

Town of Collins Public Library Board of Trustees – Facilities Committee

Meeting Minutes Thursday January 9, 2020 at 10 am

In Attendance: Director Abigail Barten-McGowan, Caretaker James Smith, Trustees Robert Gaylord, Barbara Ferro; Guest Randy Wing, contractor.

1. Called to order at 10:05 am
2. Talked to Randy about building
 - a. Roof: Randy will go over building plans with Jim – warrantee info should be with the building specs. Abbie believes the shingles are 30 year.
 - b. Doors: The back door and frame is rotted, and needs replacement. Randy believes the water is coming from condensation on the aluminum doorframe. If this is the case, foam insulation can be put in when the frame is replaced if it is hollow, and this will cut down on the amount of moisture that condenses. Part of the wall needs to be replaced from moisture damage here, and Randy suggests a more moisture resistant replacement, as well as PVC trim that won't rot. Randy is preparing a quote for us. We will look at galvanized or stainless steel and fiberglass options.

The door in the meeting room has a smaller amount of moisture damage, and if we find the back door frame is hollow, we can add spray foam insulation here as well, and fix the damage. This would be done after we find out about the back door.

The main entrance doors are hollow aluminum – so almost no weatherproofing. We can take some small measures there to insulate it a little better with things that have worn in the past 20 years (door sweeps). These things can be done right away, and may be included in the quote from Randy.
 - c. Concrete at back door: The moisture may have nothing to do with the concrete. Any repairs to the door and frame can be separate from any concrete work. We may look at heating the back walk concrete with boiler heat. We don't have many details about this, and would be a possible future project.
 - d. Gutter guards: Randy says that only one really keeps everything out, including the asphalt stone out (Gutter Helmet), but it is expensive. Depending on cost, there may still be a savings in labor. Randy suggests getting a presentation and an estimate on cost. It is suggested this be done in conjunction with the roof, because it goes under the edge of it. This is an item for long term planning.
 - e. Looked at the Windows, and they seem pretty good.
3. Construction Aid
 - a. New York State Library Construction Aid. Eligible to have up to 75-90% of the costs of construction paid for. Cannot be used for fixing things, just for new or replacement.

Application due likely around 8/31/2020 to the Library System, with cursory info in May or June. Full information is available <http://www.nysl.nysed.gov/libdev/construc/> Projects the library would like examined in the next couple of years:

 - i. Concrete work near library and fixing driveway on Rt. 39 (Town is aware, and is talking about hiring an engineer)

- ii. Roof replacement and solar panel installation
 - iii. Updating ballasts for lighting in building and converting to LED
 - iv. Updating the parking lot lighting to LED
- 4. Building Items:
 - a. Painting Lintels – no update
 - b. Meeting room floor quotes – on hold until we get door repaired.
 - c. HVAC update: When it was checked in October, technician said it was in good shape and should last many more years.
 - d. Lighting Updates
 - i. Jim will contact Gerwitz and McNeil, who was out October 10, 2019 and never got back to us about options for lighting.
 - ii. 1/3/2020 someone came out from Graybar (sent by Ken Stone) to look at lights inside and out. He had some questions, and is working on solutions.
- 5. Walkway to Painter Center
 - a. This is an item that both the Town and Library would like to see, but will require some planning. Abbie notes that there are a number of things we could do to make that area a usable outdoor beyond a path. There may be options for grants and construction funding when we reach that point.
- 6. Next meeting: Not scheduled. After April Board meeting, if not before to discuss particular building matters.
- 7. Adjourned at 11:05 am.

Respectfully submitted,
Abigail Barten-McGowan, Director

Town of Collins Public Library – Technology Committee
Minutes Meeting Monday, January 13, 2020 @ 4 pm

In Attendance: Director Abigail Barten-McGowan, Trustees Holly Martindale, Barbara Ferro, and Kim Nobles, Edith Schell

1. Called to order at 4:05 pm
2. Current check outs for “Things” - 37 total (as of 1/12/2019) – we started circulating at the Things Kickoff: 10/10/2019 and 8 game check outs

Air fryer	8
Bird Kit	1
Tennis	0
Button Machine	5
Dash Robot	3
Ukulele	2
Karaoke	4
Metal Detector	5
Kindle	2
Record Player	5
Tent	2

3. Went through items suggested by the public and staff, and decided on 16 items for the public to vote on.
 - Instant Pot
 - Indoor Grill
 - Sewing Machine
 - Kinderbot Programming Robot
 - Lego Table
 - Bubble Machine
 - Guitar
 - Sport Camera
 - Badminton/volley ball set
 - Card table
 - Jigsaw table
 - Projector and outdoor screen
 - Clue
 - Deck of cards/rule book
 - Chess/Checkers/Backgammon
 - Sneaky snacky squirrel game

Voting will run February 1st – 29th. Each person who comes in the library will get 5 votes (per person/per day). After votes are counted, we will work our way through as much of the list as we can with our budget, aiming for top 9 picks. We will purchase in March, and get into system as soon as possible, may take a few weeks. Hopefully April or May unveiling!

4. Probably another meeting late March or early April once everything is in and we can go through like we did before. Would like to show them to rest of Board at April meeting, if available.
5. Adjourned at 5:05 pm

Respectfully submitted,
Abigail Barten-McGowan, Director

Town of Collins Public Library – Planning Committee
Minutes Meeting Monday, January 16, 2020 @ 11 am

In Attendance: Director Abigail Barten-McGowan, Trustees Holly Martindale, and Edith Schell

1. Called to order at 11:05 am

2. The Committee discussed the documents compiled from various sources. It was determined that we need to understand where we are at so we can continue to grow. We developed a list of data we would like compiled from the last few years, and Abbie said that she had or could get most of it easily. (Data we have: Door Count, Circulation, card holders, programming and attendance, material/new added, computer & Wi-Fi usage.)

We would like to set goals, and stretch goals, because you don't know what you can achieve if you don't push yourself.

We would like steps that we can periodically check up on, even after our initial strategic plan is formalized. Input is crucial, and we would like both anonymous and other info from the Board, Staff, Patrons, and Non-Patrons.

The Committee began to look at the first steps of a project outline, and discussed what they felt should be important to the library's values. After much discussion, the committee identified their top three values, but wanted more input, and decided to do some surveys for the rest of the Board and the Staff to be gone over at the next Board Meeting. (Did not list original value ideas because we did not want to influence others, they will show up in the next regular Board Meeting Minutes along with discussion.

