

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
March 2, 2017, 7:00 PM

Present: Director Abigail Barten-McGowan, Vice-President Elaine Thordahl, Trustees Rob Gaylord, Holly Martindale, Edith Schell, Dave Williams.

1. Vice-President Elaine Thordahl called the meeting to order at 7:10 PM.
2. The minutes of the meeting of December 8, 2016, were accepted as presented.
3. Treasurer's report -- The treasurer's report from January, February, and March was distributed to all present. The treasurer indicated that there were a number of last minute donations at the end of 2016! Dave Williams moved and Holly Martindale seconded a motion to accept the treasurer's report. **The motion carried unanimously.**
4. **President's Report:** There is room on the Town of Collins Library Board for two more trustees. Donna Bellanca has indicated by letter an interest in joining the Board. Holly Martindale moved and Rob seconded a motion to accept Donna Bellanca as a trustee filling Carol Lazar's unexpired term. **The motion carried unanimously.** Edith will submit an article that we are looking for another trustee for the board.

5. Director's Report

-State Report: Director Barten addressed the numbers for the 2016 state report from a page included in the packet prepared for the Board.

-Budget: Note that minimum wage has increased, so the rate for both Page and Sr. Page has increased. It is reflected in our 2017 budget schedule. The 2016 budget was extended until the 2017 final budget is out, but not extended past 7/31/17, as in every year.

-Staff Development: The desk staff all took the A+ Customer Service Training from the Central Library. They also just took a seminar on Windows 10 to be able to help people who have really new computers.

-Brownstone Book Donation: We were nominated by Mary Jean Jakubowski, the B&ECPL Director, for the Brownstone Book donation, which is a gift of 100 children's books. They just arrived, and we will be submitting a press release to the news.

-Gallivan Grant: We got the Rift! The computer took considerably longer to arrive. Director Barten is working on setting it up for public use.

-Concerts: We have 7 planned and scheduled: 1 funded by the Kiwanis Club of Gowanda in memory of Gary Sprague, 3 paid for by the library, and 3 paid for by the Friends. They start in April!

-Programs: After a slight reduction for the winter months and Ashley being off, we are starting to pick back up! Some highlights include upcoming focus groups about our services for 0-5 year olds and new family movie nights. A page included in the packet prepared for the Board list a very large number of programs for March.

-Building Maintenance: The director had samples of chair rail for the meeting room to cover scratches made by chairs against the walls. The group reached easy consensus on one of the two samples.

6. Committee Update:

- Financial

-Riggs Fund: the director met with Andy, Gary, Rob, and Linda to sign paperwork 12/27/16. Gary noted there would be filing fees, and said his attorney fees would be reasonable. We need to approve

paying filing fees and the attorney fees to Gaffney. Gary indicated that he might be at the next step in two weeks. The director has also been in touch with B&ECPL to make sure they know our plans. Rob moved that we pay the supreme court filing fees as sent to Director Barten by Gary Gaffney. Dave Williams seconded and the **motion carried unanimously.**

-Tarbox Estate- We received the funds, \$29,560.79.

-**Policies:** Have not met. Still working on audit policy.

-**Technology:** The Oculus Rift and its computer have been received. (see above under Gallivan Grant). The committee also awaits a 3D copier.

7. Old Business:

- Blocker Planters: Dana suggested we see what could be purchased from Garden Gate Nurseries.
- The technology committee recommended the purchase of a 3D printer under funds left from the Gallivan grant. Dave Williams moved that we purchase such a machine and direct Director Barten to ask Central for their policies on use. Elaine Thordahl seconded and **the motion carried unanimously.**
- Sign – The director distributed a quote from Ice Signs. Is this the type of sign we are looking for? We still need to look at the process of bidding OR to look for something less expensive. No decision was reached on this night.

