

ALL MINUTES COMPILED: 2015

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
March 12, 2015, 7:00 PM**

Present: Director Karen McClure, President Linda Spencer, Trustees Barbara Ferro, Carol Lazar, Edith Schell, Becky Jo Summers, Elaine Thordahl, Dave Williams.

1. President Linda Spencer called the meeting to order at 7:10 PM.
2. The minutes of the meeting of December 11, 2014, were accepted as presented.
3. Treasurer's report -- The treasurer's report for January and February was distributed to members present. Dave Williams moved and Elaine Thordahl seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**

4. President's Report :

President Spencer reminded the Board that Central Library has recommended that we adopt policies developed and adopted by Central. Director McClure indicated that while some of the policies do not really affect us as a small library she feels that we should adopt the policies. The president moved that the Board adopt the policies as presented and Becky Jo seconded. **The motion carried unanimously.**

5. Director McClure:

The director advised Board members that she had contacted all Board members by phone and email regarding the reallocation of funds with the staff budget. She had a unanimous consensus from members and therefore reallocated the funds.

The director passed around the concert schedule for 2015, including a big band concert in July and a concert with our own local Paul Zittel.

She also said that the security cameras are working well and had, in fact, caught a thief in the act of stealing a snow shovel. After viewing the recording, Dana Boss dealt with the local family involved and recovered the snow shovel.

Legislator Mills has scheduled his hot dog roast for Collins for June 20, 2015. We have already rented the theater marquee to advertise.

Dana, having been authorized to purchase a snowblower, would like a shed in which to store it. The shed he found is small enough not to need a building permit, and the Board agreed to purchase such a shed and that Dana in cooperation with Gene Degman can find a spot to place it.

The director informed the Board that her last day of work before retirement will be June 26th. There will be a payout involved with her retirement which will be covered by emergency funds from Central. The Board needs to apply for said funds. The Board may be ready to interview candidates on June 4th, the date of the next meeting. Karen recommended that we try to get the forms filled out and in to Central by May 8, 2015. The job will be posted about ten days later.

Lego Clubs are proliferating around libraries and Karen suggested that the Town of Collins join the movement. The Board was enthused about the idea and instructed Karen to buy a starter amount of legos. Edith Schell moved and Becky Jo Summers seconded a motion to authorize that the director spend up to \$750 on legos. The director will contact Dave Gabel at Jesse's Toybox and ask how to get the best price for purchasing.

6. In Rob's absence the report of the financial committee was postponed until his return.

7. Under old business Karen mentioned that we cannot apply for grant funds to resurface the parking lot until mid-April.

The next meeting of the Board will be on Thursday, June 4, at 7:00 PM in the Meeting Room. Board meeting dates for the rest of 2015:

Thursday, June 4
Thursday, September 3
Thursday, December 3

8. The meeting was adjourned at 8:00 PM.

NOTE: Following adjournment the Board decided on the size of Robin Mentley's plaque as well as the spot to place it. The plaque is in the process of being created.

Respectfully submitted,

Edith Schell

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
June 11, 2015, 7:00 PM**

Present: Director Karen McClure, President Linda Spencer, Trustees Rob Gaylord, Carol Lazar, Edith Schell, Elaine Thordahl, Joe Vogtli.

1. President Linda Spencer called the meeting to order at 7:10 PM.
2. The minutes of the meeting of March 12, 2015, were accepted as presented.
3. Treasurer's report -- The treasurer's report for March and April was distributed to members present. Rob Gaylord moved and Elaine Thordahl seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**
4. President's Report : President Spencer reported that processing the applicant resumes and interviewing several people went well. Abigail Barten had the best experience for

our library and her enthusiasm was high. The interviewers recommend her for the job. The members of the Board present will meet her at approximately 8 PM. Linda Spencer moved to hire Abigail Barten as new librarian starting June 28th, subject to her salary agreement with Central Library. Carol Lazar seconded the motion **and it carried unanimously**.

The plaque for Robin Mentley is ready. The Board will schedule a dedication with Robin's daughter Heather.

5. Director McClure:

STAFF: Director McClure advised the Board that Katie Kerker has been hired full-time at the Community Bank, and thus has radically reduced her hours at the library. Joanne also resigned. Sue Jolls has been hired as a page. We still need a clerk because of Katie's far fewer hours; we also need to set hours for the new director.

DISCLOSURE STATEMENT: Each member of the Board of Trustees of the library needs to fill out a disclosure statement each year. This is kept in the Board meeting folder. Board members present signed said statements.

CONCERTS: The Big Band concert is coming up on July 31, 2015. The new director will have to jump in on all the details of handling such concerts.

PROCUREMENT POLICY: Director McClure used the information provided by Central for our policy. Rob asked whether the numbers were in conformity with the Town of Collins procurement and investments policies – whether or not both need to be aligned. Karen will check on this. A motion will be needed to adopt the policy at the next meeting.

LEGISLATOR MILLS has scheduled his annual hot dog roast for June 20, 2015. We have rented the marquee for 6/13 – 6/20.