3. Adjourned at 12:05 pm

Respectfully submitted, Abigail Barten-McGowan, Director

Town of Collins Public Library – Budget and Finance Committee

Minutes Meeting, Tuesday January 28, 2020 @ 5 pm

In Attendance: Director Abigail Barten-McGowan, Trustees Holly Martindale and Kim Nobles

1. Called to order at 5:00 pm.

2. Transfer of funds – Tarbox

The Committee discussed the benefits and rates of various local and online banking institutions. Abbie had contacted Ken Stone, who reminded her than any bank they deposit in should be FDIC insured, and be “located and authorized to do business in New York.” After much discussion, the Committee suggests the Tarbox Funds be moved to M&T Bank, which had a rate online of 0.75% for either Money Market or CD.

3. Update on Financial Review:

Holly printed out a list of items suggested for an audit from the webinar she viewed. Some of these wouldn’t apply to us, but it is a good starting point. Holly says she will reach out to R.A. Mercer and see where things are.

4. Update Discretionary budget.

Upon review of the Discretionary Budget, Abbie noticed an error in the 2020 Proposed Programs/Supplies budget line from GCSD 2019-2020 (was \$3900.00, changed to \$3500.00).

Due to a change in the staffing structure at the end of the year, Abbie proposed a revised Discretionary budget. According to the agreement with the B&ECPL System, Abbie suggested an increase to the Staffing line of \$7000.00 from Undesignated Fund Balance. In addition, the agreement states the library will put aside \$30,000.00 in the event of health care costs.

The Committee is suggesting the adoption of the updated Discretionary Budget, and the placement of the \$30,000.00 into a 1 year CD or Money Market Account in M&T Bank, whichever gives us a better interest return.

5. Adjourned at 6 pm.

Respectfully submitted, Abigail Barten-McGowan, Director

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Minutes of regular meeting of Thursday, February 6, 2020, @ 6 pm

Present: Director Abbie Barten-McGowan, President Holly Martindale, Trustees Rob Gaylord, Cynthia Dishman, Helga Ciminesi, Edith Schell, Becky Jo Summers, Dave Williams.

1. **President Holly Martindale called the meeting to order at 6:05 PM.**

2. **Secretary's Report:**

The minutes of the regular meeting of December 12, 2019, were accepted as presented. Dave Williams moved and Rob Gaylord seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**

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

4. **Financial report/Treasurer's Report:**

The treasurer's reports for December, 2019, and for January, 2020, were distributed to all trustees present. Dave Williams moved and Helga Ciminesi seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**

5. **Executive Report**

- **Programs:** December had many great programs, including outreach at the Collins 50+ luncheon, a few sessions of graham cracker house building, and an all-day YA RPG program which was so well received that it will be repeated. January held more tech trainings and a slime event for kids! In February we are looking forward to one of our busiest months yet with a new Crochet Club, a full week of programming when the kids are off for February break, and lots of other programs! We are planning a Census Day Party (April 1st), and hope you can attend.

December	33 programs	332 attendees
January	41 programs	358 attendees

- **Staffing:** Jason Hussong has been promoted to Library Tech Clerk RPT as of 1/18/2020.
- **Building Maintenance:** Director Barten has been working with the System on upgrading the interior and exterior lights. Jim Smith notes that the domes on the current fixtures are becoming brittle and may not last much longer.

Becky Jo Summers moved and Cynthia Dishman seconded a motion to accept the executive report. **The motion carried unanimously.**

6. **Committee Reports:**

- **Facilities Committee** – Following Rob Gaylord's coverage of the minutes of the meeting of January 9, 2020, as well as his report on a meeting with the Town, Helga Ciminesi moved and Becky Jo Summers seconded a motion to approve the minutes of said meeting. **The motion carried unanimously.**
- **Technology** – Following Director Abbie's report regarding the minutes of the meeting of January 13, 2020, Dave Williams moved and Cynthia Dishman seconded a motion to approve the minutes of said meeting. **The motion carried unanimously.**
- **Planning Committee** – Following a brief recap of the meeting January 16, 2020, Rob Gaylord moved and Becky Jo Summers seconded a motion to approve the minutes of said meeting. **The motion carried unanimously.** NOTE: The minutes of this meeting referenced an anonymous survey prepared for Board members and taken and collected at the start of the meeting. The results of the survey of Board members and of library staff were then reported. These results will be included with other data by the Planning Committee.
- **Budget and Finance Committee** – Following Rob Gaylord's detailed report of the issues covered in the meeting of January 28, 2020, Helga Ciminesi moved and Cynthia Dishman seconded a motion to approve the minutes of said meeting. **The motion carried unanimously.**

7. Unfinished Business:

- Discretionary Budget 2020: The previous approval of the Discretionary Budget 2020 was updated at this meeting to read as follows:

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at the regular (or special) meeting of said Board of Trustees held at the Town of Collins Public Library on the 6th day of February 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 6th day of February 2020, a resolution was adopted of which the following is a true copy:

WHEREAS, the Updated Discretionary Budget of the Town of Collins Public Library has been recommended for adoption by the Financial Committee, be it therefore

RESOLVED, that the Updated 2020 Discretionary Budget – Non Capital of the Town of Collins Public Library presented as Schedule 1 to this board resolution is hereby approved and shall be allocated.

Ayes 7

Noes 0

Clerk,

Edith Schell

Helga Ciminesi moved and Rob Gaylord seconded a motion that the Board adopt the above resolution as read.

The motion carried unanimously.

- New Bank: Because of FDIC Maximums, it was determined that monies needed to be moved to another bank. As a result of discussion at the meeting of the Finance and Budget Committee, funds will be moved to M & T Bank as per the resolution below.

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 6th day of February 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 6th day of February 2020, a resolution was adopted of which the following is a true copy:

WHEREAS, the Town of Collins Public Library was organized as a Municipal Public Library; and

WHEREAS, the Town of Collins Public Library Investment Policy Section X provides that the Library Board of Trustees authorizes the Treasurer or other officer having custody of money to invest moneys not required for the immediate expenditure for terms not to exceed its projected cash flow needs in specified investments; and

WHEREAS, the Town of Collins Public Library wishes to open a bank account for the safekeeping of funds; and

WHEREAS the Town of Collins Public Library Board of Trustees shall approve all bank accounts to be opened or closed by resolution; and

WHEREAS, the Board has determined it to be in the best interest of the Town of Collins Public Library to establish a banking resolution with M&T Banking Corp., be it:

RESOLVED, the Town of Collins Public Library shall open a bank deposit with M&T Bank, and

RESOLVED, the following individuals shall be signatories on the bank account with M&T Bank

- a. Holly Martindale, Board President
- b. Becky Jo Summers, Board Treasurer
- c. Edith Schell, Board Secretary

RESOLVED, that the funds from the Dorothy Tarbox bequest (amount as reported in the Treasurer's Report) be moved to an account at M&T Bank until such a time that a plan is in place for their use; and

RESOLVED, that the \$30,000.00 (thirty thousand dollars) specified by the Buffalo & Erie County Public Library System concerning the filling of a Regular Part Time staff position according to the agreement of 12/20/2019 be moved into a separate account until such a time as it is needed or until it becomes unnecessary due to the removal of the position, be moved to an account at M&T Bank;

RESOLVED, that the Town of Collins Public Library execute and deliver to said bank a duly signed original of the completed banking resolution as is annexed thereto, and that the authority to transact business, including but not limited to the maintenance of savings, checking and other accounts as well as borrowing by the Town of Collins Public Library, shall be contained in said resolution with the named officers therein authorized to so act on behalf of the Town of Collins Public Library as specified hereto.