8. New Business

- **Concerts:** A vote is needed for the expenditures for concerts. Rob Gaylord moved that the Board fund the concerts for a total of \$3200. Holly seconded the motion and **it carried unanimously.**
- **Tech Open House:** Holly had suggested we do something big to promote all the new things we have, and showcase ourselves to the community. We were thinking maybe April or May, and the director would love it if everyone could attend. In particular, we need some people who can talk about how this technology is important to the library and their service to the community. The group arbitrarily chose Wednesday, May 3rd for the event. A planning session will be held on Thursday March 30 at 10:00 AM. Dave Williams moved and Elaine Thordahl seconded a motion to approve the expenditure not to exceed \$500 for supplies for the open house. **The motion carried unanimously.**
- **B&ECPL Board of Trustee's Liaison:** We have been assigned a liaison from the B&ECPL System board of trustees, Ted Johnson, who may attend our meetings and be available to discuss library issues and concerns, etc. Director Barten has no contact information for this person.
- **Plan of Service:** needs to be updated, looking for people to be on committee to go over this. Edith will help go over that.
- **Bylaws:** This was sent out in November of 2016, and we did not go over it fully. One thing we did not discuss last meeting was that in Article IV Section 2, it states that the "Annual Meeting" is held in January. (This will be changed to March.)

10. Public Expression – Sandy Gaylord expressed her love of the library and stated that she utilizes its contents all the time.

11. Next Meeting:

June 1, 2017

12. The meeting was adjourned at 8:45.

Respectfully submitted,
Edith Schell

TOWN OF COLLINS PUBLIC LIBRARY

**Technology committee meeting
March 31, 2017**

Present: Director Abigail Barten-McGowan, Trustees Barbara Ferro, Holly Martindale, Edith Schell, technology sub-committee.

Called to order at 10:00 am

Old Business: Tech Open House

Director Barten indicated that the IT people from Central would NOT be able to be present at our OPEN HOUSE, which will be Weds eve, May 3 from 6-8. The group consensus was that we will advertise the Open House as a TECH Open House, hoping this will not discourage non-techies from coming in. Since our own 3D printer will probably be in transit from Czechoslovakia, Holly has volunteered the 3D printer (and maybe her husband – after discussing it with him) from her house to be on view – printing! There will also be one or more small maker-space kit (maker-space is the current term for “crafty” projects). Some example are 3D puzzles and Lego kits.

One thing Abbie is working on for the Open House is to have areas set up with special interests such as downloading borrowed books to one’s e-reader, the Foundation Directory Database – which is sure to be new to most attendees as well as new to some trustees (!!), programs available to the public, tech training classes and others.

The sub-committee then discussed other details such as food and drinks, name tags – especially for VIP’s, some kind of little take-away such as magnetic cards, and invitations to a wide range of local and Erie County dignitaries.

Abbie will create invite flyers and RSVP cards and turn them over with envelopes to Edith and Holly, who will divvy up the work. Bard volunteered to take flyers too businesses and town halls.

Holly volunteered to call the Hollywood Theater and request the marquee. (NOTE: she called immediately and GOT the marquee before Edith even finished editing these minutes!!! – WAY TO GO, HOLLY!!!) In other advertising, Abbie will put an ad in the Gowanda Press.

Abbie will have talking points for staff and the tech sub-committee for talking to guests about how we would like to partner with organizations in the community.

No other business.

Meeting Closed at 11:00 am

Respectfully submitted,

Edith Schell

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING
April 13, 2017, 7:00 PM

Present: Director Abigail Barten-McGowan, Trustees Barbara Ferro, Holly Martindale, Edith Schell, Elaine Thordahl.

1. The meeting was called to order by Vice-president Elaine Thordahl at 7:05.
2. The secretary's report, the treasurer's report, the director's report, and committee updates were tabled until the June meeting.
3. There was no public expression.
4. Old Business: The tech Open House will be held on Wednesday, May 3, 2017, from 6 – 8PM.
5. New Business: Director Barten introduced the fact that PULISDO (some organization of library directors statewide) has decided to review and possibly revise the current standards for libraries. Director Barten went over the original standards and the proposed changes for each standard for the purpose of filling out the survey asked for by Central Library. Director Barten will send the completed survey to the organization as completed by the board members present.
6. Still no public expression.
7. **The next meeting will be June 1, 2017, at 7 PM.**

The meeting was adjourned at 7:55 PM.

Respectfully submitted,

Edith Schell

TOWN OF COLLINS PUBLIC LIBRARY

Technology committee meeting

April 28, 2017

Present: Director Abigail Barten-McGowan, Trustees Barbara Ferro, Holly Martindale, Edith Schell, technology sub-committee.

Called to order at 10:00 am

Old Business: Tech Open House

Went over final assignments and set-ups for the Tech Open House, with members providing feedback on refreshments, staffing, and stations. Abbie said she would work on Talking points for the staff and trustees for reference.

Went into executive session to discuss a personnel matter.

