

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING**  
**MINUTES: February 7, Thursday @ 6 pm**

**Present:** Director Abbie Barten-McGowan, President Holly Martindale, Trustees Helga Ciminesi, Cynthia Dishman, Rob Gaylord, Edith Schell, Becky Jo Summers, and Dave Williams. Also present was guest Kimberly Nobles, prospective trustee.

**1. Call to order:** President Holly Martindale called the meeting to order at 6:00 PM.

**2. Secretary's Report:** The minutes of the regular meeting of December 6, 2018, were accepted as presented.

**2.5. Trustee Interview:**

The trustees present met new applicant for a Board position Kimberly Nobles who sent a letter of application forwarded to all current trustees. Kim answered a number of questions from Director Barten and other members of the Board. Rob moved and Cynthia seconded a motion to recommend to the Town of Collins Board that Kim Nobles be added to the Town of Collins Library Board of Trustees. **The motion carried unanimously.** The recommendation will now be forwarded to the Town Board for their consideration.

**3. Public Expression:** There was no public expression.

**4. Financial report/Treasurer's Report:**

Copies of the treasurer's report for December 2018 through January 2019 were distributed and studied by all trustees present. The director and the treasurer explained that some transfers of monies were necessary and entirely within the authorization of the trustees to enact. Dave Williams moved and Helga Ciminesi seconded a motion to adopt the resolution below. **The motion carried unanimously.**

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at the regular (or special) meeting of said Board of Trustees held at the Town of Collins Public Library on the 7<sup>th</sup> day of February 2019 at 6 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 7<sup>th</sup> day of February 2019, a resolution was adopted of which the following is a true copy:

WHEREAS, towards the end of the Fiscal year, various budget lines have a need for budget adjustments to make their budgets whole; and

WHEREAS, the Town of Collins Public Library find they have insufficient budget in their "Building Repair/Maint. - Contracts" and "Equipment Contracts" lines under their contractual budget to properly finish posting 2018 expenditures; and

WHEREAS, the Town of Collins Public Library has sufficient budget in their fiscal year 2018 budgets "Water", "Dues", "Rental, Other", "Travel, Local", "Postage", and "Bank Services" that can be used to supplant the shortage within their contractual budget; and

WHEREAS, the Town of Collins Public Library is now requesting budget line item transfers from their FY 2018 "Water", "Dues", "Rental, Other", "Travel, Local", "Postage", and "Bank Services" line items to eliminate the shortage within their FY 2018 "Building Repair/Maint. - Contracts" and "Equipment Contracts" Budget lines.

RESOLVED, by the Board of the Town of Collins Public Library that the following budget line item transfers are hereby authorized in the Operating Expenses Budget as follows:

To:	
"Building Repair/Maint. - Contracts"	\$167.58
"Equipment Contracts"	\$157.76
From	
"Water"	\$53.24
"Dues"	\$100.00
"Rental, Other"	\$9.00
"Travel, Local"	\$25.07
"Postage"	\$88.03
"Bank Services"	\$50.00

BE IT FURTHER RESOLVED, that the remaining \$434.04 needed for balancing shall come from the "Return to System" balance.

Ayes   7  

Noes   0  

Clerk,  
Edith Schell

## 5. Executive Report

- **Director Barten expressed a concern about funding for libraries in New York State.** She indicated that advocacy is an integral part of securing funding for the library, and happens at grassroots, county, state, and national levels. The Governor's budget calls for drastic cuts to library funding in 2019, and personal and unified advocacy helps show our representatives the impact funding has on services in their communities. Abbie and other librarians plan to meet with State Legislator DiPietro and State Senator Patrick Gallivan at the West Seneca Public Library on **February 8** to talk about the importance of libraries, and how the proposed cuts to library funding would negatively affect libraries.

- **Programs:** We have planned the 2019 concert series to begin in April. We are increasing our public technology training programs and 3D printing training programs with Jason.

- **Staffing:** Carol Kibler has resigned as Part-time Cleaner. Bethany Schutt was hired as Part-time Cleaner. Jason Hussong has been promoted to Part-time Page.

- **Building Maintenance:** Two replacement windows were installed Feb. 9, 2019, but a third was sent wrong size. Finally the new one was installed on Feb. 2, 2019.4. The heating system was

checked on January 9, 2019, and preventative maintenance was suggested and scheduled. The fire alarm system was inspected as per the annual requirement on December 27, 2018. There has been no progress on the roof because of current weather. Holly asked whether she could get the application needed for funds a state library construction grant from a particular website and was told that she probably could. She will do that. The director and the staff are currently working on a physical reorganization of the library.

**-Budgets: 2018** – Our 2018 Direct Expense Operating Budget was higher than anticipated by the Library System, but so was our Anticipated Revenue from Fines, Printing, etc. The amounts were very close, but our expenses were higher and the Return to System will be reduced. Our Personnel Budget final numbers were received and we were just under budget.

**-2018 wrap up:** Both our visitor count and circulation were at about 98% of what it was in 2017 (including extra days closed due to weather), which is great. There were monthly fluctuations, but we evened out by December. It's been dropping year by year, but we've sort of evened out, which means we can work on increasing for 2019! Beginning in March, our library was open an additional 13 hours per week. We have received lots of positive feedback from the community about the increase in hours.

Becky Jo moved and Dave seconded a motion to approve the executive report. **The motion carried unanimously.**

## **6. Committee Reports:**

**- Disaster Plan Committee:** The minutes of this meeting were not ready for this meeting.

**- LED Committee:** We have received quotes and are in the process of reviewing them. We plan to call a special meeting in the next month for a recommendation and resolution to award. On January 7, 2019, Abbie and Holly spoke to Ken Stone from B&ECPL about our next steps and met with Ken Martin about the next steps with the Town. Holly submitted a Building Permit Application to be reviewed by Code Enforcement. The Building Permit was approved already! We plan to have Doug Martindale oversee the project and we plan to write a Memorandum of Understanding with the town regarding usage of the sign. There will be a sub-committee meeting on Monday, Feb 11, at 12:30 PM.

## **7. Unfinished Business:**

**-Trustee and Employee Directory:** if you have not returned your info and a picture, **please** do so. It is important that we are an organization that is in touch with who is representing the library, both in the building and in the community.

**- ACT Meeting March 2 at Central Library** – As many as possible should attend this important training. **RSVP is required, the form is included. We can use operating funds for the fee and mileage with a vote.** Holly Martindale, Edith Schell, and Cynthia Dishman volunteered to attend. Cynthia moved and Helga seconded a motion to approve operating funds for each trustee who registers for the workshop. **The motion carried unanimously.**

## **8. New Business**

**- Policy for review:** The Fixed Assets Capitalization Policy was sent earlier in the month to all trustees. The amount has been changed to \$5,000 and information was added about approving Capital Asset Log and Depreciation Schedule annually, for State Report purposes.

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at the regular (or special) meeting of said Board of Trustees held at the Town of Collins Public Library on the 7<sup>th</sup> day of February 2019 at 6 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 7<sup>th</sup> day of February 2019, 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 policies were reviewed and accepted by the Board of Trustees.

Town of Collins Public Fixed Assets Capitalization Policy updated to include the proposed changes.

Ayes   7    
Noes   0  

Clerk,  
Edith Schell

**-Capital Assets Log and Depreciation Schedule:** A copy of the most recent Capital Assets Log and Depreciation Schedule was sent to all trustees. Rob moved and Dave seconded a motion to approve the schedule as presented. **The motion carried unanimously.**  
See attached table for Capital Assets Log and Depreciation Schedule.

**- Discretionary Budget:** Director Barten then drew trustees' attention to the discretionary budget table. (see attached table). Dave Williams moved and Rob Gaylord seconded a motion to approve the following resolution. **The motion carried unanimously.**

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at the regular (or special) meeting of said Board of Trustees held at the Town of Collins Public Library on the 7<sup>th</sup> day of February 2019 at 6 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 7<sup>th</sup> day of February 2019, a resolution was adopted of which the following is a true copy:

WHEREAS, the Discretionary Budget of the Town of Collins Public Library has been recommended for adoption by the President and Chief Financial Officer, be it therefore

RESOLVED, that the 2019 Discretionary Budget – Non Capital of the Town of Collins Public Library presented as Schedule 1 to this board resolution is hereby approved and shall be allocated.