SHED: The shed for Dana's machines and tools has been ordered and will be here soon.

BUDGET: There will be a one-time payout when Karen retires. The library can apply to Central for emergency funds to cover the amount.

BUDGET: Karen has requested more clerical hours in the budget for 2016.

WALKWAY: A number of bricks in the walkway need repair. Dana keeps track and can triage a list.

ANNUAL STATE REPORT: Joe Vogtli moved and Rob Gaylord seconded a motion to adopt a resolution accepting the State Report. **The motion carried unanimously.**

6. **Financial report:** The process of switching the Mary Riggs fund over to another fund is still on-going. Andy's attorney is working on the procedure. There is a question of who will pay the attorney's fee for the work being done.

7. There was no old business.

The next meeting of the Board will be on Thursday, September 3, at 7:00 PM in the Meeting Room.

Board meeting dates for the rest of 2015:

Thursday, September 10
Thursday, December 3

NOTE: The new director arrived near the end of the meeting and met the members of the Board present.

8. The meeting was adjourned at 8:25 PM.

Respectfully submitted,

Edith Schell

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
August 27, 2015, 7:00 PM**

Present: Director Abigail Barten, Vice-president Elaine Thordahl, Trustees Barbara Ferro, Rob Gaylord, Edith Schell, Elaine Thordahl, Dave Williams.

1. Vice-president Elaine Thordahl called the meeting to order at 7:05 PM.
2. The minutes of the meeting of June 11, 2015, were accepted as presented.
3. Treasurer's report -- Becky Jo noted that the money market account is earning higher interest than the bank savings account. Barbara Ferro moved and Dave Williams seconded a motion to move the savings account monies of \$104,444 into the money market account which earns a slightly greater amount of interest. **The motion carried unanimously.**
4. President's Report : President Linda Spencer asked the director to mention the \$1500 Gallivan technology grant that we have received to purchase computers. The director is looking into which computers she wishes to purchase.
5. Director's report:
STAFF: Director Barten announced that we have been approved to have two 19-hour clerk positions for 2016. The director hopes to find two new clerks sometime this fall.
PLAQUE: The dedication of Robin's plaque was a very nice gathering. Many of Robin's family as well as Board members and teaching colleagues of Robin's were present.
CONCERTS: The Big Band concert was well received again and Abby hopes to have them return next year. The next concert, in September, features Paul Zittel and Pure Country in September sponsored by the Friends and the library.
PROCUREMENT POLICY: The procurement policy of Central library has been compared to that of the Town. Many thanks to Trustee Rob Gaylord for checking into that. Dave

Williams moved and Barbara Ferro seconded a motion to adopt a procurement policy consistent with that of the Town of Collins. **The motion carried unanimously.**

LEGISLATOR MILLS: The annual hot dog roast was held on June 20, 2015; and the library received a check on July 11, 2015, for \$1360. It seemed that more people attended this year than even last year.

SHED: The shed has arrived, has been installed, and in Dana's judgment looks good.

BUDGET: The director has been in contact with Central and received input that our proposed budget is on track for 2015. If the payout for Karen's retirement package upsets our budget too much, we can get extra funding from Central.

STAFF DEVELOPMENT: Central Library is interested in having a staff development in winter/spring 2016. The director asked the Board if they are willing to close the library on the date to be set. The response of the Board was positive in the anticipation that the Staff development will be productive.

SUMMER PROGRAMS: Summer programs were deemed to have gone well with good participation. The director and staff are planning to add new programs for the fall. A list is available.

SCHEDULING: The director asked whether the Board would allow flexible scheduling to accommodate staff needs. Members of the Board present were entirely agreeable.

WALKWAY: Work is still in progress to fix purchased, memorial bricks that have been damaged in front of the library.

BUILDING MAINTENANCE: A window in the upper part of the building has been fixed. Dana keeps looking for items that need attention.

6. Financial committee report:

Rob reported that conversations are still ongoing about transfer of funds regarding the Mary Briggs account.

7. There was no old business other than item #6.

8. There was no new business brought up at this point.

9. The next meeting is scheduled for Thursday December 3rd at 7:00 PM in the Meeting Room of the library.

10. The meeting was adjourned at 7:50 PM.

Respectfully submitted,

Edith Schell

Present: Director Abigail Barten, President Linda Spencer, Vice-president Elaine Thordahl, Trustees Barbara Ferro, Rob Gaylord, Edith Schell, Becky Jo Summers, Elaine Thordahl, Joe Vogtli, and Dave Williams

1. President Spencer called the meeting to order at 7:05 PM.
2. The minutes of the meeting of August 27, 2015, were accepted as presented.
3. Treasurer's report -- The treasurer's report from August 1st to present was distributed to all present. Elaine moved and Barb seconded a motion to accept the treasurer's report. **The motion carried unanimously.**
4. President's Report : President Linda Spencer named four trustees whose terms will soon expire: Rob Gaylord, Edith Schell, Joe Vogtli, and Dave Williams. The president hoped that all four would stay on the Board, and all four assented. Elaine Thordahl moved and Barb Ferro seconded a motion to reappoint all four to the Board. **The motion carried unanimously.**

5. Director's report:

STAFF: Director Barten announced that Ashley Moyer has been promoted to PT clerk. Pages are not fully staffed with two spots open now. Central has approved some additional hours for our staffing.