Left executive session.

No other business.

Meeting Closed at 11:30 am

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
June 1, 2017, 7:00 PM

Present: Director Abigail Barten-McGowan, Vice-President Elaine Thordahl, Trustees Barb Ferro, Holly Martindale, Edith Schell, Becky Jo Summers, Dave Williams.

1. Vice-president Elaine Thordahl called the meeting called to order at 7:05.

2. Secretary's Report:

The minutes of the meeting of March 2017 were approved as read.

The minutes of the March 31, 2017 Technology Committee were approved as read.

The minutes of the April 2017 Special Meeting were approved as read.

The minutes of the April 28, 2017 Technology Committee were approved as read.

3. Executive Session: Becky Jo Summers moved that that The Board of Trustees go into executive session for the purpose of discussing a personnel issue. Dave Williams seconded and **the motion carried unanimously.**

Becky Jo Summers moved to leave executive session and Dave Williams seconded. **The motion carried unanimously.**

4. Trustee Interviews: Cynthia Dishman arrived and talked with the Board regarding experience and interests. The Board voted 6-0 to invite Cynthia to join the Board.

5. Public Expression: No one was present to speak to the Board.

6. Treasurer's Report: The treasurer distributed the report for March, April, May of 2017. Holly moved and Dave seconded to accept the treasurer's report as presented. **The motion carried unanimously.**

7. President's Report: The vice-president had no comments.

8. Director's Report

- **The State Report/Report to Community has been prepared and sent to Central.** Barb moved and Holly seconded that the Board approve a resolution to accept the report as presented by the director. **The resolution was adopted unanimously.**
- **Staff:** Shyan has gotten a full time job, but she is helping new clerk, Nismah Hussein through the transition.
- **Budget:** Our budgets seem on schedule for the year.
- **Staff Development:** Abbie has started her Advance certificate classes (first class the day of this meeting). Desk staff have been trained in Foundation Directory Database. Abbie has taken training for the 3D printer from Central Library, and she will train the rest of the staff.
- **Brownstone Book Donation:** 100 picture books have been received and processed and are in circulation. We have had press releases in the Gowanda Press as well as in the Buffalo News.
- **Gallivan Grant:** the 3D printer has arrived and is being assembled. The assembly itself is proving a popular program!
- **Concerts:** This season's concerts have begun. Our May concert, sponsored by the Kiwanis, is being rescheduled, due to illness of the performer and some scheduling conflicts. June's concert is Paul Zittel and Pure Country.

- **Programs:** The Tech Open House on May 3rd entertained enthusiastic attendees! John Mills annual **Hot Dog Roast is scheduled for June 17, 2017 from 11 AM until sold out!** Director Abbie passed a full page, small print copy of planned programs for June through September. GREAT JOB, ABBIE!

9. Committee Update:

Financial: Riggs Fund: we are still waiting for paperwork to be finalized. The Tarbox Estate monies are in and Becky Jo has put them in the money market funds.

Policies: Becky is working with Rob on an audit policy. She is also working on a Trustee Application Policy. Abbie distributed copies of sample questions as well as a sample application.

Technology: see above re 3D printer

10. Old Business:

Long Range Plan of Service 2017-2021- Holly moved and Dave Williams seconded that we pass a resolution to adopt the Long Range Plan of Service as presented. **The resolution was adopted unanimously.**

Bylaws: Updates need approval by a 2/3rds vote and resolution. The consensus of the Board was to change the month of the annual meeting from January to March. The Board also agreed that the number of trustees present to constitute a quorum would be “more than 50 % of the number of trustees”. Holly moved and Dave Williams seconded a resolution to incorporate the changes into our by-laws. **The resolution was adopted unanimously.**

Blocker Planters: Dana suggested some time ago that we see what could be purchased from Garden Gate Nurseries. We are still studying the matter.

LED Signs: Lyn from ICE Signs called back, and noted that the sign she was quoting had another price reduction, to about \$8280. There is still no consensus as to buying one. Holly suggested forming a sub-committee. Dave Williams and Holly Martindale will come up with pros and cons and possibly a recommendation.

11. New Business:

Conflict of interest forms 2017 (if trustee not at meeting, please contact to sign ASAP)

Strategic Plan: Holly and Abbie attended an ACT meeting about this subject, and it was stressed again at the previous ACT meeting. We should get started on this.