Ayes    7\_\_\_\_  
Noes    0\_\_\_\_

Clerk,  
Edith Schell

- **LED Funding:** Director Barten wanted input from Board members as to specifically which part of the monies in our budget to use to pay for the planned LED sign. After some discussion the consensus was to use the Dorothy Tarbox funds and to name the community room “The Dorothy Tarbox Memorial.” A plaque will be created recognizing Tarbox’s contribution to the library when the project is complete. Prior year’s unused Gowanda Central School District Tax Funds will be used for the LED sign project.

**10. Public Expression** – There was no public expression.

**11. Upcoming Meetings: Thursdays at 6 pm, 4/4, 6/13, 8/8, 10/3, 12/5.**

12. The meeting was adjourned at 7:10.

Respectfully submitted.

Edith Schell

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES Committee MEETING – LED Sign**  
**MINUTES: February 25<sup>th</sup>, 2019 - Monday at 1 pm**

**Present:** Director Abbie Barten-McGowan, President Holly Martindale, Trustees Rob Gaylord and Dave Williams. Director Barten-McGowan acted as secretary.

**1. Call to order:** President Holly Martindale called the meeting to order at 1:00 PM.

**2. LED Signs**

The 4 received proposals were presented. (There were 2 additional prior quotes from companies that only supplied the LED element, and did not build the signs, and it was earlier decided we try to use a company that does all the work.)

- **Company 1** at about 23 thousand. 16 mm pitch. Didn't quote to fully required specifications, and quoted for a lit top sign.
- **Company 2** at about 26 thousand. 16 mm pitch. Had done work for the Town of Collins, but was well above our project budget cost.
- **Company 3** at about 18 thousand. 16 mm pitch. Was the most engaged company, and talked with Holly to determine the best approach. Wood Post installation.
- **Company 4** at about 19 thousand. 15 mm pitch. Visited site, and they own their own fabrication shop. Use existing posts.

After going over the pros and cons of each, the group dug in on the quotes from Company 3 and Company 4, being very close in costs. The signs were virtually the same dimensions, with slight variation in pitch spacing. Discussions about the posts ensued, and it was determined that we would want new posts, and would like more information about the wooden posts offered by Company 3, with a possible interest in steel poles instead of wooden. Due to the difference in proposed cost of over \$1,000, the LED Committee recommends the quote from Company 3: X-Press Signs.

**3. Electrical**

A further element of the job will be the electric to the sign. Holly met with someone from Gurwitz & McNeil out of West Valley about the job. The library doesn't have an additional conduit, so power would either have to come directly from the pole, or trenching done from the building/light pole to the sign. He is looking into the options and we have no quotes yet.

**4. Adjournment:** The meeting was adjourned at 2:30 pm.

Respectfully submitted.

Abigail Barten-McGowan

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES SPECIAL MEETING**  
**Minutes: March 4th, 2019 Monday @ 6 pm**

**Present:** Director Abbie Barten, President Holly Martindale, Trustees Helga Ciminesi, Cynthia Dishman, Kim Nobles, Edith Schell, and Dave Williams.

1. President Holly Martindale called the meeting to order at 6:00.

2. **Public Expression** – there was no public expression.

3. **LED Sign** – President Holly Martindale reviewed for Board members present the process which the sub-committee used to winnow down their recommendation. They started with the four quotes listed below.

(There were 2 additional prior quotes from companies that only supplied the LED element, and did not build the signs, and it was earlier decided we try to use a company that does all the work.)

- **Company 1** at about 23 thousand. 16 mm pitch. Didn't quote to fully required specifications, and quoted for a lit top sign.
- **Company 2** at about 26 thousand. 16 mm pitch. Had done work for the Town of Collins, but was well above our project budget cost.
- **Company 3** at about 18 thousand. 16 mm pitch. Was the most engaged company, and talked with Holly to determine the best approach. Wood Post installation.
- **Company 4** at about 19 thousand. 15 mm pitch. Visited site, and they own their own fabrication shop. Use existing posts.

Due to the difference in proposed cost of over \$1,000, the LED committee recommends the quote from Company 3: **X-Press Signs**.

Dave Williams moved and Helga seconded a motion to approve the following resolution. **The motion carried unanimously.**

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at the special meeting of said Board of Trustees held at the Town of Collins Public Library on the 4<sup>th</sup> day of March 2019 at 6 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 4<sup>th</sup> day of March 2019, a resolution was adopted of which the following is a true copy:

WHEREAS, the Town of Collins has no town paper or town center, and very little as a way of communicating events for the Town and other departments; and

WHEREAS, the Town of Collins Public Library wishes to update their signage to include a changeable LED element to allow for the advertisement of events; and

WHEREAS, the LED Sign Committee of the Town of Collins Public Library has researched and consulted with a number of companies to determine what would best suit their needs; and

WHEREAS, the LED Sign Committee of the Town of Collins Public Library requested quotes from a number of companies, receiving four that were reviewed in depth by the said Committee; and

WHEREAS, the results of the quotes were presented to the Board of the Town of Collins Public Library along with the recommendation of the LED Sign Committee of the Town of Collins Public Library, now therefore be it

RESOLVED, that the Town of Collins Public Library operated under its Board approved Procurement Policy; and be it further

RESOLVED, that the Town of Collins Public Library proceed with the quote for the erection of an LED sign as a capital expenditure as proposed by X-Press Sign Systems, as quoted on 12/3/2018, and be it also

RESOLVED, that the funds for this project shall come from the Unrestricted Funds in the account of the Town of Collins Public Library.

Ayes    \_\_6\_\_

Noes    \_\_0\_\_

Clerk,

Edith Schell

**4. Public Expression --** there was no public expression.

**5. Upcoming Meetings: Thursdays at 6 pm, 4/4, 6/13, 8/8, 10/3, 12/5**

**6. Meeting Adjournment –** the meeting was adjourned at 6:45.

Respectfully submitted,

Edith Schell, secretary



**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES Committee MEETING – ACT Meeting Recap**  
**MINUTES: March 11, 2019 - Monday at 1 pm**

**Present:** Director Abbie Barten-McGowan, President Holly Martindale, Secretary Edith Schell. Director Barten-McGowan acted as secretary.

1. Called to order at 1:00 pm.

2. ACT Meeting 3/1/2019 report.

Holly and Edith attended the meeting and were extremely enthusiastic about what they heard.

- New Minimum Standards
  - Trustee Education: 2 hours annually. New law expected by end of 2019. Things like the ACT meeting qualify, and the system is looking for clarification for what else can be used.
  - Many of the new and updated standards we already do.
    - Bylaws reviewed at least once every 5 years,
    - Report to the community
    - Written policies reviewed at least once every 5 years.
    - Open Hours
    - Programming
    - Technology to meet community needs.
    - Paid director
  - Others will do somewhat, but could improve:
    - Long Range plan of service (have one in place, but will be more thorough on next)
    - Budget (beginning approving it, also need on website)
    - Evaluates library programs, services, and collections (Will need community input surveys)
    - Maintaining the facility (it's in good shape, but we need to evaluate it)
    - Access to current library info (We have much of it on our website, but we need to add a few more things to fulfill this standard).
    - Community Partners (always looking for more!)
  - Others need more work:
    - Staff annual technology training (we will get info from the system about what is required and by whom).
  - It was suggested that some of these things be put into committees. This is being added to the upcoming agenda. The new standards are expected to be in place by 2020/2021.
- Library of Things
  - A very exciting presentation by some libraries about lending non-traditional items such as musical instruments, metal detectors, kitchen items, and outdoor games. Some of these things can be purchased with the Gallivan Tech money too! A committee can discuss this further. We won't have to reinvent the wheel, can just borrow what other libraries are doing.

