

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Minutes: Thursday, October 1, 2020, 6:00 pm

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

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

2. Secretary's Report:

The minutes of the July 28, 2020, meeting of the Financial Committee were reviewed. Cynthia Dishman moved and Elaine Thordahl seconded a motion to approve the minutes as presented. **The motion carried unanimously.**

The minutes of the regular Board meeting of August 6, 2020, were introduced. Rob Gaylord moved and Cynthia Dishman seconded a motion to approve the minutes as presented. **The motion carried unanimously.**

The minutes of the Safety Committee Meetings of August 11, 2020, and of August 25, 2020 and of September 8, 2020, and of September 22, 2020 were presented. Rob Gaylord moved and Helga Cimiesi seconded a motion to approve the minutes as presented. **The motion carried unanimously.**

3. There was no public expression.

4. Financial report/Treasurer's Report:

The August 2020 Treasurer's Report was reviewed by all present. In response to a question Director Barten-McGowan said that approximately \$19,000 will be saved as a result of reduced staff working during the Covid-19 crisis.

5. Executive Report

- **COVID-19:** The director reported that the library is in Stage III of the reopening plan; but with no tutoring yet, since there is no space for tutors/students to work. The plan is to allow limited, in-library, socially distanced programs as a test as weather gets colder, once the HVAC has been evaluated. The Wi-Fi router has been moved closer to the street, which should help patrons use the Wi-Fi more easily when the library is not open. Rob Gaylord asked Director Barten-McGowan whether the HVAC system in the library had been addressed as per discussion in the safety committee meeting (see minutes of that meeting.) The director responded that there is an appointment with the company scheduled for next Tuesday when she will learn whether a relatively simple fix of new filters will suffice or whether it will be much more complicated and expensive.
- **Expanded hours started 9/8:** The library remains under the state of emergency issued by the state and continues with fewer hours than our mandated hours as a cost savings strategy. The hours did

increase once school began to better accommodate students seeking computers and Wi-Fi use. There does seem to be an overall increase in use and patronage.

- **Programs:** We have continued our Take and Make crafts through the summer and have begun a weekly fall series. We are posting fewer 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 roll-playing 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
September	5 programs	17 attendees
	6 videos posted	223 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 and will reveal what that holds for the library. As for the 2020 budget, as of the end of August the projected ending balance is about \$17,800. The director would like it to be over \$23,000. Unfortunately the revenue remains low for our operating fund. Rob Gaylord moved and Elaine Thordahl seconded a motion to approve the executive report as given. **The motion carried unanimously.**

6. Committee Reports:

- **Safety:** The plan has continued to be reviewed every two weeks by committee. (See another reference to the Safety Committee below)

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 1st day of October, 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 1st day of October, 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 __10__

Board Secretary

NOES __0__

Edith Schell

Becky Jo Summers moved and Cynthia Dishman seconded a motion to adopt the resolution as read.

The motion carried unanimously.

8. New Business

- The director asked the Board to allow the Safety Committee to cancel their bi-weekly meeting if there are no changes and nothing to discuss. The consensus of the Board was to have the Safety Committee meet one more time in two weeks because of the HVAC issue. Thereafter, meetings will be scheduled as the director sees need.
- The director asked the members of the policies committee to set a meeting for some time in October. The committee needs to have drafts of changes or of new policies drafts to be ready for sending 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. Whenever Central releases their policy, we can base ours on theirs.
- The 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 reduce the number of vacancies at one time. 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. The consensus of the Board was that there is some reason for this kind of action, but that the director might consult Central.

9. There was no public expression.

10. Upcoming Meeting: Thursday at 6 pm 12/3

11. The meeting was adjourned at 6:32.