Policies: Abbie distributed a suggested Policy Review Schedule, which all Board members thought sensible.

Holly Martindale moved and Edith Schell seconded that the Board **adopt a resolution** to approve the policies regarding Virtual Reality Use and 3D Printer Use. **The motion carried unanimously.**

We will revisit a Trustee Application Policy next month.

12. Public Expression: none

13. Next Meeting: August 31, 2017 in the community room of the Collins Library

14. The meeting was adjourned at 8:45.

Respectfully submitted,
Edith Schell, secretary

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
August 31, 2017, 7:00 PM

Present: Director Abigail Barten-McGowan, Vice-President Elaine Thordahl, Trustees Cynthia Dishman, Barb Ferro, Holly Martindale, Edith Schell, Becky Jo Summers, Dave Williams, Rob Gaylord.

1. Vice-president Elaine Thordahl called the meeting called to order at 7:05.
2. **Secretary's Report:** The minutes of the meeting of June 1, 2017, were approved as read.
3. **Public expression:** There was no public comment at this time.
4. **Treasurer's Report:** The treasurer distributed the report for June, July, and August of 2017. Dave moved and Holly seconded to accept the treasurer's report as presented. **The motion carried unanimously.**
5. **President's Report:** The vice-president had no comments.
6. **Director's Report** – Staff seems to be relatively stable at this time.

Budget: Our budget seems on schedule for 2017 both for staff and for spending.

Staff Development: Abbie has finished the first class for her advanced certificate. CONGRATULATIONS, Abby!!! She continues with the next course in September.

Gallivan Grant: Senator Gallivan visited the library and Director Abby Barten along with several trustees. He indicated that he was extremely impressed with our library and especially the technology he experienced. Both he and his driver were rather blown away by the Oculus Rift! We have received another \$2500 in this year's Bullet Aid from Senator Gallivan's office.

Concerts: Paul Zittel and Pure Country were very well received in June. July's Big Band was also well attended. Buffalo Touch played in August, and Skiffle Minstrels will appear in September.

Programs: The staff have been trying out some new programs as well as the full schedule already in progress. They plan to start a few Saturday lectures in the Fall sponsored by the Friends of the Library!

7. Committee Update:

Financial: Rob called attorney Gary Gaffney on August 3rd to ask about the status of the Riggs Fund. On August 8th, Andy Card called to ask about the Fund and again express his frustration. On August 13th Gary emailed to let us know our Petition and Exhibits and a Request for Judicial Intervention have been filed. He has not heard back yet about a date for signing papers.

Tarbox Estate monies: At some point we need to make a decision as to how to use the monies. Rob outlined a number of options. Rob moved and Elaine seconded a motion that we establish a separate bank account for the Tarbox monies until such time as we might use the monies for some specific expenditure. **The motion carried unanimously.**

Technology: Staff is being trained to help patrons with the 3D printer. Saturday hours will be set up for use of the Oculus Rift.

LED sign: The director recommends that we pursue purchasing an LED sign for the Route 39 entrance.

8. Old Business:

Blocker Planters: Dana suggested some time ago that we see what could be purchased from Garden Gate Nurseries. We are still studying the matter.

Conflict of Interest forms: Rob and Cynthia signed forms. Only Linda remains unsigned.

Strategic Plan: We hope to start doing some initial projects with this in the new year. The first step will likely be the community survey.

9. New Business:

-Interview of Annette Gernatt: Director Barten asked several questions of the potential new trustee which she answered comprehensively.

-Interview of Helga Ciminesi: Director Barten asked the same questions of Mrs. Ciminesi which she also answered informatively.

-Following the interviews the members of the Board voted unanimously to recommend both applicants to the Town Board to be trustees of the Board of Trustees of the Town of Collins Library.

-Becky Jo moved and Elaine Thordahl seconded a motion to adopt the following resolution:

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a regular (or special) meeting of said Board of Trustees held at the Town of Collins Public Library on the 31st day of August, 2017 at 7 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Public Library, held at the Town of Collins Public Library on the 31st day of August, 2017, a resolution was adopted of which the following is a true copy:

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 Buffalo and Erie County

Public Library for the furnishing of free library privileges to the people of the County of Erie, by this Library for the year 2017, and

BE IT FURTHER RESOLVED, that the President of this Board be, and he/she is, hereby authorized and directed to execute the same on behalf of this Board.

Ayes 8, Noes 0

The motion was approved unanimously.