3. Meeting adjourned at 2:30 pm Respectfully submitted, Abigail Barten-McGowan

## TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

MINUTES: Thursday, April 4, 2019, @ 6 pm

**Present:** Director Abbie Barten-McGowan, President Holly Martindale, Trustees Helga Ciminesi, Barb Ferro, Kim Nobles, Edith Schell, Elaine Thordahl, and Dave Williams

**1. Call to order:** President Holly Martindale called the meeting to order at 6:00 PM.

**2. Secretary's Report:** The **December 13, 2018, Minutes** of the Disaster Plan Committee Meeting were approved as presented. The **minutes of the regular meeting of February 7, 2019, were approved as presented.** The minutes of the **LED Sign Committee Meeting of February 25, 2019,** were approved as presented. The minutes of the **Special Meeting March 4, 2019,** regarding the approval of an LED Sign were approved as presented. The **March 11, 2019, minutes** to recap the March 1 ACT Meeting were approved as presented. Barb Ferro moved and Helga Ciminesi seconded a motion to approve all five sets of minutes. **The motion carried unanimously.**

**3. Public Expression** – none expressed

**4. Financial report/Treasurer's Report** -- All Board members received copies of the treasurer's report for February – March. Dave Williams moved and Elaine Thordahl seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**

### **5. Executive Report**

- **Advocacy:** Abbie and other librarians met with State Legislator DiPietro and State Senator Patrick Gallivan at the West Seneca Public Library on Feb. 8, 2019, to talk about (1) the importance of libraries, and (2) how the proposed cuts to library funding would affect libraries. Both gentlemen were very receptive to the message and support libraries. Legislator DiPietro is interested in reading to kids at the library. The proposed house and senate budgets currently maintain or have a moderate increase from 2018 levels of funding, more than the governor's reduction in budget.
- **Program Highlights:** The 2019 concert series is set to begin in April. We are increasing our public technology 1-1 programs and 3D printing training programs with Jason. Total program attendance so far:

January	24 programs	228 attendance	
February	35 programs	411 attendance	
March	32 programs	238 attendance	as of 3/27

- **Building Maintenance:** Physical reorganization of the adult side of the library is mostly finished. The staff added adult fiction shelving and reorganized the DVDs so there is more room. This also gave more space to that part of the library. We are still tweaking a few things and hope to make the YA area more inviting. We are pursuing quotes on behalf of the town for concrete replacement. We are starting to get bids on concrete work for the building.
- **Budgets:** We did very well with our 2018 budget. We had a small surplus in staffing that the system retained, and a small deficit in our direct expense that was balanced by a reduced return to system.
- **Friends of the Library:** The group has purchased a “Little Free Library” for placement in Collins Center. We will partner with them to put books inside to start, and plan to keep information about upcoming library events inside, encouraging new patrons to visit. They plan to dedicate it in early May in memory of Joan Byrne. They have also purchased a popcorn machine.

Helga moved and Barb seconded a motion to accept the Executive Report. **The motion carried unanimously.**

#### **6. Committee Reports:**

- **Disaster Plan Committee:** (See minutes 12/13/2018) Abbie would like this to be compiled for review by the June Meeting. It is being reviewed with the caretaker now, and the plan is to go over it with the Fire Department.
- **LED Committee:** (See Minutes 3/4/2019) Holly met with X-Press signs on 3/22/2019. She will be making another trip out with color approval. She is also trying to get a closer match to the Painter Center sign.
- **Financial:** Mary N. Riggs Fund: The current total in the account is at \$13,868.06. This includes a recent \$3,500 gift from Andy Card. We are still waiting on news of disbursement from Community Foundation for Greater Buffalo. An update on the account and letter of thanks have been sent to Andy.

#### **7. Unfinished Business:**

- ACT Meeting March 2 at Central Library – See March 11th Minutes. The recording is also available on the Trustee website: <http://future3.buffalolib.org> . You should have received an email from Mary Jean Jakubowski about it, including the link and log in information. Any questions, please ask Abbie.

- A plaque for Karen McClure has been ordered. A presentation may be scheduled for June. We'll keep you posted.

#### 8. New Business:

- Policy for review: Purchase Policy - sent earlier in the month. Elaine Thordahl moved and Dave Williams seconded a motion to adopt the following resolution.  
**The motion carried unanimously.**

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at the regular (or special) meeting of said Board of Trustees held at the Town of Collins Public Library on the 4<sup>th</sup> day of April 2019 at 6 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 4<sup>th</sup> day of April 2019, 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 policy was reviewed and accepted by the Board of Trustees.

Ayes       \_\_7\_\_

Noes       \_\_0\_\_

\_\_ Clerk,  
Edith Schell

- State Report Approval (See Executive Summary, Report to Community) Barb Ferro moved and Dave Williams seconded a motion to adopt the following resolution.  
**The motion carried unanimously.** RESOLUTION attached
- Bicentennial Committee: We are partnering with the bicentennial committee as events approach. We already have had displays in our case and poster in the hall, and plan to host events and larger displays as time goes on.
- **Committees:** We need volunteers for the following committees:
  - Policy & Bylaws Review: multiple times per year for review and writing new
  - Finance and Budget: includes Direct Expense, Discretionary Funds, Capital Assets, & Audit
  - Facility: Buildings, Grounds, Accessibility
  - Planning and Evaluation: Strategic Plan, Plan of Service, Public Relations
  - Technology: also Library of Things

Some Board members present signed up for committees; there will be another opportunity at the next meeting or at your leisure when visiting the library.
- Bylaws need annual review before the June meeting. A meeting of the committee is scheduled for Monday May 1 at 1:00 PM.
- Digital vs. Paper: Would anyone prefer to receive board documents as digital only?

**9. Public Expression** – none expressed

**10. Upcoming Meetings:** Thursdays at 6 pm, 6/13, 8/8, 10/3, 12/5

**11. The meeting was adjourned** at 7:00PM

Respectfully submitted, Edith Schell

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES Bylaws Committee MEETING**  
**MINUTES: Monday, May 6, 2019 at 1 pm**

**Present:** Director Abbie Barten-McGowan, Trustees Helga Ciminesi, Barb Ferro, and Edith Schell

1. Called to order at 1:20 pm
2. Review of Bylaws: Proposed changes
  - Article II, section 7
    - A. Specify “Regular” meetings
    - B. Specify “Regular” meetings
    - C. Specify that mitigating circumstances be presented to the President of the

Board

- Appendix A: Conflict of Interest Policy: Article I – Define COL as a contracting member library as stated : The purpose of this Conflict of Interest policy is to protect the Buffalo & Erie County Public Library and Town of Collins Public Library, *a contracting member library*, when...
  - Also indicate the date of the document from the CEN library, so we will know when it has changed on their end and we need to update ours. “Based on the Conflict of Interest Policy for the libraries within the City of Buffalo and Buffalo & Erie County Public Library System Functions, last amended 7/20/2017.”
3. Other notes from reviewing bylaws:
    - Article III Section 2: Terms of offices are for 3 years, and are elected at the annual meeting. We hope to stagger the elections at the next annual meeting, setting the year’s elections are due for each position.
    - Another note is a governance Committee that keeps an eye on conflicts of interest. We need one.
  4. Adjourned at 1:55 pm

Respectfully submitted, Abigail Barten-McGowan, Director

## **TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES Technology Committee MEETING**

**MINUTES: Monday, May 23, 2019 at 2:30 pm**

**Present:** Director Abbie Barten-McGowan, President Holly Martindale, Trustees Kim Nobles, and Barb Ferro

1. Called to order at 2:30 pm
2. Review of Other Libraries' Things offerings.
3. Went through plans for what we would like Collins's to look like:
  - Boxes for things, Instructions included.
  - Labeled – including how it was funded.
  - About 12 Items to start. Initial budget about \$1000, with \$500 in annual additions.
  - Public input for next batch of items, including a google form available online and in the library. Would like available for Liberty Fest.
  - Balance of Things for adults, kids, seniors, all ages
  - Would like to look into sponsorship of items at the next phase, various businesses and organizations.
4. Previewed Logo – changes were suggested – add more “Things” imagery, keep pop of color.
5. Identified top items:

<ul style="list-style-type: none"><li>• Dash Robot</li><li>• Ukulele</li><li>• Button Maker – library owns</li><li>• Bird Watching Kit</li><li>• Karaoke Machine</li><li>• Portable Turntable/Record Player</li></ul>	<ul style="list-style-type: none"><li>• Air Fryer</li><li>• Kindle Paperwhite – library owns</li><li>• Metal Detector</li><li>• Tennis Set (2 rackets, 1 tube balls)</li><li>• Canopy Tent</li><li>• Board Games – library owns</li></ul>
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6. Items for public to vote on:
  - Makey Makey kit
  - Bubble machine
  - Go Pro Camera
  - Badminton kit
  - Collapsible Wagon
  - USB Microscope
  - Keyboard
  - Ice Cream Maker
  - Knitting Kit
  - Drum Pad

7. Ideas for advertising were discussed, with Holly volunteering to gather more information. One idea was a postcard mailing through the USPS.

