

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Minutes of meeting of Thursday, February 11, 2021, at 6:00PM

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, and Elaine Thordahl. **Absent:** Dave Williams.

1. President Holly Martindale called the meeting to order at 6:04 PM.

2. Secretary's Report:

- The minutes of the regular meeting of December 3, 2020, were introduced. Becky Jo Summers moved and Kim Nobles seconded a motion to approve the minutes as read. **The motion carried unanimously.**

- The minutes of the Safety Committee meeting of December 19, 2020, were introduced along with the minutes of the Safety Committee meeting of January 19, 2021, and the minutes of the same committee meeting of January 26, 2021. Helga Ciminesi moved and Barb Ferro seconded a motion to approve all three set of minutes as read. **The motion carried unanimously.**

The minutes of the Policies Committee were introduced. Elaine Thordahl moved and Becky Jo seconded a motion to approve the minutes as read. **The motion carried unanimously.**

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

4. Financial report/Treasurer's Report:

The reports of November 2020, and of December 2020, received no questions or comments. The Treasurer's report of January 2021 was corrected by crossing out the starting number of \$45,555.40 and replacing it with \$30,445.46 and removing the charge for B&ECPL Materials (this was already on the November-December 2020 report). Cynthia Dishman moved and Rob Gaylord seconded a motion to accept all reports presented and corrected. **The motion carried unanimously.**

5. Executive Report

- **Mary N. Riggs Library Fund:** The library has started receiving some of the books that had been ordered and will order more as soon as orders can be placed once again. Stickers will be placed in these books before shelving them. Any remaining funds still remaining at that point will be added to the 2021 disbursement.
- **COVID-19:** The Town of Collins Library is in Stage III of our reopening plan. There was an update to the Micro-Cluster Policies due to input from the County Executive wishing more libraries to remain open to the public. The director and staff then used "levels" based on the number of new cases reported in the zip code 14034 on a weekly basis, with the numbers coming from Erie County Department of Health through the System Director. Continually monitoring cases, staff did not have to move to walk-up pick up only. As of 1/27/2021, NYS has removed the Micro-cluster Zones in Erie County, and therefore the micro-cluster plans are not in use.
- **Programs:** In person programming was suspended while in a Micro-Cluster zone. Our popular Take & Make kids' crafts continue. Winter YA Writing Club has begun with an impressive slate of authors and editors talks to inspire the kids and has gone mostly virtual. YA RPG group moved online. Read Down

Your Fines for kids 16 and under has become a year-round program, and is counted as “in library” although it’s done at home. In February, we will begin some small, socially distanced in-library programs. Not really a program, but the system is removing all holds fees as of February 1, 2021.

December	2 in Library programs	4 attendees
	8 virtual Programs	55 attendees
	5 videos posted	250 views
January	1 in library programs	3 attendees
	8 virtual Programs	24 attendees
	4 videos posted	289 views

- **Wi-Fi Use:** December : 169; January 198

- **Building Maintenance:**

- The director is still waiting on the HVAC upgrade to be installed. Apparently getting the filters is problematic.
- The roof doesn’t seem to be leaking right now, but the director is still waiting on more info from Town about repair, and we may be looking at funding through the NYS Library Construction grant.
- The work on LED conversion that was put on hold at the beginning of the year was resumed in December. Part 1 involved changing the parking lot and outside lights to LED, saving money on utilities for the System and fixing some lights that were out. The new lights should have a longer life and require less maintenance. The director is discussing replacing some indoor lights with LED in the next phase. The large pendulum lights (LED as well) remain a problem, since the domes are increasingly fragile, and contractors won’t be responsible if they are broken during the work.

- **BUDGET:** The County Budget included a small increase to our funding, which helps offset wage increases, but the proposed NYS budget calls for a cut to library funding. We will soon have our Budget Committee go through a plan for our 2021 Discretionary Funding. Rob Gaylord commented here that he wants to have a meeting with Ken Martin to discuss the responsibilities of Town and Library.
- **Updated Library Standards:** Abbie sent out a letter in early January about what Updated Minimum Standards we still need to complete. The big ones we the Long Range Plan, posting our Budget Documents, getting the last few polices approved, doing more evaluation of services, and getting the staff tech training.