-Holly moved and Dave seconded a motion to update the 2018 Budget Schedule by adding \$2500 in Bullet Aid from Senator Gallivan for technology. **The motion carried unanimously.**

-Director Barten followed up on a request from Holly asking about implementing a fax machine in the library as a service to participants. She found that it is possible to get said fax through a process of connecting through Central. She will pursue the process.

Abby then suggested that we add more meetings to the annual schedule – perhaps 6 or 8 since with only four meetings a year, the agenda grows lengthy and important items wait too long for resolution. The consensus seemed to be 6.

-Policies: Each Board member should have received three updated or new policies in the mail: Ethics Policy, Progression of Patron Discipline policy, and the policy for Trustee Application Process. Dave moved and Barb seconded a motion to adopt all three policies by resolution.

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a regular meeting of said Board of Trustees held at the Town of Collins Public Library on the 31st day of August 2017 at 7 o'clock pm.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Public Library, held at the Town of Collins Public Library on the 31st day of August 2017, a resolution was adopted of which the following is a true copy:

WHEREAS, the Town of Collins Public Library as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a process to establish new and to review standing policies to ensure that they remain timely and effective, and WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft of the listed Policy/Policies, now therefore be it RESOLVED, that the Board of Trustees of the Town of Collins Public Library adopts the proposed listed Policy/Policies.

Town of Collins Public Library Ethics Policy;

Town of Collins Public Library Progression of Patron Discipline Policy; and

Town of Collins Public Library Board of Trustees Application Process.

Ayes 8

Noes 0

The motion carried unanimously.

10. Public Expression: none

11. Next Meeting: December 7, 2017, in the community room of the Collins Library

12. The meeting was adjourned at 8:30.

Respectfully submitted,

Edith Schell, secretary

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Minutes for December 7, 2017, Thursday @ 7 pm

Present: Director Abigail Barten-McGowan, trustees Helga Ciminesi, Cynthia Dishman, Barb Ferro, Rob Gaylord, Annette Gernatt, Holly Martindale, Edith Schell, Becky Jo Summers, and Dave Williams.

1. Edith called the meeting to order at 7:04 and asked for a chairman pro tem in the absence of both president and vice-president. Edith nominated Holly and she was named by acclamation.
2. **Secretary's Report:** The minutes of the meeting of August 31, 2017, were presented as amended. Rob moved and Becky Jo Summers seconded a motion to accept the minutes as amended. **The motion carried unanimously.**

3. **Public Expression:**

Dana Boss read a letter of resignation to the Board members present. He then mentioned the curbing out front that needs repair. There are also two windows that need work; Dana has caulked and re-caulked to no avail. The back door also needs work to prevent water from seeping in. Barb Ferro moved and Annette Gernatt seconded a motion to accept Dana's resignation with regret. **The motion carried unanimously.**

Director Barten represented Helen Hochadel, President of the Friends and indicated that the Friends are interested in replacing the flooring of meeting room (which is ten years old and quite stained.) The consensus of the group was to replace the carpet with new carpeting rather than any other flooring.

Andy Card did not make the meeting, but Director Barten indicated that we are nearing finality with the Riggs Fund transfer. (see more below in committees)

4. **Treasurer's Report:**

The treasurer distributed the report for September, October and November. Barb moved and Cynthia seconded a motion to accept the report as presented. **The motion carried unanimously.**

5. **President's Report:** There was no report at this meeting.

6. **Director's Report**

-**Staff:** Helen Hochadel has been rehired as a Page PT as of 9/30. Nismah Hussain resigned 10/13. Betsy Steff has been hired as a Clerk Typist PT as of 11/11. Shyan Fageol (Clerk PT) will be leaving for maternity leave in December, and will have limited availability for

substitute coverage. Dana Boss (Caretaker) is back to work. Carol Kibler (Cleaner) took some time off for surgery, but has returned to work. Each staff member, except Helen and Betsy, received Performance Evaluations in October, as requested by Central.

-Budget: We are on track for this year. The water charges are higher than anticipated – see motion below.

-Staff Development: Abbie attended monthly managers' meetings, bi-monthly contract libraries manager meetings, and finished her second class about Legal Issues for her Advanced Certificate. CONGRATULATIONS once more, Abbie! Abbie has also gotten training for the next step of the NYS Early Literacy program. Helen has taken an Excel 2016 course offered through the library. We have started monthly staff meetings for greater communication and training.

