of Colden is 3,265 people as of the last census. It is currently not served by a chartered library and is considered an underserved area of Erie County. Given the support we have received from the Town of Colden in the past several years including the \$1,000 donation they have been providing annually, I would like to recognize their support by officially changing the charter. This will also more accurately reflect our service area. We will need to discuss the change with the Town of Colden Board and get their approval.
- d. The charter change will not alter our current standards for open hours or director education and we are not requesting any additional funding. It will change our service population from 8,023 to approximately 11,288 depending on the 2020 census results. Current minimum open hours for service populations are:

i. Population	Minimum Weekly Hours Open
Up to 500	12
500-2,499	20
2,500-4,999	25
5,000-14,999	35
15,000-24,999	40
25,000-99,999	55
100,000 and above	60

## 6. Library of Things - Gallivan Grant – Bullet Aid

- a. Our Library of Things is up and running and generating a lot of interest. The Springville Penny Saver, Springville Times, Springville Journal and Hamburg Sun all ran articles regarding the Library of Things and new technology available at the Boston Free Library.
- b. The Bullet Aid Balance is currently at \$3,700. Depending on the popularity of certain items in the collection, we can look at expanding by purchasing different items or duplicates of particularly popular items. So far the green screen, projector and screen, radon detector, film conversion devices, trail camera and karaoke machine have been checked out.

## 7. Native Plant Garden Update

- a. With spring approaching, we will be working on the Native Plant Garden as soon as weather permits. We have Eagle Scout Joshua Buckley set to build the fence and help with hardscape for the garden. Plants purchased last fall are set to be transplanted when the space is set up.

## 8. Statistics, State Report and Annual Report to the Community

- a. The State Report is currently in progress for 2019. Non-financials are nearly completed and the financial section will be completed in March. In preparation for these reports and upcoming legislative meetings, annual statistics were

reviewed and compiled into a brochure. As we get closer to May, this brochure will be revised as the 2019 Report to the Community. Are there specifics that should be listed on the Association Report beyond the membership form? Are dues going to remain the same for 2020?

## 9. Meetings and Outreach

- a. January 8<sup>th</sup> – Central Manager’s Meeting
- b. January 11<sup>th</sup> – ACT Meeting – Orchard Park
  - i. Next Meeting March 14<sup>th</sup> at Central is the Annual Workshop from 9-12
  - ii. Trustee Education Requirements as part of the New Minimum State Standards for Public Libraries – ACT Meetings and Webinars will count towards the annual requirement. Effective 1/1/2021
  - iii. Please complete the survey that was distributed by email regarding trustee education topics by Friday 2/14/20
- c. January 15<sup>th</sup> – Anna Reinstein Library – Contracting Managers/Directors Meeting
- d. January 29<sup>th</sup> – Outreach at Churchill Child Care Center
- e. February 12<sup>th</sup> – Central Manager’s Meeting
- f. February 19<sup>th</sup> – Outreach at Churchill Child Care Center
- g. February 20<sup>th</sup> – Financial Training at Orchard Park
- h. February 25<sup>th</sup> – Census Training at JBR
- i. March 5<sup>th</sup> – Advocacy Meeting with Senator Gallivan and Assemblymember DiPietro at Elma at 1:30
  - i. As part of advocacy efforts with WNYLRC these meetings are an opportunity to meet directly with lawmakers to discuss the continued importance of NYS and Federal funding for libraries.
  - ii. We are also participating in a letter writing campaign to send hand written letters to Senators, Assemblymembers and Governor Cuomo to reinforce the importance of funding to attempt to restore cuts proposed by Governor Cuomo. Letters will be accepted and mailed through March.

## 10. Programming Statistics

Although 2019 saw a decrease in circulation of approximately 9% and a door count decrease of about 4.4%, our programming numbers and outreach statistics are on the rise. Last year saw an increase in programming attendance of over 20% with total program attendance of 3,370 for the year. Of that number, nearly 500 were from outreach programs like story times at Churchill Child Care, Seniors Meetings, School Outreach Programs and cooperative efforts with the bookmobile at Boston LEAF and Colden Art Festival.

## 11. Upcoming Spring Programming

- a. Ongoing

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- i. Preschool Story Time Mondays at 10:30 AM
- ii. Family Story Time Tuesdays at 6:00 PM
- iii. Library Therapy Reading Dog Saturdays from 10:00 AM – 2:00 PM
- b. *Introduction to Watercolor* Thursday, February 20th from 5:30 - 7:30 PM
- c. *Kids Yoga with Blue Sky Wellness* Saturday, February 22nd at 11:00 AM
- d. *Build Your Own Terrarium* Saturday, February 29th at 11:00 AM
- e. *Princess Story Time* Saturday, March 14th at 11:00 AM
- f. *Spring Craft Evening* Thursday, March 19th at 5:00 PM
- g. *Kids Yoga with Blue Sky Wellness* Saturday, March 21st at 11:00 AM
- h. *Tree Identification Program with Earth Spirit* Saturday, April 18th at 11:00 AM
- i. *Rock Painting 101* Saturday, April 25th at 11:00 AM

## 12. New Policies

- a. Please review the drafts of the Purchase Policy and Fund Balance and Reserve Funds Policy.
- b. Please see the attached Fixed Assets Inventory to check for any additions. Although it is not a requirement for Association Libraries, it is good practice to have an inventory that is regularly updated.

## 13. Trustee Contact Information

- a. Please review the Contact Information and make sure that all details are correct. Updates must be made with Central's contact information and in the State Report.

## **Friends of the Boston Library Report**

- Advocacy Efforts
- Publicity
- Fundraising