

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

MINUTES of meeting of December 3, 2020, Thursday@ 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, Becky Jo Summers, Elaine Thordahl, Dave Williams.

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

2. Secretary's Report

The minutes of the regular Board meeting of October 1, 2020, were approved as presented. The minutes of the Policy Committee meeting of October 15, 2020, were approved as presented. The minutes of the Safety Committee meetings of October 8, 2020, of October 20, 2020, of November 5, 2020, and of November 19, 2020 were approved as presented. There being no additions or corrections, all minutes were combined in one motion. Dave Williams moved, and Barb Ferro seconded a motion to accept all minutes as presented. **The motion carried unanimously.**

3. Public Expression: There was no public expression at this virtual meeting.

4. Financial report/Treasurer's Report:

The treasurer's report for September and October 2020, was reviewed by all trustees present. In answer to Rob's questions, Director Barten replied that the Riggs Fund disbursement is received annually and that the CDs' interest is received quarterly. The interest from CDs goes into the accounts. Helga Ciminesi moved and Dave Williams seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**

5. Executive Report

- **Mary N. Riggs Library Fund:** Director Barten received our first distribution from the Fund on 10/8/2020 for \$447.00. The first round of books was ordered after emailing Andy Card asking for any feedback he might suggest. The remaining funds will be spent after we have been billed by the B&ECPL System for the purchase of the Riggs Fund books. (Director Barten will send out the list if requested.) The books will be labeled with the Riggs Fund stickers.
- **COVID-19:** Director Barten indicated that the library is in Stage 3 of our reopening plan. She has also added a Micro-Cluster Plan and formalized the Walk-up Service Plan in the event the location is designated an Orange Micro-Cluster. The Yellow Zone began on 11/20/2020, which means the library remains open to the public. At Orange it would move to Walk-Up Services, and at Red the library would be closed to the public.

- **Programs:** In-person programming is suspended while the library is designated a Micro-Cluster zone. The popular Take & Make kids' crafts continue and Ashley Moyer posts activities and demonstrations on Facebook. Plans were in place for very small, in-person program for teens in the meeting room, with masks AND social distancing required; and the HEPA filter runs before, during, and after each meeting. Staff is still exploring logistics for programs with for other audiences. A mostly virtual Winter YA Writing Club has begun with an impressive slate of authors' and editors' talks to inspire the kids.

Programs, cont.

October	1 in Library program	8 attendees
	4 virtual Programs	23 attendees
	6 videos posted	224 views
November	1 in library program	1 attendee
	3 virtual programs	15 attendees
	5 videos posted	225 views

- **Wi-Fi Use:** September: 180; October 218; November 175
- **Building Maintenance:** The Town has patched many of our blacktop problems. An HVAC filter upgrade is planned. There has been consideration of additional computer partitions, but no action has yet been taken.
 - A window in the children's area has cracked: The Town has ordered a replacement and Jim will install it when it arrives (the Town has agreed to pay for this).
 - There is a new roof leak over Abbie's desk in the office; the Town was made aware; it was fixed. It got worse. A new effort to fix it is in the works.
- **County Budget:** The County Executive included a 2% increase to the Library's funding for 2021. All Libraries are waiting for the final Budget to come from the County. The System anticipates the State Budget to be slashed. Final impact will be revealed soon, everyone hopes.
- **Library System Budget:** While the Erie County contribution may remain about steady, we are still waiting on the final numbers. New York State's contribution may be reduced. The System is planning to use some of their own Fund Balance to offset this amount. The System is planning a Zoom meeting to discuss this with Trustees on Saturday, December 12th at 9 AM.
- **2020 Collins Budget:** The Financial Committee needs to meet to discuss the discretionary budget, but Director Barten is hoping for more information about the System Budgets first.
- **Updated Library Standards:** These seem to still be going into place in 2021. We already have most of them in place, but there are some things to update and formalize, and something we need to start. These need to be in place by the end of 2021. In response to a question from Rob, Director Barten indicated that on a scale of 1-100, we are at approximately 70% complete.

Rob Gaylord moved, and Cynthia Dishman seconded a motion to accept and approve the Executive Report. **The motion carried unanimously.**

6. Committee Reports:

- **Safety** – Plans continue to be reviewed every two weeks by committee, meeting to discuss updates.
- **Finance Committee** – The committee will meet to work on the Discretionary Budget for 2021 after there is more info about our System Budget for 2021. A meeting will be scheduled when we have that info.