-Gallivan Grant: The director received a check on 9/28 for \$2500. The monies will be used for technology items and possible training.

-Programs: We are working on advertising. The Gowanda Press is now gone, and we're not sure how it will affect our advertising.

-Building Maintenance: Central has purchased a new copier for our use.

7. Committees

Financial

- Riggs Fund: Andy Card stopped in 10/24 to again express his concern over seeming lack of progress. G. Gaffney got back to us and on 10/31 we got a judge assigned! On the assigned court date, 11/16, everything went well as expected. We received the signed order 12/7 and now can start the paperwork with the Community Foundation. YAY!
- Tarbox Estate: Director Barten suggested that after replacing carpet and upgrading the meeting room that we place a plaque naming the room the Dorothy Tarbox room.

Policies: see policy review under new business.

Technology: We are close to \$5000 for the current funds from Bullet Aid/Gallivan.

At the tech committee meeting of 11/7 the following items were suggested. Director Barten searched for quotes and reports:

- Public computer 770.32
- Public scanner 426.51
- Headphones for all computers 400 (about \$20 each, Amazon)
- Video camera and lighting 350-400 (Amazon)
- Kindle Paperwhite 120 (Amazon)

- Outside trainer – by a contract (ex. 50 per day for 3, 1- hour sessions, or a 2-3 hour class) (See full notes from meeting.) Helga Ciminesi moved and Annette Gernatt seconded a motion that we accept the technology report and that it be implemented. **The motion carried unanimously.**

LED Sign: The director will start researching in earnest at the beginning of year, to be implemented in spring. Doug Martindale from the town has offered help on their end.

8. Old Business:

Blocker Planters: Dana suggested we see what could be purchased from Garden Gate Nurseries. Rob spoke to Gary Patterson and to Mark Schindler at the funeral home, but still needs to do more research.

COI forms: still need Linda

Fax Machine Info: exploring options.

Karen McClure’s 10-year anniversary for start at Collins Library is January. The consensus seemed to be the get a plaque and hold a reception/presentation at the library at some future date.

Strategic Plan: A goal for 2018 is have a survey ready for the community, at either Rediscover Gowanda or Hollywood Happening. Holly will send out a basic summary of what exactly a strategic plan is. Rob suggested that we bring in a facilitator.

9. New Business:

Healthy Community Alliance: Katie Connors gave a presentation about partnering with us for grants. She gave a brief presentation about their program of tote bags filled with 2-3 books and 2-3 activities for kids. The bags can be checked out from the local library. Ms. Connors was asking for the Town of Collins library to partner with the program. She asked Director Barten to contact someone to set parameters for lending and recovering bags. Ms. Connors would touch base with Director Barten several times a year. Director Barten and all Board members favor this partnership.

-Memorandum of Understanding – Director Barten will sign a non-binding agreement with Healthy Community Alliance.

Proposed Closing Dates 2018:

Mon 1/1 (New Year’s) Mon 1/15(MLK) Mon 2/19(Pres) Fri
3/30(GF)

Mon 5/28 (Mem) Wed 7/4 (4th) Mon 9/3 (Labor) Mon
11/12 (Vet) Thur 11/22 (Thanks) Mon-Tues 12/24-25
(Christmas/Eve) Mon 12/31 10:30-5

Becky Jo moved and Barb Ferro seconded a motion to approve the proposed closing dates. **The motion carried unanimously.**

Board Meetings for 2018 – Suggested Thursdays @ 7 pm: 2/22, 5/3, 6/28, 8/2, 10/4, 12/6

Rob Gaylord moved the approval of the schedule of dates and Helga Ciminesi seconded. **The motion carried unanimously.**

Concerts 2018 – The director asked the trustees to approve spending of \$2700 for 2 concerts and 2 tents. Additionally: 1 concert covered by funds from B&ECPL, 3 concerts paid for by Friends. Possibly 1 concert paid for by Kiwanis. Barb Ferro moved and Cynthia Dishman seconded a motion to approve the spending for concerts. **The motion carried unanimously.**

GCSD Funds: The director presented a proposal for spending for members of the Board.

Parking lot Lights: There has been a suggestion to update outside lights to halogen. This will provide cost

savings over 2 years due to length of burn time. The fixture will need to be updated to accept the new bulbs. Dan Stroud has put together the approximate price, and suggests that they be updated as the current bulbs burn out.