The undersigned hereby certifies that they are the duly elected and qualified Secretary and the custodian of the books and records of the Town of Collins Public Library, a corporation duly formed pursuant to the laws of the state of New York and that the foregoing is a true record of a resolution duly adopted at a meeting of the Town of Collins Public Library Board of Trustees and that said meeting was held in accordance with state law and the Bylaws of the above-named Corporation on the 6th day of February 2020, and that said resolution is now in full force and effect without modifications or rescission.

IN WITNESS WHEREOF, I have executed my name as Secretary this Thursday the 6th day of February of 2020.

Ayes __7__
Noes __0__

Clerk,
Edith Schell

Dave Williams moved and Rob Gaylord seconded a motion that the Board adopt the resolution as read. **The motion carried unanimously.**

- **ACT Meeting:** Thanks to everyone who was able to make it to the ACT meeting in January. It was a new format, so they will be offered at multiple outlets simultaneously. Topics discussed were: GoTo Meeting format, Trustee Continuing Education Survey, and How to run a meeting. If Trustees haven't taken the survey emailed by ACT, please do so at the meeting! March 14 is the ACT workshop at Central, and other trustees will tell you, that's a very interesting and informative meeting!
- The end of the following trustee term is December 31, 2019: Elaine Thordahl
- New Binder table of contents – there was a mistake - Abbie distributed new at meeting
- New media units have arrived and are in place. Thanks to the Friends of the Library for funding these much needed additions!

8. New Business:

Andy Card made another donation of \$3000 to the Mary Riggs fund. We will receive the funds in October of 2020, but should know how much we have to spend some time in February. Abbie will let Andy know how much we are spending and an initial list of what we plan to spend it on. I believe in the past, Karen asked Andy to

approve the list before purchase. Abbie will get a very nice card and trustees should stop at the library to sign it. Abbie will also invite Andy to attend the mortgage pay-off.

9. Public Expression – There was no public expression.

10. Upcoming Meetings: 4/2, 6/4, 8/2, 10/1, 12/ 3 @ 6 pm.

11. Meeting Adjournment – The meeting was adjourned at 7:30.

Respectfully submitted,

Edith Schell, secretary

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Minutes: April 2, 2020, Thursday@ 6 pm

Held via GoToMeeting - The video and transcript of meeting is available on our website.

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

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

Secretary's Report: The minutes of the regular meeting of February 6, 2020, were approved as read by unanimous vote. Elaine Thordahl moved and David Williams seconded a motion to accept the executive report. **The motion carried unanimously.**

2. Public Expression: There was no public expression.

3. Financial report/Treasurer's Report: The treasurer's report for February-March 2020 was approved as presented by unanimous vote. David Williams moved and Elaine Thordahl seconded a motion to accept the executive report. **The motion carried unanimously.**

4. Executive Report

- **COVID-19:** In response to recommendations from the Erie County Health Department and the B&ECPL System, the Collins Library is taking precautions. We are increasing the amount of hand sanitizers available for staff and public use. This is in an abundance of caution. Additional measures will be evaluated as time progresses.
 - 3/13: began with "social distancing" for our computers and public spaces.
 - 3/14: began sanitizing/quarantining all materials returned, and increased cleaning our most used areas.
 - 3/12: suspend all programs between 3/16 and 3/29 and will be evaluating programming going forward.
 - 3/16: decided to close the library to the public first for 3/17, then later from 3/17 through 3/31.
 - 3/26: lengthened the closure of the library until such time as the Governor of NY supports reopening. We await guidance from the System, County, and State about reopening and programming.
- **Essential Employees:** During this event, Abbie has deemed the following staff as essential:
 - Caretaker Jim Smith to check building daily and safely empty the drop box and perform deep clean on carpets.
 - Cleaner Bethany Schutt to perform a deep clean of the library, essential until task complete.
 - Director Abigail Barten-McGowan as needed to visit library.
- **Work from home:** At this point in time, both Jason Hussong and Abigail Barten-McGowan are working from home. They are performing a number of work-related tasks, and logging accomplishments and hours worked. This info is available if anyone has questions.
- **Programs:** February kicked off our new Knitting & Crochet Club! YA Writing Club has wrapped up and will meet after the New York "Stay at Home" order is lifted at Quality Bindery Services in Buffalo to get a tour and receive their books! They will be available for checkout from the library soon after. Our adult Craft class on Calligraphy brought in a bunch of new people, many from outside of the area. We are currently exploring options for online and other "socially distanced" programs.

February	42 programs	532 attendees	
March	22 programs	169 attendees	(Programs canceled 3/16-3/31)

- **Library of Things:** We have ordered more items! 250 people voted for what they would like added to the collection: highest votes were Projector and Screen, Instant Pot, and Sewing Machine. We were able to purchase 6 items with our budget, and the Friends of the Library are sponsoring 3 more.
- **Staffing:** Sue Jolls has resigned effective 3/13/2020. **Katelynn Langhans** has taken over many of her hours. **Jason Hussong** is expecting to take some time off for the arrival of his twins in May and June, and we are working out the schedule.
- **Building Maintenance:** Everything is pretty much at a standstill. Director Barten-McGowan has been working with the System on upgrading the interior and exterior lights. Jim notes that the domes on the current fixtures are becoming brittle, and may not last much longer, so we are exploring replacement options. We had some plumbing issues in February and a plumber was brought in. A piece of flashing also came down in February, and we are working to get that back up. We are at a standstill with fixing the doors.
- President Holly Martindale added that the library website is up and available!

Rob Gaylord moved and Annette Gernatt seconded a motion to accept the executive report. **The motion carried unanimously.**

5. **Committee Reports: None at this time.**

6. **Unfinished Business: None at this time.**

7. **New Business:**

- Report to Public & State Report – proposed resolution to approve.

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a regular meeting of said Board of Trustees held via teleconference on the 2nd day of April 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 2nd day of April 2020, a resolution was adopted of which the following is a true copy:

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Library attests that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

RESOLVED, that the "Annual Report" was reviewed and accepted by the Board of Trustees.

