

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING:** August 6, 2020, Thursday@ 6 pm

Present: Director Abbie Barten-McGowan, Vice-president Elaine Thordahl, Trustees Cynthia Dishman, Helga Ciminesi, Barb Ferro, Rob Gaylord, Annette Gernatt, Kim Nobles, Edith Schell, Becky Jo Summers, and Dave Williams.

1. Vice-president Elaine Thordahl called the meeting to order at 6:00 PM.
2. Secretary's Report: - The minutes of the regular meeting of June 4, 2020, were examined by all present -. The minutes of the Safety Committee on June 16, 2020, were also examined. The minutes of the Safety Committee on June 30, 2020, were examined. The minutes of the Safety Committee on July 14, 2020, combined with minutes of the Safety Committee on July 28, 2020 were also read. - The minutes of the Financial Committee of July 28, 2020, were not yet finished and will be reviewed next meeting. There being no additions or corrections to any of these minutes, Dave Williams moved and Becky Jo Summers seconded a motion to instruct the secretary to cast one ballot to approve all minutes examined by the trustees. **The motion carried unanimously.**
3. There was no public expression.
4. Financial report/Treasurer's Report: Director Barton then introduced the June – July 2020 Treasurer's Report and asked for any questions. There were no questions. Annette Gernatt then moved and Barb Ferro seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**

5. Executive Report

- COVID-19: Director Barten indicated that the library remains in Phase II of our reopening plan. The staff is offering most services in house, but hours are limited and gathering in groups is discouraged. Patrons are more respectful than not about masks and social distance in the library. Director Barten is working with System IT to get the Wi-Fi router moved closer to the street, which should help patrons get on the Wi-Fi more easily when the library is not open. Staff is subject to the quarantine travel restrictions put in place by the state, but this has yet to be an issue.
- Programs: We have begun Take and Make Summer Reading crafts. They are distributed each week and are really brightening the day of some parents and kids. We continue to post kids crafts on our Facebook page. Summer YA Writing Club is still going! YARP games are also continuing.

June	18 Virtual programs	313 attendees
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	33 videos posted	1699 views
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July	11 programs	13 attendees
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	25 videos posted	1029 views
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- Wi-Fi Use:     June 150             July 167
- Walk Up Service: Walk up service use has dwindled, as most people come inside the library. A few are still calling, and some request to pick up outside of the building. We are happy to do this for them. We plan to continue offering this service.
- Building Maintenance: Jim is working with the Town to get some dangerous spots of the blacktop fixed. The Town is not meeting for Building & Grounds meetings, but Jim is coordinating with Doug Martindale. Jim has also begun the weather stripping of the doors.

Rob Gaylord moved and Dave Williams seconded a motion to approve the Executive Report. **The motion carried unanimously.**

6. Committee Reports:

- Safety: The plan continues to be reviewed every two weeks by committee. One change was made changing the required quarantine days from 3 days to 4 days.

- Budget: The budget committee reviewed the proposed System Budgets for staffing and Operating. The minutes of this meeting will be forthcoming. Abbie added at this point that librarians have been told that cuts to libraries might possibly be anywhere from 5% to 10% to even 25% in the next state budget. Abbie has no idea how the Town of Collins Public Library could operate with a 25% cut.

#### 7. Unfinished Business:

- Conflict of Interest forms: Director Barten sent these to each trustee by mail. She would like each trustee to return them to the library either by dropping them off in the building or the drop box or mailing them back. She would appreciate it.

#### 8. New Business:

- Library Open Hours for September: We currently stand at 22.  
Mon 3-7 Tues 10-3 Wed Closed Thurs 3-7 Fri 10-3 Sat 11-3  
Patron counts and Circulation are low but rising. Many trustees have stated that they would like to continue to keep our hours low to save money. Abbie suggests increasing the hours to 29 per week once school starts.  
Proposed hours would be:  
Mon 1-7 Tues 10-4 Wed Closed Thurs 1-7 Fri 10-4 Sat 10-3  
Abbie indicated that this would use 40 FT hours, 27, RPT hours, 4 Clerk hours, which is no additional staff hours from what is currently used. The most popular hours are the afternoons, and this plan would increase those hours, increase hours for young people to access the library after school to four days per week instead of two, and increase hours on Saturday.  
Alternatively she could just add an hour or two on Tuesdays and Fridays. She is also considering switching Monday and Tuesday hours, but is not sure how confusing that would be for patrons. She would like to be able to send out this info to schools as they prepare to start the year.  
Trustees commented that they wanted Abbie to use whatever plan worked best for her and her staff.
- System Contract –The Contract was sent out for review on 6/20/2020. –  
RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a regular meeting of the said Board of Trustees held via teleconference on the 6th day of August, 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 via teleconference on the 6th day of August, 2020, 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 & 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 2020, and  
BE IT FURTHER RESOLVED, that the President of this Board be, and she is, hereby authorized and directed to execute the same on behalf of this Board.

AYES \_\_9\_\_

NOES \_\_0\_\_

Edith Schell, Board Secretary

*(UPON REVIEW, there was no second to the motion. Will be addressed next meeting.)*

#### 9. There was no public expression.

#### 10. Upcoming Meetings: Thursdays at 6 pm 10/1, 12/3

#### 11. The meeting was adjourned at 6:27 PM.