8. Adjourned 3:30 pm.

Respectfully submitted, Abigail Barten-McGowan, Director.



**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES EMERGENCY MEETING**  
**June 5, 2019 Thursday @ 3:30 pm**

In attendance: President Holly Martindale, Trustees Robert Gaylord, Annette Gernatt, Helga Ciminesi, David Williams, Barbara Ferro, Kimberly Nobles, Director Abigail Barten-McGowan

**1. Call meeting to order at 3:33 pm**

**2. Public Expression: NA**

**3. Quote from Gerwitz& McNeil Electric Inc.**

Reviewed quote. As for the question about the property lines, Doug Martindale has offered to represent the church in determining lines. Rob reminded mentioned that the company should be reminded that we are a tax-exempt organization. Motion to approve by David Williams, seconded by Barbara Ferro. Motion carried unanimously.

**4. Upcoming meetings:** Thursday, June 13th at 6 pm

**5. Meeting was adjourned** at 3:40 pm.

Respectfully submitted, Abigail Barten-McGowan, Director

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING**  
**MINUTES: Thursday, June 13, 2019, @ 6 pm**

**Present:** Director Abbie Barten-McGowan, President Holly Martindale, Trustees Helga Ciminesi, Cynthia Dishman, Barb Ferro, Annette Gernatt, Kim Nobles, Edith Schell, Becky Jo Summers, and Dave Williams

**1. Call meeting to order:** President Holly Martindale called the meeting to order at 6:00 PM.

**2. Secretary's Report:**

The minutes of the regular meeting of April 4, 2019, were approved as presented.

The minutes of the Bylaws Committee Meeting held on May 6, 2019, were approved as presented.

The minutes of the Technology Committee Meeting regarding the Library of Things held on May 23, 2019, were approved as presented.

The minutes of the Emergency Meeting regarding the LED electrical work held on June 5, 2019, were approved as presented.

Barb Ferro moved and Cindy Dishman seconded a motion to accept all minutes as presented. **The motion carried unanimously.**

**3. Public Expression:** There was no public expression.

**4. Financial report/Treasurer's Report:**

The April-May Treasurer's Report was presented to all trustees present. Treasurer Becky Jo Summers answered a few questions from the Board regarding some specialized terminology. Helga moved and Dave seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**

**5. Executive Report:**

- **Programs:** The director said that April had some very successful Easter programs; and May hosted Mark Munzert's cowboy poetry with great program attendance. We are looking forward to more concerts throughout the summer, the kickoff to our summer reading programs, as well as our **Annual Hot Dog Roast on June 15<sup>th</sup>!**

April	37 programs	645 attendance
May	34 programs	367 attendance
- **Staffing:** Helen Hochadel (PT Page) resigned effective 6/7/2019. We have posted for a new page.
- **Building Maintenance:** The director then indicated that she had submitted the quotes we procured on behalf of the Town for concrete replacement and are now awaiting the

decision of the Board. The next step is to set a start date for the work. Maintenance found some window casings on the west side that are dry rotted and need to be replaced; and a quote has been submitted to the Town for that. Jim has suggested our next project should be replacing the lights for a more energy efficient LED option, as there has been recent trouble with the ballasts. The sign at the Mill Street entrance to the library is cracked, and the plan is to swap it out with the sign that is being replaced by the LED upgrade.

Dave Williams moved and Barb Ferro seconded a motion to approve the executive report. **The motion carried unanimously.**

## **6. Committee Reports:**

**Disaster Plan Committee:** A Disaster Plan is still being reviewed. The staff has gone over it, and the next step is to review it with the Fire Department before finalization.

**LED Committee:** Express Signs indicates that the sign should be installed before the end of June. The electricity for the sign was installed by the time of this meeting.

**Technology:** The Library of Things is starting to take shape. (See minutes from 5/23/2019.) A list of items was presented at the meeting along with anticipated costs. Becky Jo moved and Kim Nobles seconded a motion to approve a \$1000 first expenditure and an annual follow-up of \$500. **The motion carried unanimously.**

## **7. Unfinished Business:**

- Plaque: will be presented to Karen McClure on **Wednesday, July 24<sup>th</sup> at 4:30.** The director will plan a reception. All trustees are highly encouraged to attend. Invitations will also be extended to Linda Spencer and Carol Lazar, Town officials, etc.

## **8. New Business:**

- Bylaws: Please see 5/6/19 Minutes regarding policies.

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 13<sup>th</sup> day of June 2019 at 6 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 13<sup>th</sup> day of June 2019, a resolution was adopted of which the following is a true copy:

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Library attests that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

RESOLVED, that the “Bylaws of the Board of Trustees of the Town of Collins Public Library” were reviewed and accepted by the Board of Trustees.

Ayes \_\_\_9\_\_\_

Clerk, Edith Schell

Noes \_\_\_0\_\_\_

Barb moved and Cynthia seconded a motion to adopt the resolution. **The resolution was carried by a vote of 9 - 0.**

- Every trustee present signed the disclosure statement for the conflict of interest policy. This is done every year. Trustees Rob Gaylord and Elaine Thordahl still need to sign a form.
- Landscaping: The area of digging for the sign has been leveled and seeded. The National Grid panel should be painted and the area around it maintained.
- The updated policies from Central means our Code of Conduct needs to include the new wording about smoking near the library. We also need to have our own Whistleblower policy, since the system policy doesn't seem to apply to branches. **This will be covered in the next committee meeting.**
- Committees: The director would like to establish 2 more standing committees:
  - Governance: Monitors for conflicts of interest and adherence to the bylaws.
  - Personnel: Hiring, interviews, and helps with immediate personnel issues, concerns
- **ACT Meeting:** Abbie attended this meeting Saturday, May 4, 2019, concerning security. The topics covered included first aid and Narcan. The presentation is available on the Trustee Website. There was also conversation about members of ACT reviewing the contract with the system.

**9. Public Expression** – There was no public expression.

**10. Upcoming Meetings: Thursdays at 6 pm, 8/8, 10/3, 12/5**

**11. Meeting Adjournment:** The meeting was adjourned by President Holly Martindale at 7:04.

Respectfully submitted,

Edith Schell, secretary

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES – Budget & Finance Committee  
Meeting**

**MINUTES: Monday, July 8, 2019, @ 2:30 pm**

**Present:** Director Abbie Barten-McGowan, President Holly Martindale, Trustees Kim Nobles and Robert Gaylord

**1. Call meeting to order:** President Holly Martindale called the meeting to order at 2:51 PM.

**2. Petty Cash:** Director Barten-McGowan noted that she was going through the petty cash faster than previously due to an increase in purchasing for Young Adult Programming supplies. She requested that the Petty cash fund be increased to \$250.00. President Martindale suggested that it be increased to \$300.00. **The request was approved with a vote in favor of the increase 3-0.**

**3. Direct Expense:** The proposed direct expense budget from the System was examined. The overall bottom line remained the same.

It was noted that the 2019 budget line for Building Maintenance Contracts has already been depleted. Trustee Gaylord suggested increasing the line for 2020 to \$4200 from the suggested \$3875, due to the increased age of the building. The increase in \$25 over 2019's budget was taken from the Postage line. It should be noted that the postage line for 2019 is also almost depleted.

**3. Direct Revenue:** The proposed direct revenue from the system was examined. The system proposed an increase of \$158 in total revenue from the 2019 budget. The system also broke out the amount expected from Bags, Disks, and Library cards. The director questioned this amount, since it was based on a higher priced items, and it is unlikely we would bring in that much. The director also pointed to the increased promotion of the "Read Down Your Fines" Program the system offers that will be reducing the overall amount of fines taken in by the library this year, and going forward.