Ayes: 10

Clerk: Edith G Schell

Noes: 0

Elaine Thordahl moved and Dave Williams seconded a motion to adopt the resolution as presented. **The motion carried unanimously.**

- Resolution to close until further notice:

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a regular meeting of said Board of Trustees held via teleconference on the 2nd day of April 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 2nd day of April 2020, a resolution was adopted of which the following is a true copy:

WHEREAS, on March 7, 2020, the Governor of the State of New York issued Executive Order 202 declaring a state of emergency related to the COVID-19 pandemic and the need for containment; and

WHEREAS, as a result of the underlying state of emergency, on March 16, 2020, the Director and President of the Board of Trustees of the Town of Collins Public Library decided to close the Town of Collins Public Library to the public effective March 17, 2020 through March 31, 2020; and

WHEREAS, since March 17, 2020 the Governor has issued additional Executive Orders requiring nonessential staff to work remotely when possible and reducing the presence of non-essential staff in workplaces by 100% with certain exceptions; and

WHEREAS, the priority of the Board is the health and safety of the staff and community; therefore be it

RESOLVED, the Town of Collins Public Library shall remain closed until such a time as the guidance of the Governor of the State of New York supports reopening. The Town of Collins Public Library Board of Trustees shall reconvene as necessary.

Ayes: 10

Clerk: Edith G Schell

Noes: 0

Cynthia Dishman moved and Helga Ciminesi seconded a motion to adopt the resolution as presented.

The motion carried unanimously.

- Resolution to accept B&ECPL Board Resolution 2020-11 - paying all PT Staff in event of emergency

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a regular meeting of said Board of Trustees held via teleconference on the 2nd day of April 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 2nd day of April 2020, a resolution was adopted of which the following is a true copy:

WHEREAS, the Board of the Buffalo & Erie County Public Library System approved in a special executive session Resolution 2020-11, and the corresponding "State of Emergency/Quarantine Leave Policy,

WHEREAS, upon review of B&ECPL Resolution 2020-11, and the corresponding "State of Emergency/Quarantine Leave Policy, be it

RESOLVED the Board of the Town of Collins Public Library approves the addition of the "State of Emergency/Quarantine Leave Policy" to the System Personnel Policies and Procedures Manual effective March 17, 2020.

Rob Gaylord asked whether the “state of emergency/quarantine leave” policy would automatically be lifted on April 16th. Director Barten-McGowan responded that she would seek an answer, but that trustees should wait for an email that would come after April 16th.

Ayes: 10

Clerk: Edith G Schell

Noes: 0

Elaine Thordahl moved and Barb Ferro seconded a motion to adopt the resolution as presented. **The motion carried unanimously.**

- Act Workshop – Cancelled, not yet rescheduled.
- Director Barten-McGowan would like to set up meeting for bylaws review. She would like to have a draft by early May. She will contact those on the committee and possibly set up another online meeting.

9. Public Expression -- none

10. Upcoming Meetings: Thursdays at 6 pm 6/4, 8/6, 10/1, 12/3

11. Meeting Adjournment: The meeting was adjourned at 6:30 PM.

Town of Collins Public Library Board of Trustees - Special Meeting

Minutes: Thursday, May 28th, 2020, at 6 pm

Via GoToMeeting: Present: Director Abbie Barten-McGowan, President Holly Martindale, Trustees Helga Ciminesi, Cynthia Dishman, Barb Ferro, Rob Gaylord, Kim Nobles, Edith Schell, Becky Jo Summers, and Elaine Thordahl, as well as staff member Jason Hussong.

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

2. There was no public expression.

3. The sole purpose of this special meeting was to approve the library's reopening for pickup service. Director Barten indicated that the entire Erie County library system had been given permission for this service as of Monday, June 1, 2020. She went on to speak about some details of the Town of Collins Public Library Safety Plan, which needed to be in place before the initial steps of re-opening. Barb Ferro moved and Helga Ciminesi seconded a motion to approve the re-opening plan. **The motion carried unanimously.**

Director Barten then addressed the major aspects of the re-opening plan, making one change from the pages the trustees had received via email. She asked that information about tutors re-entering the library be moved from Phase 2 to Phase 3. Trustees all agreed with this change. Director Barten indicated that the initial step of re-opening was simply to allow walk-up service, but no foot traffic inside the library other than staff. Cynthia Dishman moved and Barb Ferro seconded a motion to accept the re-opening plan as amended. **The motion carried unanimously.**

Director Barten then indicated the hours the first week would be Monday 3pm-7pm, Tuesday 10 am - 2 pm, Wednesday closed, Thursday 3 pm - 7 pm, Friday 10 am - 2 pm, Saturday 11 am-3 pm, with staff working at least half an hour before and after these hours for prep and cleaning. She will evaluate the offered hours for the following week and hopes to increase them if the service is going well and there seems to be demand.

The secretary then read the following resolution:

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a special meeting of said Board of Trustees held via teleconference on the 28th day of May 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 28th day of May 2020, a resolution was adopted of which the following is a true copy:

WHEREAS, as a regular meeting of the Town of Collins Public Library Board of Trustees the board resolved to remain closed until such a time as the guidance of the Governor of the State of New York supports reopening, and

WHEREAS, the Governor of the State of New York has given permission for retail businesses to offer walkup service, and

WHEREAS, the Town of Collins Public Library has sought the guidance of the Buffalo & Erie County Public Library System and the County of Erie, New York in classifying a library as able to take part in this phase of NY Forward Reopening, and

WHEREAS, the Board of Trustees of the Town of Collins Public Library has approved the Town of Collins Public Library's Library Reopening Plan and the Town of Collins Public Library Safety Plan; and

WHEREAS, this is a quickly changing situation that requires constant monitoring and the ability to make changes to best protect our staff, patrons, and community, therefore be it

RESOLVED, the Town of Collins Public Library shall operate under its reopening plan and begin offering walkup service for hours to be set and monitored by the director in addition to having staff work from home to fulfill library services until such a time as the library feels they are prepared and may legally open further to the public. The Town of Collins Public Library Board of Trustees shall reconvene as necessary.

Ayes: __9__

Clerk: __Edith G Schell__

Noes: __0__

Elaine Thordahl moved and Becky Jo Summers seconded a motion to adopt the resolution as presented. **The motion carried unanimously.**

4. There was no public expression.

5. The meeting was adjourned at 6:15 PM.

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Minutes: Thursday June 4, 2020, at 6 pm

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

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

2. Secretary's Report: The minutes of the regular meeting of April 2, 2020, were approved as presented. (Elaine Thordahl, Barb Ferro) The minutes of the special meeting of May 28, 2020, were approved as presented. (Dave Williams, Elaine Thordahl)

3. Public Expression: There was no public expression.

4. Financial report/Treasurer's Report: March-May 2020 Treasurer's Report. The report had been emailed/snail-mailed to all present. Director Barten reported that the operations account is low (due to the library being closed and not taking in any revenue). After contacting Central she was told by Tracy Palicki to pay things out of the discretionary funds to be paid back when things return to normal. Helga Ciminesi moved and Rob Gaylord seconded a motion to approve the treasurer's report as presented. The **motion carried unanimously**.

