

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

### **Minutes of regular meeting of Thursday, February 2, 2020, @ 6 pm**

Present: Director Abbie Barten-McGowan, President Holly Martindale, Trustees Rob Gaylord, Cynthia Dishman, Helga Ciminesi, Edith Schell, Becky Jo Summers, Dave Williams.

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

**2. Secretary's Report:**

The minutes of the regular meeting of December 12, 2019, were accepted as presented. Dave Williams moved and Rob Gaylord seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**

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

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

The treasurer's reports for December, 2019, and for January, 2020, were distributed to all trustees present. Dave Williams moved and Helga Ciminesi seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**

**5. Executive Report**

- **Programs:** December had many great programs, including outreach at the Collins 50+ luncheon, a few sessions of graham cracker house building, and an all-day YA RPG program which was so well received that it will be repeated. January held more tech trainings and a slime event for kids! In February we are looking forward to one of our busiest months yet with a new Crochet Club, a full week of programming when the kids are off for February break, and lots of other programs! We are planning a Census Day Party (April 1st), and hope you can attend.

December	33 programs	332 attendees
January	41 programs	358 attendees

- **Staffing:** Jason Hussong has been promoted to Library Tech Clerk RPT as of 1/18/2020.
- **Building Maintenance:** Director Barten has been working with the System on upgrading the interior and exterior lights. Jim Smith notes that the domes on the current fixtures are becoming brittle and may not last much longer.

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

**6. Committee Reports:**

- **Facilities Committee** – Following Rob Gaylord's coverage of the minutes of the meeting of January 9, 2020, as well as his report on a meeting with the Town, Helga Ciminesi moved and Becky Jo Summers seconded a motion to approve the minutes of said meeting. **The motion carried unanimously.**
- **Technology** – Following Director Abbie's report regarding the minutes of the meeting of January 13, 2020, Dave Williams moved and Cynthia Dishman seconded a motion to approve the minutes of said meeting. **The motion carried unanimously.**
- **Planning Committee** – Following a brief recap of the meeting January 16, 2020, Rob Gaylord moved and Becky Jo Summers seconded a motion to approve the minutes of said meeting. **The motion carried unanimously.**  
NOTE: The minutes of this meeting referenced an anonymous survey prepared for Board members and taken and collected at the start of the meeting. The results of the survey of Board members and of library staff were then reported. These results will be included with other data by the Planning Committee.
- **Budget and Finance Committee** – Following Rob Gaylord's detailed report of the issues covered in the meeting of January 28, 2020, Helga Ciminesi moved and Cynthia Dishman seconded a motion to approve the minutes of said meeting. **The motion carried unanimously.**

## 7. Unfinished Business:

- Discretionary Budget 2020: The previous approval of the Discretionary Budget 2020 was updated at this meeting to read as follows:

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 6th day of February 2020 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 6th day of February 2020, a resolution was adopted of which the following is a true copy:

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

RESOLVED, that the Updated 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   7  

Noes   0  

Clerk,  
Edith Schell

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

- New Bank: Because of FDIC Maximums, it was determined that monies needed to be moved to another bank. As a result of discussion at the meeting of the Finance and Budget Committee, funds will be moved to M & T Bank as per the resolution below.

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 6th day of February 2020 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 6th day of February 2020, a resolution was adopted of which the following is a true copy:

WHEREAS, the Town of Collins Public Library was organized as a Municipal Public Library; and

WHEREAS, the Town of Collins Public Library Investment Policy Section X provides that the Library Board of Trustees authorizes the Treasurer or other officer having custody of money to invest moneys not required for the immediate expenditure for terms not to exceed its projected cash flow needs in specified investments; and

WHEREAS, the Town of Collins Public Library wishes to open a bank account for the safekeeping of funds; and

WHEREAS the Town of Collins Public Library Board of Trustees shall approve all bank accounts to be opened or closed by resolution; and

WHEREAS, the Board has determined it to be in the best interest of the Town of Collins Public Library to establish a banking resolution with M&T Banking Corp., be it:

RESOLVED, the Town of Collins Public Library shall open a bank deposit with M&T Bank, and

RESOLVED, the following individuals shall be signatories on the bank account with M&T Bank

- a. Holly Martindale, Board President
- b. Becky Jo Summers, Board Treasurer
- c. Edith Schell, Board Secretary

RESOLVED, that the funds from the Dorothy Tarbox bequest (amount as reported in the Treasurer's Report) be moved to an account at M&T Bank until such a time that a plan is in place for their use; and

RESOLVED, that the \$30,000.00 (thirty thousand dollars) specified by the Buffalo & Erie County Public Library System concerning the filling of a Regular Part Time staff position according to the agreement of 12/20/2019 be moved into a separate account until such a time as it is needed or until it becomes unnecessary due to the removal of the position, be moved to an account at M&T Bank;

RESOLVED, that the Town of Collins Public Library execute and deliver to said bank a duly signed original of the completed banking resolution as is annexed thereto, and that the authority to transact business, including but not limited to the maintenance of savings, checking and other accounts as well as borrowing by the Town of Collins Public Library, be contained in said resolution with the named officers therein authorized to so act on behalf of the Town of Collins Public Library as specified hereto.

The undersigned hereby certifies that they are the duly elected and qualified Secretary and the custodian of the books and records of the Town of Collins Public Library, a corporation duly formed pursuant to the laws of the state of New York and that the foregoing is a true record of a resolution duly adopted at a meeting of the Town of Collins Public Library Board of Trustees and that said meeting was held in accordance with state law and the Bylaws of the above-named Corporation on the 6th day of February 2020, and that said resolution is now in full force and effect without modifications or rescission.

IN WITNESS WHEREOF, I have executed my name as Secretary this Thursday the 6th day of February of 2020.

Ayes   7    
Noes   0  

Clerk,  
Edith Schell

Dave Williams moved and Rob Gaylord seconded a motion that the Board adopt the resolution as read. **The motion carried unanimously.**

- **ACT Meeting:** Thanks to everyone who was able to make it to the ACT meeting in January. It was a new format, so they will be offered at multiple outlets simultaneously. Topics discussed were: GoTo Meeting format, Trustee Continuing Education Survey, and How to run a meeting. If Trustees haven't taken the survey emailed by ACT, please do so at the meeting! March 14 is the ACT workshop at Central, and other trustees will tell you, that's a very interesting and informative meeting!
- The end of the following trustee term is December 31, 2019: Elaine Thordahl
- New Binder table of contents – there was a mistake - Abbie distributed new at meeting
- New media units have arrived and are in place. Thanks to the Friends of the Library for funding these much needed additions!

#### **8. New Business:**

Andy Card made another donation of \$3000 to the Mary Riggs fund. We will receive the funds in October of 2020, but should know how much we have to spend some time in February. Abbie will let Andy know how much we are spending and an initial list of what we plan to spend it on. I believe in the past, Karen asked Andy to

approve the list before purchase. Abbie will get a very nice card and trustees should stop at the library to sign it. Abbie will also invite Andy to attend the mortgage pay-off.

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

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

**11. Meeting Adjournment** – The meeting was adjourned at 7:30.

Respectfully submitted,

Edith Schell, secretary