**4. Personnel Budget:** The proposed personnel budget from the System was examined. The system was requesting "slight reductions where feasible."

The committee discussed personnel and suggestions for any title changes. Abbie proposed two options that she will request from the System. Abbie will inquire about the creation of a Technical Clerk PT position or another Clerk-Typist PT position. The increase in position may require additional funds from the discretionary funds (between \$1800 and \$2600) if not supported by the System, which would need approval from the rest of the Board.

**5. Upcoming Meetings: Thursdays at 6 pm, 8/8, 10/3, 12/5**

**6. Meeting Adjournment:** The meeting was adjourned by President Holly Martindale at 3:35 pm.

Respectfully submitted,

Abigail Barten-McGowan, Director

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES – Technology Committee**  
**MINUTES: Thursday, July 11, 2019, @ 2:30 pm**

**Present:** Director Abbie Barten-McGowan, President Holly Martindale, Trustee Barb Ferro

**1. Call meeting to order:** President Holly Martindale called the meeting to order at 2:30 PM.

**2. Library of Things:** Items received were opened, and the committee went through how each should be packaged for circulation. Still not available were the air fryer and the button maker.

There was a discussion of the procedure for checkouts. The rules will be gone over verbally by the staff with the person checking out the item. Abbie will write up the script. There will be a folder for the staff with all the info about each Thing. Abbie will have staff work on making the labels and attaching them to the Things. It was noted that we should get extra batteries for when the devices are checked, and that all instructions should be scanned so they aren't lost.

**3. Upcoming Meetings: Thursdays at 6 pm, 8/8, 10/3, 12/5**

**4. Meeting Adjournment:** The meeting was adjourned by President Holly Martindale at 3:15 pm.

Respectfully submitted,

Abigail Barten-McGowan, Director

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING**  
**MINUTES: Thursday, August 8, 2019, @ 6 pm**

**Present:** Director Abbie Barten-McGowan, President Holly Martindale, Trustees Helga Ciminesi, Cynthia Dishman, Barb Ferro, Rob Gaylord, Annette Gernatt, Edith Schell, Becky Jo Summers, and Elaine Thordahl.

**1. Call meeting to order:** President Holly Martindale called the meeting to order at 6:07 PM.

**2. Secretary's Report:**

The minutes of the regular meeting of June 13, 2019, were approved and presented.

The minutes of the Budget and Finance Committee meeting of July 11, 2019, were approved as presented.

The minutes of the Technology Committee meeting of July 19, 2019, were approved as presented.

**3. Public Expression:** There was no public expression.

**4. Financial report/Treasurer's Report:** The treasurer presented a written report for June and July of all financial activity to all trustees present. Cynthia Dishman moved and Elaine Thordahl seconded a motion to accept the report as presented. **The motion carried unanimously.**

**5. Executive Report**

**Programs:**

- In July the director organized a small reception to present a plaque to Karen McClure for her service to the library and had a wonderful turn out. She thanks everyone who was able to come! She added a big thank you to Legislator John Mills for presenting the plaque. Also at the event, Legislator Mills presented the Library with a check for \$700.00 for library needs.
- Director Abbie said that the library staff is in the swing of summer reading events, which is bringing great programming numbers! The YA programs are also blossoming, and bringing in more and more teens each month.
- The library is also partnering with Collins Recreation Department to bring the Summer Rec Kids in once a week for the summer.  
June 35 programs 699 attendance  
July 46 programs 500 attendance

**Staffing:** We have hired a new part time page: Katelynn Langhans whose first day was 7/23.

- Director Barten would like to upgrade Jason Husshong to part-time clerk typist, which is more appropriate for his talent and experience. The Board was entirely in support of this move.

**Building Maintenance:**

- The Town rejected all the concrete quotes we procured.
- Our request to have our Caretaker join the Town Building and Grounds Committee has finally been approved. He attended his first meeting very recently.
- The window casings have been replaced and the Town has been billed.
- The cracked sign at the Mill Street entrance was glued by the Town. We retain the replacement sign from the old sign.



Rob Gaylord moved and Barb Ferro seconded a motion to accept the executive report as presented. **The motion carried unanimously.**

## 6. Committee Reports:

- **Disaster Plan Committee:** There has not been an opportunity to go over the plan with the Fire Department yet.
- **LED Committee: It's in! It's done! Committee dissolved! Thank you so much to everyone who made it possible!** There was some discussion of a policy covering use of our sign by other groups
- **Technology:** Library of Things – see minutes from 7/11.
- **Policy Committee:** There are policies that need to be updated this year, and at least one new one written. These are for approval at the December meeting. The members of the committee decided to try to get through all the updates in one meeting, probably after the October meeting.

## 7. Unfinished Business:

**Disclosure Conflict of Interest** – The Director needed Elaine Thordahl and Rob Gaylord to sign their documents. Both were at the meeting and this was accomplished.

**Things:** The committee needs another meeting. We do not have a policy governing every aspect of the borrowing/returning. This is phase one; phase two will be to ask the public to vote on further purchases. Director Barten suggested a possible kick-off event celebrating our “library of things,” but nothing was specifically decided. There was also discussion of a bulk mailing of postcards Becky Jo Summers moved and Cynthia Dishman seconded a motion to approve up to \$500 to fund a bulk mailing to advertise our new “Library of Things.” **The motion carried unanimously.** These items will be further discussed at the December meeting. The committee will meet Thursday, August 15 at 10:00 AM.

### **Trustee webinars: Reminder:**

**<http://www.nysl.nysed.gov/libdev/trustees/webinars.htm>** Webinars can fulfill the requirement for trustee education. Everyone is encouraged to watch. There was interest in setting up a webinar at the library. Abbie will choose some options for viewing to present at the October meeting and will set up times for viewing for those interested.

## 8. New Business:

**Vote on contract with the system:** Be reminded that this is being reviewed by ACT and hopefully there will something new in the next couple years. If any trustee is interested in working with ACT on this review process, please talk to Abbie. Rob Gaylord moved and Barb Ferro seconded a motion to adopt the resolution approving the agreement. **The motion carried unanimously.** (See attached resolution.)

**Funds to CD:** Becky Jo has pointed out that our interest rates are very low, and suggested we look at options for CDs. Further discussion of this will be sent to the Finance Committee. The Finance committee will meet on August 20 at 5:00 PM.

**Hedge trimmer:** Jim suggested the purchase of a hedge trimmer. He found multiple options and thinks that one available from McCormack's for \$134.99 would work best for our needs. Rob Gaylord moved and Barb Ferro seconded a motion to approve an amount not to exceed \$150.00 to purchase a hedge trimmer. **The motion carried unanimously.**

**Electric meter:** Director Barten would like to see the electric meter wood mounting painted. This might possibly be an activity for teens. Helga Ciminesi moved and Annette Gernatt seconded a motion to approve the expenditure of up to \$750 for supplies and hiring artist Kristin Dudish. **The motion carried unanimously.**

**9. Public Expression:** There was no public expression.

**10. Upcoming Meetings: Thursdays at 6 pm, 10/3, 12/12.**

**11. Meeting Adjournment:** The meeting was adjourned by President Holly Martindale at 7:04.

Respectfully submitted,

Edith Schell, secretary

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES – Tech Committee Meeting**  
**MINUTES: Thursday, August 15, 2019, @ 10 am**

**Present:** Abbie Barten-McGowan, Holly Martindale, Barb Ferro, Kim Nobles

1. President Holly Martindale called the meeting to order at 10 am.
2. **Logo:** Kim will try to make a few tweaks to the logo to make it more readable.
3. **“Things”:** We will try to get the board games added before the roll out. Also the air fryer still needs to be in the catalog.
4. **Signage:** We will set up signage, and try to get Central to make foam core signs in various sizes.
5. **Staff Instructions:** Went through and clarified a couple of things.
6. **Mass Mailing/Advertising:** We will use our sign as a tri-fold. Library print, and get volunteers to fold and close? Or possibly use Heaven Sent. Approximately \$100 for direct mailing postage for zips 14034, 14035. We will want our logo and address on the other side, as well as the info for the Unveiling Event. Holly will get more info from the Post Office about the mailings.  
We will also look at sending articles to the Penny Saver and other local papers once we have the logo set. It may also help if politicians submitted events and photos after the events.  
Plan to have info ready for the next Town Board meeting for all Town trustees.
7. **Soft roll out:** To help with any unforeseen elements, we will plan a soft roll out in the next couple of weeks, with a larger event once we know timeline for the mailing.
8. **Event:** Would like it in September or early October. No date established.
9. **Staff Training:** Abbie will conduct staff training individually with staff as she sees them. There will also be the written instructions available in case she is not available.
10. **Suggestion Box:** We would like to have a spot for suggestions. We will choose one random entry to win a gift card. We can use this to see initial interest in what the public is interested in.
11. **Adjourned** at 11:15 am.