5. Executive Report:

- **COVID-19:** Director Barten indicated that for those who've been following the updates from the System, it will be no surprise to hear that Erie County will be facing a huge revenue shortfall for this year, and probably 2021. Abbie and Holly attended a very large virtual meeting with the library system and all of the directors and library board presidents where they updated us about "NY On Pause," re-opening, and potential budget impacts. Central expects cuts to library funding, but Director Barten doesn't know exactly how they will affect Town of Collins Library. She is currently making plans for many eventualities. Central is asking all system libraries to try to reduce staffing budgets as much as possible to roll those funds into offsetting next year's possible budget cuts. The county is asking all departments to make a 13% cut to their budgets, and the Library System is asking the Contracting Member Libraries to try to make a similar reduction. Without federal assistance, the budget impact for 2021 could be as much as 25%, which may have a devastating effect on our library. Libraries with their trustees are asked to write letters of concern especially to Senators Charles Schumer and Kirsten Gillibrand.
- **Programs:** The library has had to scramble to change its service model virtually overnight. Programs are broken now into 2 types: virtual programs which involve individual participants and usually a sign up (this includes YA RPG, YA Writing Club, etc.), and videos posted to Facebook and YouTube for which staff is measuring number of views (like Jason's Quarantine Cook videos, and Ashley's craft videos). This will be the programming model for the foreseeable future. One additional unofficial "outreach" program not listed with other statistics: bringing DVDs that were donated to the library to the Temporary Food Pantry at our partner Farm in Peace, including a note that they could return them to the library, and info about online services and free Wi-Fi. The director did get a thank you note saying they were appreciated.

○ April	7 Virtual programs	37 attendees	14 videos posted	3866 views
○ May	9 programs	52 attendees	20 videos posted	3463 views
- **Wi-Fi Use:** April 101 logins, May 56 logins
- **Walk Up Service:** Erie County allowed curbside library services to begin 6/1. Collins began this date (as decided in the special meeting of 5/28), along with a number of other libraries in the System. As of Wednesday 6/3, we have helped 20 patrons and circulated 65 items. We continue to adapt this process. For next week of walk-up service, Abbie has posted these hours: Monday 3-7, Tuesday 10-3, Wednesday, closed, Thursday 3-7, Friday 10-3, Saturday 10-3.

- **Library of Things:** The shutdown occurred before we could get the new Library of Things items prepared and announced, so we have the program currently on hold. There may be restrictions on loaning Library of Things items; we are looking at this as we go through our material handling.
- **Staffing:** Judith Andolsek resigned her Sr. Page position as of 4/24/2020. The director is not planning to fill this position until we have a better idea of what the library will be offering upon reopening. During the first few weeks when all the staff was being paid, I asked for all staff members to help contribute things to post to the library's online presence. Since the emergency pay order ended, staff working:
 - Abbie (regular hours): developing plans and procedures, taking online trainings, updating social media and attending meetings with the system, fellow directors, and staff.
 - Jason (regular hours): running online YA programs, attending online trainings, and keeping up with the library's social media. ☐
 - Jim the caretaker is working usual hours to maintain the building and grounds.
 - Bethany the cleaner is maintaining the building's cleanliness after a deep clean.
 - Ashley the Clerk-Typist is being assigned 1 day of work each week to develop online programs, do online training, and develop programs for when the library reopens.
- Building Maintenance: On hold.
- The LED project: on hold.
- Rob Gaylord asked about the rusty door project and suggested that it might go on as scheduled since the plan is to pay for that work out of our private funds. Abbie agreed with Rob and will call Randy Wing to say that we are ready whenever he is.

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

6. **Committee Reports:** None at this time

7. **Unfinished Business:** The Town completed paying off the library building on May 15th, 2020. We hope to celebrate when we are able to do so.

8. **New Business:** Director Barten had asked all trustees to review both the safety plan and the re-opening plan. She also said that she would like to review the plan every two weeks for possible updates as New York moves through the phases of re-opening and as staff adapts to and observes results of the plan. One concern was how to keep too many persons from coming into the library at once when we get to actual feet on the floor. A sub-committee was formed to meet every two weeks: Barb Ferro, Rob Gaylord, Holly Martindale, and Edith Schell.

- **Safety plan**

RESOLUTION adopted by the Board of Trustees of the Town of Collins Library at a regular meeting of said Board of Trustees held via teleconference on the 4th day of June 2020 at 6 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Library held via teleconference on the 4th day of June 2020, a resolution was adopted of which the following is a true copy:

RESOLUTION adopted by the Board of Trustees of the Town of Collins Library at a regular meeting of said Board of Trustees held via teleconference on the 4th day of June 2020 at 6 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Library held via teleconference on the 4th day of June 2020, a resolution was adopted of which the following is a true copy:

WHEREAS, the library may only proceed with the resumption of certain operations with a written safety plan, and

WHEREAS the written safety plan under consideration by the board has been informed by the latest requirements of the Center for Disease Control and the Occupational Safety and Health Administration, and

WHEREAS the board resolves that the safety plan shall be updated once every two weeks by a special committee consisting of Barb Ferro, Rob Gaylord, Holly Martindale, and Edith Schell,

THEREFORE Be it RESOLVED that the Board hereby adopts the Safety Plan called Town of Collins Public Library COVID-19 Reopening Safety Plan Version 1 as of Thursday, June 4, 2020.

And that such safety plan shall be revised as needed, no less than every two weeks.

Elaine Thordahl moved and Dave Williams seconded a motion to adopt the resolution as presented.

Ayes __9__ Noes __0__

Secretary: Edith G Schell

- **By-Laws:** The By-Laws were reviewed via e-mails with no substantive changes except the correction of one grammatical error corrected.

RESOLUTION adopted by the Board of Trustees of the Town of Collins Library at a regular meeting of said Board of Trustees held via teleconference on the 4th day of June, 2020, at 6 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Library held via teleconference on the 4th day of June 2020, a resolution was adopted of which the following is a true copy

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

RESOLVED that the Library attest that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

RESOLVED that the "Bylaws of the Board of Trustees of the Town of Collins Public Library" were reviewed by the Board of Trustees and adopts the proposed changes.

Rob Gaylord moved and Barb Ferro seconded a motion to adopt the resolution as presented.