7. Unfinished Business:

- **Trustees Terms:** Devising a plan was more complicated than Director Barten thought. This project is on hold. Director Barten listed the expiring terms as those of President Holly Martindale, trustees Rob Gaylord, Annette Gernatt, Edith Schell, and Dave Williams. All five trustees indicated that they would be willing to serve another term on the Board. Each of them should visit the Collins Town Hall by the end of January to sign the Oath of Office.
- **Long Range Plan of Service:** This is part of the Updated Library Standards. Director Barten would like to get a start on this in January.
- **Policies Approval & Resolution:**
As everyone had a copy of the lengthy resolution, Rob Gaylord moved and Barb Ferro seconded a motion to waive the reading of the resolution. **The motion carried unanimously.**

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 3rd day of December, 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 3rd day of December, 2020, 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 Library Safety Plan as written;
 Town of Collins Public Library Reopening Plan as written;
 Town of Collins Public Library Micro-Cluster Plan as written;
 Town of Collins Public Library Ethics Policy updated to include the proposed changes;
 Town of Collins Public Library Public Relations Policy updated to include the proposed changes;
 Town of Collins Public Library Emergency Closing Codes updated to include the proposed changes;
 Town of Collins Public Library Fund Balance Policy updated to include the proposed changes;
 Town of Collins Public Library Gift and Donor Recognition 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 Purchase Policy updated to include the proposed changes;
 Town of Collins Public Library Whistleblower Policy updated to include the proposed changes;
 Town of Collins Public Library Rules of Conduct Policy updated to include the proposed changes;

Town of Collins Public Library Credit Card Policy reviewed with no changes;
 Town of Collins Public Library Financial Routine reviewed with no changes;
 Town of Collins Public Library Investment Policy reviewed with no changes;
 Town of Collins Public Library Procurement Policy reviewed with no changes; and
 Town of Collins Public Library Return Voucher reviewed with no changes.

Ayes __11__

Clerk,

Noes __0__

Edith Schell

8. New Business:

- **Library Hours 12/31/2020:** The open hours for 12/31/2020, were changed to 10 am -4 pm, because of New Year's Eve.
- **Library Hours 2021:** While the library is still covered under the state of emergency, and can therefore have reduced hours, the director was considering increasing our hours for the start of 2021. However with rates not improving, she feels hesitant to do this.

Proposed 35 hour/week schedule:

Monday	10-5
Tuesday	11-7
Wednesday	Closed
Thursday	11-7
Friday	10-5
Saturday	10-3

Director Barten would like a motion to approve the schedules as presented by the director when the State of Emergency ends, so that she does not have to call an emergency meeting. Rob Gaylord

moved, and Elaine Thordahl seconded a motion to approve said schedule for current use and for implementation when the state of emergency is over. **The motion carried unanimously.**

- **Meetings 2021: Thursdays @ 6 pm 2/11, 4/8, 6/3, 8/5, 10/7, 12/2**
 - **Holidays 2021:** Director Barten plans to follow the BECPL system's 2021 holidays.
 - New Year's Day (1/1), MLK Day (1/18), Presidents' Day (2/15), Good Friday (4/2), Memorial Day (5/31), Independence Day (7/5 – observed), Labor Day (9/6), Veteran's Day (11/11), Thanksgiving (11/25), Christmas (12/24 observed, also closed 12/25), New Year's Day (12/31 – observed, also closed 1/1/2022).
 - Last year staff had planned to be open Good Friday but decided against it this year.
- Dave Williams moved and Becky Jo Summers seconded a motion to approve the schedule. **The motion carried unanimously.**
- **Appointment/reappointment of claims auditors:** Annette Gernatt, Cynthia Dishman, Barbara Ferro are our current claims auditors. As all three auditors agreed to continue in these positions, Rob Gaylord moved the slate and Elaine Thordahl seconded the motion. **The motion carried unanimously.**
 - **Depreciation schedule:** Director Barten-McGowan indicated which papers sent to all trustees contained this information and briefly explained how depreciation works. Kim Nobles moved and Annette Gernatt seconded a motion to approve the schedule. **The motion carried unanimously.**

9. Public Expression – there was no public expression.

10. Upcoming Meetings: Thursdays at 6 pm: 2/11, 4/8, 6/3, 8/5, 10/7, 12/2

11. Meeting Adjournment: The meeting was adjourned at 6:48 PM.