Respectfully submitted, Abigail Barten-McGowan

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES – Budget and Finance  
Committee Meeting  
MINUTES: Tuesday, August 20, 2019, @ 5 pm**

**Present:** Abbie Barten-McGowan, Holly Martindale, Kim Nobles, Becky Jo Summers, Robert Gaylord

1. President Holly Martindale called the meeting to order at 5:07 pm.
2. The group discussed investing surplus funds from the Library's Discretionary Funds.

Rob did some research, and while laddering is a standard practice in a normal economy, we are not in a normal economy nor a normal interest rate environment. We note that any money that is invested needs to be insured, such as FDIC or government bond. The 10 year yield is currently awful, and longer term investment rates are less than or the same as shorter term. A single buy at the highest rate (non-laddered) approach seems to be the best bet in this market. Even if it is long term, if it goes up considerably, the penalty is usually low, such as a few prior months of the interest.

Current rates found:

- Key Bank: 5 years, more than \$100K - 0.85%
- Community Bank CD: 55 months, less than \$100K = 0.80%
- Community Bank CD: Promo rate: 55 months at 2.7% (Note that this has already decreased from 3% since we first discussed this.)
- Community Bank CD: Promo Rate: 2.0% for 35 months
- M&T Bank: Promo Rate, 15 months at 2.2%

Compared to the current Money Market Rates at Community Bank, 0.35%, these rates are a great improvement.

To prevent us being able to take out a portion of the money without nulling the entire CD, it is recommended that it be broken down according to any caps, but to try to break it into three investment CDs.

The committee discussed the average expenditures and incomes to the discretionary funds over the past 5 years, and noted that it was less than \$30K per year in expenditures, with the net income/expenditures often being within \$1K. With a total of nearly \$250K in the discretionary funds, the group felt it would be prudent to invest \$125K max.

As long as the CD requires no minimum, the group felt it would best be invested in three parts: \$50K-\$50K-\$25K. This will be beneficial if for whatever reason we need to break one of the CDs, and not lose the interest rate for all of the investments.

The highest rate for our needs seems to be at the Community Bank. We already have a relationship with this bank, and so will not need to update our Financial/Investment policies at this time.

We will have our interest go two times per year, and keep the interest in the account so it continues to gather the higher rates of interest. We will also ask if we can change where the interest goes after it is established, for our reference.

Rob Gaylord moved and Kim Nobles seconded a motion to purchase \$125,000.00 of CDs in 3 pieces (\$50,000.00, \$50,000.00, and \$25,000.00) with the interest remaining in the account from Community Bank N.A. with the current known rate of 2.7% for 55 months. The motion is not dependent on the rate.

**Motion carried unanimously.**

Becky will check with the bank tomorrow morning to confirm the rates and see how many signers need to sign for the CD, and ensure there are no restrictive caps. Either Holly or Becky will go to the bank as soon as possible to lock in the rate before it changes again.

3. Meeting adjourned at 5:31 pm.

## TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

**Minutes: October 3, 2019 Thursday, 6 pm**

**Present:** Director Abbie Barten-McGowan, President Holly Martindale, trustees Helga Ciminesi, Cynthia Dishman, Annette Gernatt, Kim Nobles, Edith Schell, Elaine Thordahl, and Dave Williams.

1. President Holly Martindale called the meeting to order at 6:00 PM.

**2. Secretary's Report:** - The minutes of the regular meeting of August 8, 2019, were unanimously approved as presented. (Cynthia Dishman, Annette Gernatt) The minutes of the Tech Committee meeting of August 15, 2019, were unanimously approved as presented (Elaine Thordahl, Helga Ciminesi) The minutes of the Budget and Finance Committee meeting of August 20, 2019 were unanimously approved as presented. (Dave Williams, Elaine Thordahl)

**3. Public Expression:** There was no public expression.

**4. Financial report/Treasurer's Report:** The treasurer's report for August-September was unanimously approved. (Kim Nobles, Helga Ciminesi)

### **5. Executive Report**

- **Programs:** Director Barten reported that August ended the Summer Reading; 36 kids and teens signed up reading over 500 books! Children and teens also read more than 150 hours for the "Read Down Your Fines" Program to lower fees on their accounts. September was a bit less active, since the annual book sale and Friends bake sale occurred; but there was still a pretty busy schedule, including the unveiling of and reception for the YA short story collection. This month the library looks forward to a special presentation of music and storytelling with "Nancy Goes to Seneca Falls" and numerous fall programs! The last concert for the summer schedule is Friday, October 4<sup>th</sup>.
  - August            45 programs   555 attendees
  - September      35 programs   409 attendees
- **Staffing:** Jason Hussong began as a Clerk-Typist PT on 8/17/2019. Jason creates and carries out young adult activities. He recently finished a YA story-writing program by having all submitted stories bound into leather covered books with the name of each author inscribed on his/her copy. The trustees were overwhelmingly impressed!

Helga Ciminesi moved and Dave Williams seconded a motion to approve the director's executive report. **The motion carried unanimously.**

### **6. Committee Reports:**

- **Technology:** Library of Things – see minutes from 8/15. There will be a kickoff event on October 10! An eye-catching poster was sent to every household in zip codes 14070 and 14034. In addition posters were placed in other zip coded post offices.
- **Policy Committee:** A Policy Committee meeting is scheduled for **October 23<sup>rd</sup> at 10:00 AM.**

- **Budget and Finance Committee** – Please see minutes from 8/20. This committee will need another meeting in November to go over the discretionary budget plan.

## **7. Unfinished Business:**

- Trustee webinars: The director has options set up to best accommodate those who have responded to the online survey. (10/3 at 4:45 pm; 10/15 at 12:30 pm; 10/26 at 10 am; 10/28 at 11:30am). Trustees should let her know who is attending which, so that she can prepare set-up.
- NEXT ACT MEETING will take place at North Collins Library on October 19th at 9:30. This should count for training, so let the director know if you plan to attend.
- Funds to CD: \$125,000.00 in 3 parts (\$50K, \$50K, \$25K) was transferred to CDs with a rate of 2.7% for 55 months. (Transfer in three parts was arranged so that access to “smaller” amounts was available if necessary because of penalties for early withdrawal.)

## **8. New Business:**

- **Point of information:** The end of the following trustees’ terms is December 31, 2019: Elaine Thordahl and Helga Ciminesi
- **Holiday closings 2020:** 1/1 New Year’s Day; 1/20 Martin Luther King Day; 2/17 President’s Day; 5/25 Memorial Day; 7/4 Independence Day; 9/7 Labor day; 11/11 Veteran’s Day; 11/26 Thanksgiving; 12/24 & 12/25 Christmas.
  - 12/31 New Year’s Eve limited hours 10 am – 5 pm
  - Opting to stay open for Good Friday; open for Friday 7/3 and closing on Saturday 7/4.