PROCUREMENT POLICY: The director indicated that she has the Procurement/Investment policies typed up and has copies should anyone want to see them. While reviewing policies, she also updated some language on the Meeting Room policy, such as open hours and room capacity. E-cigarettes have also been addressed.

The director then indicated the list of closing dates for 2016 as per federal and county policy. That list is available for anyone to review.

BUDGET: The budget for the Town of Collins library looks as if all expenses are on track for 2015, even with the payout for Karen McClure's retirement.

STAFF DEVELOPMENT: The staff development day will be a full-day in spring at Central, not yet firmly scheduled. The staff will also have a required Adult Content Complaint Training in January.

Director Barten thanked the Board for their support in her taking an 11-week course over the course of 4 months intended to help new supervisors learn more about their role in their organizations. She is nearing the end of the course and feels it has been very helpful.

CONCERTS: The Big Band concert was well received again and the director hopes to have them return next year. Paul Zittel, Skiffle Minstrels, Blue Mule concerts were also successful. The Board then discussed whether to have the Big Band or Paul Zittel outside next summer. After some discussion, the consensus of the Board was to have BOTH outside, despite the additional expense of the tent and chairs, as well as to have four concerts again next summer.

PROGRAMS: Fall/winter programs are going well. The new Lego club is a huge success. The Friends of Collins Library donated \$500 for Craft Club. We're on our second session of Toddler Time, supporting the system goal of more programming for pre-readers.

Ashley Moyer is taking charge of these programs for children. The director is interested in more community outreach if anyone has any ideas.

BUILDING MAINTENANCE: A new handicap button was installed for the outside door. It seemed to be working better until the evening of the Board meeting!

There was maintenance done on the fire alarm in October.

Changing of lightbulbs in the parking lot on the high poles was recently accomplished.

Dana is now ready to purchase the previously approved snowblower now that the shed is in place. The consensus of the Board was to have Dana make his own decision about which snowblower to buy and from which place to buy it.

A south window seems to have a leak. Dana is studying the solution.

Dana also suggests that the exterior doors and doorframes could use a new coat of paint. The Board felt that the work should definitely be done for purposes of preventing deterioration from weather, etc. Dana is authorized to purchase any supplies he needs. Once again the issue of curb repair and repair or replacing of traffic blockers to protect the bricks out front came up. Rob will call Dave Tessmer and consult about what kind of protection we can put in place.

Coyne Textile which supplied entryway rugs has been taken over by Cintas and the director asked if we should contract with them. Becky Jo indicated that the town uses Cintas and that their work is quite satisfactory. The consensus was to sign on with Cintas.

Dana replaced emergency lights as necessary, and the director found that the contract with a company to check emergency lights and fire extinguishers had not been acted upon since 2012. Dana, upon research, found Tyco Simplex Grinnell, which will test both of the above once a year as mandated, and replace or fix each as necessary. The contract price is \$175.00 per year, with additional costs as needed for repairs and replacements. Dave Williams moved and Barbara Ferro seconded a motion to contract with Tyco Simplex Grinnell for this service. **The motion carried unanimously.**

LEAVE OF ABSENCE: Director Barten is taking a leave of absence sometime in February/ March for six weeks. She will be available by phone/email for emergencies. Rob suggested looking into the possibility of asking Karen McClure to cover during that time. The director will consult with Central.

The Gowanda Free Library is interested in doing some sort of fund-raising in cooperation with Collins. This is just in the talking stages right now. Possibly a plan will emerge by summer.

6. Financial committee report: Rob reported that conversations are still ongoing about transfer of funds regarding the Mary Riggs account. The major problem right now is to get lawyers on the phone. Rob will keep trying.

7. There was no old business other than item #6.

8. New business brought up at this point:

- All Board members present took the annual oath of office and signed the appropriate form.

- Board meetings for 2016 are scheduled as follows:

March 10, June 2, September 1, December 1

- Director Barten advised all Board members of the ACT meeting on Saturday, December 5, 2015.
- She also presented the current contract with Central (2015-2016) which had never been approved. Rob Gaylord moved and Barbara Ferro seconded a resolution as follows:

Resolved, that pursuant to Chapter 768 of the laws of 1953 of the State of New York, this Board of Trustees does hereby approve the agreement submitted by the B&ECPL for the furnishing of free library privileges to the people of the County of Erie, by this library for the year 2015, and

Be it further resolved, that the president of this Board be, and she is, hereby authorized and directed to execute the same on behalf of this Board.

The resolution carried unanimously.

9. The next meeting is scheduled for Thursday, March 10, 2016, at 7:00 PM in the Meeting Room of the library.

10. The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Edith Schell