ACT Meeting November: Attended by Abbie, Edith, and Annette: See notes. Of particular interest: Trustees

attending conferences like NYLA, and Collins volunteered to host a meeting in the coming year, likely April or May.

NYS Trustee webinars: <http://www.nysl.nysed.gov/libdev/trustees/webinars.htm>

Abbie will set up times for viewing if that would be helpful! Everyone is encouraged to watch.

General Fixed Assets (K) Fund: NYS Comptroller's Report is now requiring an entry for 2017. We can define amount that we want to use, from \$500 to \$5000. This needs a depreciation schedule, which we have, but needs update. (Suggested \$5000 so we would have to report fewer items.) We will then have a list of all fixed assets (land and building belong to the Town, so only any equipment that isn't owned by the B&ECPL). Dave Williams moved

and Barb Ferro seconded a motion to set the General Fixed Assets (K) Fund at \$5000. **The motion carried unanimously.**

Policies: The following policies are to be reviewed according to our policy review schedule:

Payment of Invoices, Procurement Policy, Rules of Conduct, Bulletin Board Policy, and Closing Procedure.

New Policies sent last month:

- Health and Wellness Policy (to comply with HCA grant)
- Payment Voucher
- Suggested change: Rules of Conduct should include the use of “hover boards” as prohibited (#14)

Note, due to requirement that bank statements go paperless, we may need to update the Online Banking policy. Becky talked to the bank and the fee should be waived because we are not for profit.

Becky Jo Summers moved and Rob Gaylord seconded a motion to approve the two new policies, the change in Rules of Conduct policy, and those reviewed policies with no changes. **The motion carried unanimously.**

Annette Gernatt moved and Barb Ferro seconded a motion to adopt the following resolution regarding the adoption of policies. **The resolution was adopted unanimously.**

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at the regular meeting of said Board of Trustees held at the Town of Collins Public Library on the 7th day of December 2017 at 7 o'clock. I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Public Library, held at the Town of Collins Public Library on the 15th day of December 2017, a resolution was adopted of which the following is a true copy: WHEREAS, the Town of Collins Public Library as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a process to establish new and to review standing policies to ensure that they remain timely and effective, and WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft of the listed policies, now therefore be it RESOLVED, that the Library operated under its plan of service in accordance with the provisions of the Education Law and the Regulations of the Commissioner, and be it further RESOLVED, that the following list of bylaws were reviewed and accepted by the Board of Trustees.

Town of Collins Public Library Health and Wellness Policy as written;
Town of Collins Public Library Payment Voucher Policy as written;
Town of Collins Public Library Rules of Conduct updated to include the proposed changes;
Town of Collins Public Library Payment of Invoices reviewed with no changes;
Town of Collins Public Library Bulletin Board Policy reviewed with no changes; and
Town of Collins Public Library Closing Procedures reviewed with no changes.

Water Bill: Finally, since it seems the water bill for the month was somewhat over budget, it was necessary for

the Board adopt a resolution to transfer funds from one line to another to cover this. Holly Martindale moved and Barb Ferro seconded a motion to adopt a resolution for this purpose. **The Resolution was adopted unanimously.**

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at the regular meeting of said Board of Trustees held at the Town of Collins Public Library on the 7th day of December 2017 at 7 o'clock

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Public Library, held at the Town of Collins Public Library on the 15th day of December 2017, a resolution was adopted of which the following is a true copy:

WHEREAS, the Board of Trustees of the Town of Collins Public Library finds that the purposes of the Repairs and Maintenance Fund, 506200, have been fulfilled; and, WHEREAS, there is remaining in the Repairs and Maintenance line an unused and unencumbered balance; therefore, now therefore be it RESOLVED, that the Board of Trustees of the Town of Collins Public Library do hereby transfer \$50.00 from the Repairs and Maintenance line to the Water line, 515000, for the purpose(s) of covering an overage in the water bill. This fund shall be subject to the same appropriation process as other funds that receive tax money.

10. Public Expression – Mr. David Smith commented that this was a great library and he was thankful for it.

11. Next meeting: February 22, 2018, in the community room of the Collins Library at 7:00 PM.

12. The meeting was adjourned at 9:00 PM.

Respectfully submitted,

Edith Schell, secretary

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES SPECIAL MEETING

Minutes for December 19, 2017, Thursday @ 7 pm

Present: Director Abigail Barten-McGowan, trustees Vice President Elaine Thordahl, Helga Ciminesi, Barb Ferro, Rob Gaylord, Holly Martindale, Becky Jo Summers, and Dave Williams. Emilie Rosenbluth from the Community Foundation for Greater Buffalo.