## **9. Public Expression –** There was no public expression

## **10. Upcoming Meetings: Thursday at 6 pm, 12/12**

**11.** President Holly Martindale adjourned the meeting at 6:35 PM.

Respectfully submitted,

Edith Schell, secretary

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES – Policy Committee**  
**Meeting Minutes: Wednesday, October 23, 2019, 10 am**

Present: Director Abigail Barten-McGowan, Secretary Edith Schell, Helga Ciminesi, & Barb Ferro

1. Called to order at 10 am

2. Proposed Policy Review

**A. Reviewed with no changes:**

- FOIL – but need to appoint FOIL Appeals Officers. Will use the Governing Board
- Online Banking Policy
- Procurement
- Program Policy
- VR

**B. Proposed Changes**

- Emergency Closing Codes
  - include LED sign to update as closed
  - remove talk to admin line
  - add website address to change calendar
- Meeting room policy:
  - Updated to cover both the actual meeting room as well as anyone tabling in or outside of the library.
  - Updated language from “cassettes” to “media”
- Payment of Invoices –
  - Step 1: remove “in event of extended absence”; add “A payment voucher will be filled out for each bill received.”
  - Step 2: remove “that our” before tax exempt; change he or she to “they”.
  - Step 3. Add: The Treasurer will complete the payment voucher with information about the check number, date, etc.
- Payment Voucher
  - removal of second line
  - Format codes at bottom.
- Petty Cash
  - Change Title to “Petty Cash Policies and Procedures” from “Accounts Payable Policies and Procedures”
  - Updated to \$300 Petty Cash fund
  - Change “reimbursement envelope” to “Form” throughout policy
  - Update “Financial Services” to “Treasurer” and “system” to “Library”
  - Reformatted to shorten
- Rules of Conduct
  - 6 (add new): Add “Engaging in discriminatory conduct in violation of the B&ECPL Equal Employment Opportunity and Anti-Harassment Policy;”



- 11 (was 10): Add info from new smoking/vaping law info 1399-O (100 feet from any entrance)
- Update last paragraph to reflect Central's policy.
- 3D Printer –
  - #2 (add new): Those 13 or younger... must have a parent to be trained or when they set up a print job.
  - #3 (was #2): (add) whenever a trained staff member is available to set up a job.
  - #5 (was #4): (add) It can be paid by cash or check.
  - #7 (add new): Items may be printed during posted printing hours.
  - #8 (was #6): "first 10% or ten minutes, whichever is greater"
  - #9 (was #7): note that print material is paintable.
  - #13 (add new) One print job must be picked up and paid for before another job can begin.
- Investment Policy
  - Add Holly as a signer.
  - Add M&T & Key Bank as investment institutions.
  - Will discuss with System other questions, so may need more updates.

### **C. New Policies**

- FOIL Request Form
- FOIL Appeal Form – Governance Committee will investigate appeals.
- LED Sign policy and Application – Discussion about what qualifies for use, and note that this is a new, working document that will develop as need presents itself.
- Whistleblower Policy – Governance Board will be used for Compliance Officer

### 3. Other Notes

New System policy - Accessibility of Library Services.

Volunteer Policy & Application are now System wide policies, pending System Board approval.

### 4. Adjourned at 11:05 am.

Respectfully submitted, Abigail Barten-McGowan

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES – Budget and Finance  
Committee Meeting Minutes: Tuesday, November 4, 2019, @ 4:30 pm**

**Present:** Holly Martindale, Rob Gaylord, Kim Nobles, Abbie Barten-McGowan

The Committee reviewed the 2020 proposed system Operating and Staffing Expenditure Budgets and the Operating Funds Revenue Budget. These have yet to be finalized by the system, but we anticipate few changes at this time.

The Committee reviewed the Proposed Discretionary revenue developed by the Director. We conservatively expect about \$17,000.00, although additional funds may become available.

The Director went through some of the remaining assigned fund balances from last year, and what was anticipated to be spent by the end of the year. Some of the remaining unused funds were redistributed for other purposes for 2020.

The proposed use of the 2019-2020 Gowanda Central School District Funds was discussed. Materials and Program supplies were discussed. Lines for various Building Supplies, Advertising, and a Technology Fund were suggested. Building supplies fund will provide regular maintenance materials, the Technology Fund will be used as necessary and roll over year to year to help fund larger or unexpected tech purchases, and the Advertising line will be used toward Direct Mail and other advertising.

The overall Discretionary Budget was discussed, and a few mistakes and changes were made.

The committee also discussed having an audit of financial practices, and Rob said he would reach out to a company for an initial quote.

Respectfully submitted, Abigail Barten-McGowan, Director

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES – Facility Committee  
Meeting Minutes: Tuesday, November 19, 2019, @ 1 pm**

**Present:** Abbie Barten-McGowan, Rob Gaylord, Barb Ferro, Jim Smith

Noted that we haven't paid enough attention to short and long term building needs, so wanted to sit down and talk about how things are going and what is needed.

- Communication with the Town: is disappointing and frustrating. They don't communicate with about their budget or intentions with us.
- Jim has joined the Town Building Committee Meeting, which is opening more communication, but if other things are going on, Library takes a back seat.
- Town and Library need to meet to discuss who is responsible for what in the building. Abbie will contact B&ECPL CFO Ken Stone to see if he'd be available to meet and discuss with our board and Town Supervisor.
- Hiring a building engineer to really go through and identify what we need to do in the next few years may be a wise use of our funds.
- State Library Construction Funds would be a great help on the larger things: Abbie got the info about this to Ken Martin and Doug Martindale before the 2019 deadline, but it went nowhere. **Abbie will gather this info again and distribute it to members of committee as well as the Town.**
- Parts of building discussed:
  - o Roof: It's nearing the end of its life, and we have some problems with it already. Town suggested last year just throwing salt on the areas that form ice jams, but that won't solve things long term. The Town had someone by to take a look at it some time ago, and we never heard anything else about it. The Library or Town may need to fund a study to see the best option for a new roof soon, before it becomes a more pressing need. **Jim will ask the Town about who looked at the roof before and see if there's any update at the next Building meeting.** The possibility of a metal roof has been suggested, and maybe even getting gutter guards to keep leaves out. Would getting a gutter guard now interfere if we got a new roof later? **Jim will ask Randy Wing if he has any insight into the gutters.**
  - o Lighting Updates
    - Inside: We had a consultant and electrician down to look at our inside fixtures, and haven't heard back from them. **Jim will ask if there has been any news on this at next Town Building Meeting.**
    - Outside: This got passed over to Ken Stone and B&ECPL to see if they could get things moving there. **Abbie hasn't heard anything on this subject recently. She will email Ken and see if he has had any update and try to get things moving again.**
    - Timer: We've had trouble with the timer, and should look at a more updated one.
  - o Doors: Will have someone come look at the closures and weather stripping to see what can be improved. Jim can also do some small things. **Jim will contact Randy Wing and Springville Doors for options.**

- Painting: The lintel below the windows that had some water damage needs to be scraped and repainted. Jim can do this. Abbie suggested a contract color that complements the wood beams in the building.
- Meeting room floor: Carpeting should be replaced. It will be put to the board, but it is generally suggested to go with carpet tiles. **Jim will contact Lowes to start getting a quote.**
- HVAC: Not sure how much longer we have with this system. It is due for scheduled maintenance soon, and Jim will see if the technician knows how much longer we have on them, so we know when to start planning on saving for a new one.

Jim said this meeting was useful, and we shouldn't wait another year before doing it again. Abbie suggested in the early summer before the Town asks about budget requests might be a good time, if nothing comes up in the meantime.

Rob said that he would like to attend the next Town Buildings meeting 12/4 with Jim.

Meeting adjourned at 2:20 pm.

Respectfully submitted, Abigail Barten-McGowan, Director

## **TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING**

### **Minutes of regular meeting of Thursday, December 12, 2019 @ 6 pm**

Present: Director Abbie Barten-McGowan, President Holly Martindale, Trustees Helga Ciminesi, Cynthia Dishman, Barb Ferro, Rob Gaylord, Annette Gernatt, Kim Nobles, Edith Schell, and Becky Jo Summers.

**1. President Holly Martindale called the meeting to order at 6:05 PM.**

**2. Secretary's Report:**

- The minutes of the regular meeting of October 3, 2019, were accepted as corrected. (Barb Ferro, Helga Ciminesi)
- The minutes of the Policy Committee meeting of October 23, 2019, were accepted as corrected. (Cynthia Dishman, Kim Nobles)
- The minutes of the Budget and Finance Committee meeting of November 4, 2019, were accepted as presented. (Helga Ciminesi, Cynthia Dishman)
- The minutes of the Facilities Committee meeting of November 19, 2019, were accepted as presented. (Cynthia Dishman, Barb Ferro.)