Ayes __9__ Noes __0__

Secretary: Edith G Schell

- **New policy** - Return Voucher

RESOLUTION adopted by the Board of Trustees of the Town of Collins Library at a regular meeting of said Board of Trustees held via teleconference on the 4th day of June 2020 at 6 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Library held via teleconference on the 4th day of June 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 drafts of the Return Voucher; now therefore be it

RESOLVED, that the Board of Trustees of the Town of Collins Public Library adopts the proposed Return Voucher as written.

David Williams moved and Helga Ciminesi seconded a motion to adopt the resolution as presented.

Ayes __9__ Noes __0__

Secretary __Edith G Schell__

- Conflict of Interest forms: These are usually distributed at the June meeting. They will be on hold until we meet again in person. In the meantime, please let Abbie know if there are any changes you need to declare.
- We will probably need another meeting when the library decides to begin offering in building services again, so please watch for contact on that.

9. There was no public expression.

10. Upcoming Meetings: Thursdays at 6 pm 8/6, 10/1, 12/3

11. The meeting was adjournment at 7:05.

Respectfully submitted,
Edith G Schell, secretary

Town of Collins Public Library Board of Trustees – Safety Committee Meeting

Minutes: Tuesday June 16, 2020, at 6 pm

Via GoToMeeting: Present: Director Abbie Barten-McGowan, Trustees Rob Gaylord, Edith Schell, and Barb Ferro

1. Secretary Edith Schell called the meeting to order at 6:00 PM
2. The Reopening Plan was discussed, as well as a how the Safety Plan was working as the library in relation to the walk-up pick up at the library. Director Barten-McGowan said that she was very comfortable with how things were going, and the patrons were happy to be able to get library materials, and everyone was complying with social distancing and face coverings. The committee plans to meet again in two weeks, if not sooner, to review the plan again.
3. The meeting was adjourned at 6:25 PM.

Respectfully submitted, Abigail Barten-McGowan, Director

Town of Collins Public Library Board of Trustees - Committee Meeting

Minutes: Tuesday June 30, 2020, at 6 pm

Via GoToMeeting: Present: Director Abbie Barten-McGowan, President Holly Martindale, Trustee Rob Gaylord.

1. President Holly Martindale called the meeting to order at 6:00 PM.
2. Updates to the Reopening Plan from the B&ECPL were discussed, as well as a how the Safety Plan was working as the library was open to the public. Director Barten-McGowan said that she was very comfortable with how things were going, and the patrons were happy to visit the library, and everyone was complying with social distancing and face coverings. The committee plans to meet again in two weeks, if not sooner, to review the plan again.
5. The meeting was adjourned at 6:10 PM.

Respectfully submitted, Abigail Barten-McGowan, Director

Town of Collins Public Library Board of Trustees – Safety Committee Meeting

Minutes: Tuesday July 14, 2020, at 6 pm

Via GoToMeeting: Present: Director Abbie Barten-McGowan, President Holly Martindale, Trustees Rob Gaylord, Barbara Ferro.

1. President Holly Martindale called the meeting to order at 6:00 PM.
2. There were no updates to the Safety or Reopening plans at this time. The committee discussed how the Safety Plan was working as the library was open to the public. Director Barten-McGowan said that she was very comfortable with how things were going, and the patrons were happy to visit the library, and there have been very few incidents with patrons not wishing to comply with facial coverings and social distancing. The committee plans to meet again in two weeks, if not sooner, to review the plan again.
5. The meeting was adjourned at 6:10 PM.

Respectfully submitted, Abigail Barten-McGowan, Director

Town of Collins Public Library Board of Trustees – Finance Committee Meeting

Minutes: Tuesday July 28, 2020, at 3 pm

Via GoToMeeting: Present: Director Abbie Barten-McGowan, President Holly Martindale, Trustees Robert Gaylord and Kimberly Nobles.

1. President Holly Martindale called the meeting to order at 3:00 PM.
2. The Committee discussed the budget requests on our staffing budget from the Buffalo & Erie County Public Library System.

B&ECPL asked what our staffing would look like if it stayed steady, and if cut by 5%, 10%, and 25%. The Committee discussed a number of changes that would make the most of the budgets, including changes to various positions' hours and open hours of the library. The Committee discussed the narrative for what library services would be cut at the funding levels, and how that would affect the library. This was prepared, and sent to the B&ECPL System for review.

Due to staff loss since March, and along with current staff's availability, we still hope to hire a part time worker when we open more hours.

While the Committee thought it would be tight and include lower staffing, services, and open hours at the Base, 5%, and even 10% budget marks, they agreed that the 25% cut was stretching staff so thin as to be unsustainable at our State Minimum Standard of 35 hours per week. Things like cutting cleaning hours in the time of COVID is illogical and unreasonable.

Abbie was not sure when to expect to hear back about what sort of budget we will be seeing. Abbie did note that the System was not even sure when they would know, based on budget cycles for the State and County, as well as the possibility of Federal funds.

The Trustees also hoped to see evidence that the B&ECPL System Central and City branches are being affected with budget cuts just as much as the Contracting Member Libraries are.

The Direct Expense Operating Budget did not arrive until the 8/29/2020 from the B&ECPL System. Abbie reviewed and requested a small change to the income line for "Other" based on a history of lack of sales of those items. Since there was no large change from 2020 Direct Expense Operating Budget, Abbie sent it out with the small changes to the Committee via email for review, and all members responded that they agreed and had no questions about it.

3. Meeting was adjourned at 3:57 pm.

Respectfully Submitted, Abigail Barten-McGowan, Director

Town of Collins Public Library Board of Trustees – Safety Committee Meeting

Minutes: Tuesday July 28, 2020, at 6 pm

Via GoToMeeting: Present: Director Abbie Barten-McGowan, President Holly Martindale, Trustees Rob Gaylord, Barbara Ferro.

1. President Holly Martindale called the meeting to order at 6:03 PM.
2. Updates to the Reopening Plan from the B&ECPL were discussed, including the updated 96 hour quarantine period for materials. The committee discussed how the Safety Plan was working as the library was open to the public. Director Barten-McGowan said that she was very comfortable with how things were going, and the patrons were happy to visit the library, and there have been very few incidents with patrons not wishing to comply with facial coverings and social distancing. The committee plans to meet again in two weeks, if not sooner, to review the plan again.
3. The meeting was adjourned at 6:07 PM.

Respectfully submitted, Abigail Barten-McGowan, Director

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.

