

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

AGENDA: October 1, 2020, Thursday@ 6 pm

LOGIN INFO

Join meeting from computer, tablet or smartphone: <https://global.gotomeeting.com/join/266573541>

You can also dial in using your phone: United States: +1 (646) 749-3122

Access Code: 266-573-541

1. Call meeting to order

2. Secretary's Report:

- July 28, 2020 Minutes Financial Committee
- August 6, 2020 Minutes Regular Board Meeting
- August 10, 2020 Minutes Safety Committee Meeting, August 24, 2020 Safety Committee Meeting, September 8, 2020 Minutes Safety Committee Meeting, September 22, 2020 Safety Committee Meeting (Combined)

3. Public Expression:

4. Financial report/Treasurer's Report:

August 2020 Treasurer's Report

5. Executive Report

- **COVID-19:** We are in Stage III of our reopening plan, but no tutoring yet, since we have no space for them to work. We plan to allow for limited, in library socially distanced programs as a test as weather gets worse. We moved our Wi-Fi router moved closer to the street, which should help patrons get on the Wi-Fi easier when we're not open.
- **Expanded hours started 9/8:** We remain under the state of emergency issued by the state, and continue hours less than our mandated hours as a cost savings strategy. We did increase our hours once school began to better accommodate students seeking computers and Wi-Fi use. There does seem to overall be an increase in
- **Programs:** We continued our Take and Make crafts through the summer, and have begun a weekly fall series. We are posting less craft videos on Facebook, and are focusing on building other online programs. Summer YA Writing Club has rolled into the Winter YA Writing Club. YA Virtual RPG group is meeting regularly again. YA Book Club is meeting outside the library, weather permitting.

| | | |
|--------|------------------|--------------|
| August | 7 programs | 65 attendees |
| | 19 videos posted | 367 views |

- **Wi-Fi Use:** August 226
- **Building Maintenance:** Jim is working with the Town to get some dangerous spots of the blacktop fixed. Jim completed the weather stripping of the doors.
- **Budget:** Erie County's budget is expected out by 10/15. We will see what that holds for the library. As for the 2020 budget, as of the end of August our projected ending balance is about \$17,800. We would like it to be over \$23,000. So we are close, but we what happens. Unfortunately our revenue remains low for our operating fund.

(Need Vote to Approve Executive Report)

6. Committee Reports:

- Safety: Plan continues to be reviewed every two weeks by committee.

7. Unfinished Business:

- **Conflict of Interest forms:** Anyone who hasn't returned your form, please do so.
- Upon review, we did not have a second to the motion to accept the contract with the B&ECPL System. We need to do it over again. The Contract was sent out for review 6/20.

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 _____

NOES _____

Board Secretary

Edith Schell

8. New Business:

- Would like to allow the Safety Committee to cancel their bi-weekly meeting if there are no changes and nothing to discuss.
- Need to set a meeting of the policies committee for some time in October. Need drafts to be out by 11/3. There may be some new policies to correct or edit due to changes from COVID. There is also a new policy we will need about planning for another health emergency – the system is still gathering info about this, and it may not be in this round. (Helga, Barb, Edith, Abbie)
- Long Range Plan of Service goes until 2021. We need to start working on this.
- Trustees Terms: Five trustees' terms are up at the end of 2020. Due to this high number, Abbie would like to vary the length of terms for the five positions for this year alone, to make the term ends so only 2-3 end each year. Abbie proposes that one term be for one year (2021), two terms be for two years (2022), and two terms be for five years (2025). This will be assigned by lots at the next meeting if approved.

9. Public Expression

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

11. Meeting Adjournment