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

6. Committee Reports:

- **Safety** – Plans continue to be reviewed every two weeks by committee or when there are changes.

7. Unfinished Business:

- Trustees Terms: Creating a rolling schedule for end of trustee terms was far more complicated than the director had anticipated. This project is now on hold.

8. New Business:

- The director asked all trustees whether they might like more regular updates such as a bi-weekly or monthly update. The consensus of the group was that the director’s communications so far have been just about right.
- A Health Emergency Plan, which affects all employees, needs to be approved by the Board by 4/1/2021. It is currently being reviewed by the library’s Unions, as the law requires, and is expected back by the end of February. Please expect a short Special Meeting in March to approve this.
- **Policies Approval & Resolution:** There were updates to the Micro-Cluster Policy, and a new policy was added for Open Meetings. These were sent out to Trustees in early January.

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 11th day of February, 2021, 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 11th day of February, 2021, 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 polices, 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 polices were reviewed and accepted by the Board of Trustees.

Town of Collins Public Library Open Meetings Policy as written; and
Town of Collins Public Library Micro-Cluster Plan updated to include the proposed changes.

(Note: Clerk Edith Schell was disconnected from meeting immediately before vote. Results reported by Board President Holly Martindale after meeting, Edith was not counted because she was not present at time of vote.)

Ayes _9____

Clerk,

Noes _0____

Edith Schell

Becky Jo Summers moved and Barb Ferro seconded a motion to adopt the resolution as presented.

- **B&ECPL Personnel Policies and Procedures Manual**

At the Saturday 12/12/2020 ACT meeting, Mary Jean Jakubowski spoke about the need to review and reaffirm adoption of the Personnel Policies, and adopt amendments on a regular basis. The system Board implemented an annual review process in 2018. Chief Operating Officer Jeannine Doyle presented the 2020 amendments to the B&ECPL Policy Committee in November and a resolution to adopt went before the full System board in December.

Director Barten-McGowan noted that we never formally adopted the Personnel Policies and Procedures Manual back in 2015. The Policies Committee reviewed all documents at their meeting on 1/4/2021. Information about the documents was sent out to all trustees, along with information about how and where to access the manual.

RESOLUTION: Amendments to B&ECPL Employee Handbook and Personnel Policies and Procedures Manual

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 11th day of February, 2021, 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 11th day of February, 2021, a resolution was adopted of which the following is a true copy:

WHEREAS, the Board of Trustees of the Town of Collins Public Library has the power and duty to determine and carry out all policies and principles pertaining to operations of the library; and the exclusive power and duty to control library personnel, and

WHEREAS, on December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual) and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015, and

WHEREAS, thereafter ON March 12, 2015, this Library Board adopted same for application to its employees, and

WHEREAS, the Human Resources Department reviews the policies and procedures in the Manual throughout the year and makes changes as necessary, and

WHEREAS, changes to said policies and procedures are incidental or based on changes to applicable laws or collectively bargained agreements, and

WHEREAS, changes to said policies and procedures may require corresponding updates to the Handbook, and

WHEREAS, on February 11, 2021, this Board reviewed the changes made by the Human Resources Department to the policies since January 1, 2015 and recommends approval of same, and

WHEREAS, this Board recommends the review of the changes annually with subsequent reaffirmation of adoption of the Manual, and adoption of the amendments, now therefore be it

RESOLVED, that the Board of Trustees of the Town of Collins Public Library reaffirms its adoption of the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook, and adopts the amendments made since January 1, 2015, and be it further

RESOLVED, that the Human Resources Department will continue to update the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook, as necessary, and will distribute same to all departments and contract libraries as set forth in the Introduction to the Personnel Policies and Procedures Manual, and be it further

RESOLVED, that the Board of Trustees of the Town of Collins Public Library endorses the annual review of the revisions made by the Human Resources Department to the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook in the twelve (12) months prior to review for adoption by the Board.

(Results reported by Board President Holly Martindale after meeting. Edith was not counted because she was not present at time of vote.)

Ayes _9___

Clerk,

Noes _0___

Edith Schell

Cynthia Dishman moved and Elaine Thordahl seconded a motion to adopt the resolution as presented.

9. Public Expression – There was no public expression.

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

11. Meeting Adjournment: The meeting was adjourned at 6:47

Respectfully submitted,

Edith Schell