Town of Collins Public Library Board of Trustees – Safety Committee Meeting

Minutes: Tuesday August 11, 2020 @ 6 pm

Via GoToMeeting: Present: Director Abbie Barten-McGowan, Trustee Robert Gaylord

1. Director Barten-McGowan called the meeting to order at 6 pm.

Attended by Director Abigail Barten-McGowan, Trustee Robert Gaylord

1. Called to order at 6 pm

2. No changes are proposed to the Safety or Reopening plans at this time.

Rob asked about the expanded Wi-Fi set up, in reference to building safety, and Abbie explained where the coverage was. Rob asked about cameras in this area, wondering if there were any covering the exterior of the building and asking about additional cameras. Abbie noted that 4 cameras are able to be added to the unit, and would look into costs. Abbie also wanted to check was the security at Town Hall covered.

3. Adjourned at 6:08 pm

Respectfully submitted, Abigail Barten-McGowan, Director

Town of Collins Public Library Board of Trustees – Safety Committee Meeting

Minutes: Tuesday August 25, 2020 @ 6 pm

Via GoToMeeting: Present: President Holly Martindale, Director Barten-McGowan, Trustee Edith Schell

1. Called to Order at: 6 pm

2. Minor updates to the Reopening Plan were discussed, mostly to make them align with the wording updates from the system. Discussed where security camera coverage from the Town, as well as the Library's.

3. Meeting adjourned at 6:07 pm

Respectfully submitted, Abigail Barten-McGowan, Director

Town of Collins Public Library Board of Trustees – Safety Committee Meeting

Minutes: Tuesday September 8, 2020 @ 6 pm

Via GoToMeeting: Present: President Holly Martindale, Director Barten-McGowan, Trustee Edith Schell

1. Called to Order at: 6 pm

2. No changes to the plans. Discussion of how things are going at the library.

3. Meeting adjourned at 6:04 pm

Respectfully submitted, Abigail Barten-McGowan, Director

Town of Collins Public Library Board of Trustees – Safety Committee Meeting

Minutes: Tuesday September 22, 2020 @ 6 pm

Via GoToMeeting: Present: President Holly Martindale, Director Barten-McGowan, and Trustees Edith Schell and Robert Gaylord

1. Called to Order at: 6 pm

2. No changes to the plans.

Programs: Outdoor meetings are being held with success. Discussion of possible programming inside the library, following social distancing protocols. The committee would like the HVAC filters improved before use of the meeting room begins, even with masks and social distancing. They were more open to small programs (8-10 people) being held in the library proper, due to the greater amount of openness. Abbie and Jim will talk to the HVAC Company and see about improving it.

Barriers: The group discussed barriers, and Abbie updated them about the barriers in place, and possible upgrades we have been working on.

It was noted that we were pretty much in State 3 of reopening, except for allowing tutors, mostly because of lack of space for meeting.

3. Meeting adjourned at 6:30 pm.

Respectfully submitted, Abigail Barten-McGowan, Director

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.

Town of Collins Public Library Board of Trustees – Safety Committee Meeting

Minutes: Thursday, October 8, 2020 @ 6 pm

Via GoToMeeting: Present: President Holly Martindale, Director Abbie Barten-McGowan, Trustee Barb Ferro

1. Called to Order at: 6 pm

2. Regularly scheduled meeting 10/6/2020 was pushed back to 10/8/2020 because information about the HVAC system filters was expected.

There were no changes or updates to the safety or reopening plans.

The HVAC System was evaluated on 8/5/2020 by Tri-R during the scheduled maintenance. We had shared the info from the CDC website and asked for an evaluation about improving air filtration inside the library. We are awaiting the formal response (Abbie thought it would have arrived by the meeting), but the basic results were discussed. The technician said we had a good system and it was well maintained. There are small fixes that need to be done to the system, and the Library's caretaker will work on getting that fixed (the actuators, which are currently manually set). The filters we have now are MERV (Minimum Efficiency Rating Value) 8. It can go up to 13. The technician said he would not suggest going above an 11. For reference, HEPA filters range at about 17-20. Abbie and Jim will gather more information and report back on or before the 10/20/2020 Safety Committee Meeting.

3. Meeting adjourned at 6:20 pm

Respectfully submitted, Abigail Barten-McGowan, Director

Town of Collins Public Library Board of Trustees – Safety Committee Meeting
Minutes, Tuesday October 20, 2020 @ 6 pm

Held Via GoToMeeting

1. Called to order at 6:07 pm.

2. Discussion of updates and changes to Safety Plan.

Page 3: B&ECPL has offered a digital option for the health screening questionnaires, and this was added as an option midway through page 3.

Page 8: Abbie asked to move reinstate onsite programs/programming from state IV to Stage III. Also add “to small groups with social distancing and face covering requirements in place and assurance from participants of health and no exposure to COVID-19.” A change to Stage IV was suggested to “reinstate ADDITIONAL onsite programs/...”

3. Discussion of updates to Reopening Plan.

II.B.c – Cleaning: added “at least” daily, also moved self checkout machines to this list (it was previously after every use). Abbie suggested moving bathrooms from this list, and put them in the next section to be cleaned after every use whenever possible. Self checkout machines are being regularly wiped, little can be done to sanitize the screens. Hand sanitizer is being provided at each self checkout for patron use.

II.C.a.vi – Would like to add wearing a mask *correctly* is required in this library.

III.A.b.ii: - Add “or online B&ECPL Pre-Entry Questionnaire – COVID-19 Assessment available at (link). Also add a subsection stating that any “yes” answer to any of the symptoms, contact, or travel questions by any staff member requires a discussion with the director before completing the checklist or reporting for their shift. Since Abbie does not have access to the digital form easily, she cannot check it before a staff member’s arrival at work, or even see who has filled it out to make sure they have completed it.

4. Discussion of HVAC system and improving air quality in the library.

Much material was sent out to the committee over the past couple of weeks. Abbie and Jim compiled costs, pros and cons, and a lot of information.

Option 1 was increase the level of Merv filters from 8 to 11 in the main library, and 8 to 13 in the meeting room with the addition of a portable HEPA filtration unit for use while meetings are being held in the meeting room.

Option 2 was offered by the HVAC company we use for maintenance that was an ionizer that could be built right into the HVAC system.

Holly asked about the difference in Merv 11 vs. 13 for our purposes. She suggested that since our HVAC technician suggests only going with the Merv 11 filter, which is what we go with for the main building, and the Merv 13 for the meeting room.

Rob thanked Abbie and Jim for their research and hard work.

Abbie confirmed with the group that the arrival of the portable HEPA filter would be enough to start limited programming in the meeting room.

Rob wanted it noted that we should have doors to the meeting room closed and be running the filter for a while before and after the program. Abbie said that she planned to run them 30 minutes to an hour before, and then at least 30 minutes after.

The committee wanted to include the entire board, without the formality of a full vote, so Abbie will send out an email asking for feedback on the plan. Holly will call Elaine, who does not have email, for her input.