**3. Public Expression:** There was no public expression.

**4. Financial report/Treasurer's Report:**

The treasurer's report for October and November was distributed to all trustees present. The treasurer responded to several questions from trustees. Annette moved and Kim Nobles seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**

**5. Executive Report**

- **Programs:** October ended our annual concert series. At a special program attendees had a lot of fun with Spooky Graham Houses for kids. October also saw one of our big outreach events: Trunk or Treat in Gowanda which reached over 100 local families. In October we also started a new partnership with WNYDDSO hosting a monthly craft night, and we are collaborating on future programs. November was the kick-off of our next YA Writing Club, with 10 teens working on short stories for the next few months and getting writing advice from professionals in the writing field.

October

50 programs

791 attendees

November

38 programs

346 attendees

- **Staffing:** No changes
- **Building Maintenance:** Town water issues led to unusable water in the building on October 30th as well as problems with the urinal on November 1<sup>st</sup>. The Town is fixing this issue. The director has been working with the Central Library System on upgrading the interior and exterior lights, to be finished by the end of the year. (hopefully) The System hopes to be able to cover some of the cost, and we plan to ask the Town for help with the rest.

Helga moved and Becky Jo seconded a motion to accept the executive report. **The motion carried unanimously.**

## 6. Committee Reports:

- **Technology:** The Library of Things kick-off was well received, if not well attended. Legislator John Mills visited and was very impressed with what we were doing. Over the course of October, 12 patrons came in with their flyers. It was not the response hoped for, but it was something.
- **Policy Committee:** See minutes 10/23/19. Nineteen policies were reviewed, newly written, or updated. Also of note is a new System-wide Accessibility of Library Services Policy. Info about that was covered in the October ACT Meeting.
- **Budget and Finance Committee** – See minutes from 11/4/19 – The group prepared the discretionary budget for 2020. (See new business.)
- **Facilities Committee** – See minutes 11/19. Maintenance supervisor Jim Smith requests meetings be held 2-3 times per year, and has requested another meeting in January, with Randy Wing, for commentary on the building.

## 7. Unfinished Business:

- **Trustee continuing education:** Thank you to everyone who participated. See the notes provided for things your colleagues learned and wanted to share. If anyone wants to highlight a few key takeaways, please do.
- Note from Abbie: We have recently learned that the NYS law that makes this training mandatory and was expected to pass in 2019 is caught up in the legal department and hasn't been passed yet. But you all really showed your commitment and dedication to the library by attending trainings and becoming better trustees. I hope you all learned some valuable skills that will improve our library!
- **ACT Meeting:** Thanks to everyone who was able to make it to the ACT meeting in October. Topics discussed were the new System-wide Accessibility of Library Services

policy; the roles and responsibilities of the Library System, Directors, and Trustees; Census 2020. The next meeting is scheduled for January 11, 2020, location TBD. March 7, 2020, is the ACT workshop at Central; and other trustees will tell you that it's a very interesting and informative meeting!

- **NYLA:** Kim went to the NYLA Conference in Saratoga Springs Nov 4-7, and reported on a variety of helpful suggestions she learned there.
- **The end of the following trustees' terms is December 31, 2019:** Elaine Thordahl and Helga Ciminesi. Helga will re-up for another term. Elaine was absent from the meeting.

## 8. New Business:

- **Established dates for 2020 meetings:** 2/6, 4/2, 6/4, 8/2, 10/1, 12/ 3.
- **Policies:** See Committee Minutes.  
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 12th day of December 2019 at 6 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 12th day of December 2019, 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 FOIL Policy Application as written;  
Town of Collins Public Library FOIL Policy Appeal as written;  
Town of Collins Public Library LED Sign Policy as written;  
Town of Collins Public Library LED Sign Application as written;  
Town of Collins Public Library Whistleblower Policy as written;

Town of Collins Public Library Emergency Closing Codes updated to include the proposed changes;

Town of Collins Public Library Investment Policy updated to include the proposed changes;

Town of Collins Public Library Payment of Invoices Policy updated to include the proposed changes;

Town of Collins Public Library Payment Voucher updated to include the proposed changes;

Town of Collins Public Library Petty Cash Policy updated to include the proposed changes;

Town of Collins Public Library Community Meeting Room Policy updated to include the proposed changes;

Town of Collins Public Library Rules of Conduct updated to include the proposed changes;

Town of Collins Public Library 3D Printer Procedure updated to include the proposed changes;

Town of Collins Public Library VR Health and Safety Policy reviewed with no changes;

Town of Collins Public Library Program Policy reviewed with no changes;

Town of Collins Public Library Procurement Policy reviewed with no changes;

Town of Collins Public Library FOIL Policy reviewed with no changes; and

Town of Collins Public Library Online Banking Policy reviewed with no changes.

Ayes \_\_9\_\_

Clerk,

Noes \_\_0\_\_

Edith Schell

Barb Ferro moved that the Board adopt the above resolution as read. Cynthia Dishman seconded, and **the motion carried unanimously.**

- Abbie distributed to all trustees at the meeting a new binder table of contents and 2020 review schedule. Trustees are encouraged to add these to binders along with all new policies adopted.
- **System Policies Reaffirmation – (Policies available online, or in the library if you wish to review a physical copy.)** The System suggests a resolution to reaffirm our acceptance of the system policies with the 2019 changes. Holly suggests that everyone go over the system policies, and we will have a resolution to reaffirm at the next meeting.
- **Discretionary budget 2020:**

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at the regular (or special) meeting of said Board of Trustees held at the Town of Collins Public Library on the 12<sup>th</sup> day of December 2019 at 6 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 12<sup>th</sup> day of December 2019, a resolution was adopted of which the following is a true copy:



WHEREAS, the Discretionary Budget of the Town of Collins Public Library has been recommended for adoption by the Financial Committee, be it therefore

RESOLVED, that the 2020 Discretionary Budget – Non Capital of the Town of Collins Public Library presented as Schedule 1 to this board resolution is hereby approved and shall be allocated.

Ayes \_\_9\_\_

Clerk,

Noes \_\_0\_\_

Edith Schell

Rob Gaylord moved and Cynthia Dishman seconded a motion that the Board adopt the above resolution as read. **The motion carried unanimously.**

- **Depreciation schedule:** Director Barten-McGowan distributed the schedule at the meeting. After Board members perused this document, Becky Jo Summers moved and Barb Ferro seconded a motion to accept and approved the document. **The motion carried unanimously.**
- Holly indicated that because the library funds exceed the limit a public library may deposit in one bank that we therefore need to open an account at another bank. The suggestion was made to move the Tarbox account because that would then leave about the right amount at Community Bank.
- **New shelving unit:** for the children's area. Abbie obtained three quotes and ordered the lowest price. It is mobile, so we can move it where needed. Total cost \$1,413.00. The System gave us \$750.00 from the 2018 Year End Appeal to be used on programming, equipment, or furniture, and we are using an additional \$663.00 from Prior Year donation funds from the System.
- **New media units:** The Friends of the Library will be funding the purchase of two new media units that match our current units. These will hold the blurays that have outgrown their current enclosure. Abbie obtained three quotes and chose the lowest price, which she presented to the Friends group who voted to purchase them. The total cost was \$3,473.90 including shipping.
- **Appointment/reappointment of claims auditors:** Annette Gernatt, Cynthia Dishman, Barbara Ferro are our current claims auditors. Rob Gaylord moved and Helga Ciminesi seconded a motion to reappoint all three to the positions. **The motion carried unanimously.**
- **Strategic Plan:** This is a key goal for 2020, part of the minimum state requirements. The director would like to meet the planning committee early next year to start on this plan.
- **Library of Things:** Abbie is planning to schedule another meeting of the "Library of Things" committee sometime in January.
- **Facilities Committee:** Abbie would also like to schedule a meeting of the Facilities Committee, as per the request of Jim Smith, maintenance.
- **Finance Committee:** Rob addressed the issue of annual audits as being a good idea. He gave several reasons for this. The idea will be addressed at a later meeting.

**9. Public Expression** – There was no public expression.

**10. Upcoming Meetings: Thursdays @ 6 pm** 2/6, 4/2, 6/4, 8/2, 10/1, 12/ 3.

**11. Meeting Adjournment** – The meeting was adjourned at 8:25.

Respectfully Submitted, Edith Schell, Secretary