2. VP Elaine Thordahl called the meeting to order at 7:04. Director Barten-McGowan offered to be secretary.

2. No Public Expression

3. **Presentation from about the setup of the Mary N. Riggs Library Fund** from Emilie Rosenbluth – giving strategies analyst from the Community Foundation for Greater Buffalo.

Provided copies of the Fund Agreement.

Rob gave background on the fund and how we reached the point we were at today.

Emilie went through the fund set up:

- These funds would be invested in their pool, giving them access to better managers with higher minimums resulting in a better return on investment.
- This is an endowed fund with the given amount endowed, the earnings are calculated every year, and distributions made on a 20 quarter rolling average. Right now distribution is set at 5.25% of the balance of the fund while it is accumulating, whether the market is good or bad. This is limited to 5.25% to protect the principal. Minimum distribution is \$100.00. A prorated annual administrative fee of 1% is computed based upon the principal market value of the Fund and is charged quarterly. Every year the board of the community foundation votes on if they think the spending policy is the best, and it has been at 5.25% for the past 15 years. They take a long term approach to markets and investments.
- This was created by an individual as a true endowment, we can't make changes. It came from a donor with strict guidelines. It is very unlikely that changes could be made to the stipulations because it was set up explicitly.

- They are a non-public charity, which means they are not required to do a 5% payout like a private foundation.
- We can receive quarterly reports to the library that would then be distributed to the board. Reports include where it stands and any distributions. We would be notified in the beginning of the year in the 4th quarter statement about our distribution. Distributions are made 10/1 for the previous year's earnings.
- The distributions are to be used for its designated purpose in the Endowment Fund Agreement: "100% for the Town of Collins Public Library in Collins, NY to purchase library material for the benefit of the library and its patrons, with an emphasis placed on fiction and nonfiction material to develop reading skills and enjoyment in the community."
- Administration of the Fund:
 - o When guidelines and policies change, we will be notified
 - o The Board asked for the guidelines and the table of fee schedules to be attached to the agreement for our reference and files. Abbie said she would send this to everyone once received.
 - o Participants are invited to a quarterly investment review, where Mike Miller gives an update on what the portfolio looks like. If you do not wish to attend, a copy of the PDF he goes over can be sent. Gives info about what the funds are doing, the investments, and the volatility information of their portfolio.
- This is a designated fund. It ensures perpetual support of the organization. If the library ever closed, the Community Foundation has variance power. They could then search for a similar organization to redirect contributions to. It is defined as serving the community of Collins, NY, so would see where the community is going to fill the need left.
- Anyone can contribute to the fund at any time, and when they do they are agreeing to the terms of the agreement.
 - o In the Memo Field, include the Mary N. Funds Library Fund.
- Andy Card will be added as an interested party for the fund and sent updates.

Rob Gaylord moved and Barb Ferro seconded a motion authorizing Vice President Elaine Thordahl to sign the Endowment Fund Agreement as presenting and reviewed for the transfer of the Mary N. Riggs Library Fund to the Community Foundation for Greater Buffalo pursuant to the New York State Supreme Court Order dated December, 7th, 2017. **The motion passed unanimously.**

- The Treasurer will write the check after we are notified that the paperwork has been signed by the Community Foundation for Greater Buffalo, made out to the Community Foundation for Greater Buffalo with Mary N. Riggs Library Fund in the memo field, and sent to the attention of Emilie Rosenbluth. We will also alert their finance department so they are aware it is coming.

The invoice for Attorney Gary Gaffney's fees and services was presented.

Rob Gaylord moved and Elaine Thordahl seconded a motion to approve payment to Gary Gaffney Esq. for work on the Mary N. Riggs Library Fund from the library's private funds, with our appreciation and acknowledgement of Mr. Gaffney's services. **The motion passed unanimously.**

A discussion followed about meeting attendance (See Article II section 7 of the bylaws).

A reminder that officers should be elected annually at the first meeting of the year.

4. The meeting was adjourned at 8:05 PM.

Respectfully submitted,

Abigail Barten-McGowan, Director