Abbie will purchase the HEPA filter as soon as she has approvals.

5. Adjourned at 6:28 pm.

Respectfully Submitted, Abigail Barten-McGowan, Director

Town of Collins Public Library Board of Trustees – Safety Committee Meeting

Minutes: Thursday, November 5, 2020 @ 6 pm

Via GoToMeeting: Present: President Holly Martindale, Director Abbie Barten-McGowan, Trustee Barb Ferro, Rob Gaylord

1. Called to Order at: 6:06 pm

2. Regularly scheduled meeting 11/2/2020 was pushed back to 11/5/2020 of Election Day. Also the B&ECPL System sent out a new set of policies concerning Micro-Clusters defined by New York State that needed to be put into place ASAP. Abbie worked to have a draft ready and sent it out very rough on 11/2/2020 to committee members.

There were no changes or updates to the safety or reopening plans.

Food at library programs was discussed.

With the HEPA filters and other precautions in place, there is always a risk involved in taking off the mask. The group wondered if it is really necessary to have food. We looked at the Gowanda CSD school system as a guide, which uses neither partitions nor HEPA filters. Want to provide at least same safety level as schools. Minimizing exposure and duration. Want it to be quick, and as far apart as possible. We discussed that no other libraries were doing programs with food right now.

It was the committee's consensus to have no food right now. During a longer program, we can allow for a 15 minute outside break where they can remove their mask, and eat outside if they choose, while remaining socially distant.

The Micro-Cluster Plan and Micro-Cluster Walk-up and Curbside Service Plan were discussed.

B&ECPL System gave the Contracting Member Libraries copies of what was in place for Central and the City Branches. Upon review, Abbie and a number of other directors had quite a few questions about logistics and System services. Abbie plans to attend a meeting with other directors and a System Contact about these on Friday 11/5/2020. She will then update the documents and resend them. Rob made some suggestions for how to alert the community that the library is closed, and Abbie said she would add them to the document.

3. Meeting adjourned at 6:40 pm

Respectfully submitted, Abigail Barten-McGowan, Director

Town of Collins Public Library Board of Trustees – Safety Committee Meeting

Minutes: Thursday, November 5, 2020 @ 6 pm

Via GoToMeeting: Present: President Holly Martindale, Director Abbie Barten-McGowan, Trustee Barb Ferro, Rob Gaylord

1. Called to Order at: 6:06 pm

2. Regularly scheduled meeting 11/2/2020 was pushed back to 11/5/2020 because of Election Day. Also the B&ECPL System sent out a new set of policies concerning Micro-Clusters defined by New York State that needed to be put into place ASAP. Abbie worked to have a draft ready and sent it out very rough on 11/2/2020 to committee members.

There were no changes or updates to the safety or reopening plans.

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3. Meeting adjourned at 6:40 pm

Respectfully submitted, Abigail Barten-McGowan, Director

Town of Collins Public Library Board of Trustees – Safety Committee Meeting

Minutes: Thursday, November 19, 2020 @ 6 pm

Via GoToMeeting: Present: President Holly Martindale, Director Abbie Barten-McGowan, Trustees Barb Ferro, Rob Gaylord, Edith Schell

1. Called to Order at: 6:02 pm
2. Regularly scheduled meeting 11/17/2020 was pushed back to 11/19/2020 because of Director's day off.

There were no changes or updates to the Safety or Reopening plans.

Microcluster Plan: The updated Micro-Cluster and Walk-Up Service plans were sent out 11/12/2020. Some of the small updates from questions at the previous meeting were discussed, such as the library being responsible for its Micro-cluster designation. Abbie noted that some libraries are choosing to remain open in if they go to an Orange Micro-Cluster level. The committee discussed this, and all agreed that we would rather move to walk-up service at the Orange level out of an abundance of caution

The Yellow Micro-Cluster designation begins on Friday. The question of in-person programming was discussed. The Committee decided that in-person programming should be suspended until we are out of the Micro-Cluster. Programs with limited capacity, socially distanced, masked with the purifiers in place may resume once we are no longer in the micro-cluster

Next Meeting Tuesday 12/1/2020 @ 6 pm

3. Meeting adjourned at 6:14 pm

Respectfully submitted, Abigail Barten-McGowan, Director

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.

Town of Collins Public Library Board of Trustees – Safety Committee Meeting

Minutes: Saturday, December 19, 2020 @ 2 pm

Via GoToMeeting: Present: President Holly Martindale, Director Abbie Barten-McGowan, Trustees Barb Ferro, Rob Gaylord, and Edith Schell

1. Called to Order at: 2:02 pm
2. The regularly scheduled meetings of 12/2/2020 and 12/16/2020 were cancelled because there were no new updates to the plans.

On 12/17/2020, the B&ECPL System sent out a letter from County Executive Mark Poloncarz, and an update to the System's Plan concerning Micro-Clusters defined by New York State. Abbie talked to Holly and sent out info for an emergency session to go over this as soon as possible, as this could take effect as soon as Monday 12/21/2020. Abbie worked to have a draft of an updated Micro-Cluster Plan ready and sent it out on 12/18/2020 to committee members, and scheduled the meeting.

There were no changes or updates to the Safety or Reopening plans or Curbside Plan.

The Micro-Cluster Plan was discussed.

County Executive Poloncarz's attached letter stated that there was no requirement that libraries be closed in an Orange Micro-Cluster Zone, and highly encouraged libraries to reconsider their plans.

The B&ECPL sent out their updated Micro-Cluster Plan for reference. The Orange and Yellow Zones have added two Levels (no differences between color), based on the number of new cases in a 7 day period by zip code. We would only be looking at the zip code the library building is located in: 14034.

Abbie (via email 12/17) asked B&ECPL Director Mary Jean Jakubowski approximately when she would receive the reports to send on to the Contracting Member Libraries, and Mary Jean said she expected them about noon each Monday, and would immediately forward to Contracting Member Libraries, which would allow decisions to be made for Tuesday changes to service. Abbie also asked Mary Jean about special populations in a zip code, and was informed they are not removed, i.e. the prison.

Abbie had some editing changes in her draft. The Committee discussed the updated plan from the System. There was a lot of discussion about what levels of service the staff would be comfortable with, and what level the community may be at, and how to provide service while protecting our staff and patrons.

The committee liked that the new metric provided a much more dynamic and current rate to judge COVID spread.

In the end, the committee decided to use the plan in the B&ECPL outline, with minor changes for our particular building for Yellow and Orange Micro-Cluster Zones. Red Zone elements remained the same. As the staff sees how it is working, adjustments may be necessary.

3. Meeting adjourned at 2:57pm

Respectfully submitted, Abigail Barten-McGowan, Director