

## TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

### Minutes of the meeting of April 8, 2021, 6 PM

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

1. President Holly Martindale **called the meeting to order** at 6:10 PM.

#### **2. Secretary's Reports:**

- The minutes of the **Safety Committee** Meeting of February 9, 2021, were presented. Barb Ferro moved and Helga Ciminesi seconded a motion to approve the minutes as presented. **The motion carried unanimously.**
- The minutes of the **Regular Meeting** of February 11, 2021, were presented. Rob Gaylord moved and Dave Williams seconded a motion to approve the minutes as presented. **The motion carried unanimously.**
- The minutes of the **Finance Committee** Meeting of February 22, 2021, were presented. Elaine Thordahl moved and Dave Williams seconded a motion to approve the minutes as presented. **The motion carried unanimously.**
- The minutes of the **Planning Committee** Meeting of March 9, 2021, were presented. Helga Ciminesi moved and Rob Gaylord seconded a motion to approve the minutes as presented. **The motion carried unanimously.**
- The minutes of the **Special Meeting** of March 25, 2021, were presented. Barb Ferro moved and Elaine Thordahl seconded a motion to approve the minutes as presented. **The motion carried unanimously.**

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

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

**Members of the Board present examined the treasurer's reports for February and March, 2021.** The director responded to a few questions and comments. Rob Gaylord moved and Elaine Thordahl seconded a motion to approve the treasurer's reports as presented. **The motion carried unanimously.**

#### **5. Executive Report**

- **Mary N. Riggs Library Fund:** The library has received notice that our October 2021 disbursement from the Fund will be \$537 – which is even more than last year. Andy Card has made another \$3000.00 contribution at the end of 2020, and our thanks have been sent.

- **COVID-19:** Library and staff are now in Stage IV of the re-opening plan. Library staff working with the public became eligible for vaccination as of March 17, 2021.
- **Programs:** Our popular Take & Make kids' crafts continues. Winter YA Writing Club concluded today, April 8, 2021, with a planned visit to the Quality Bindery Services facility in Buffalo as a celebration of their hard work. YA RPG is pleased to be meeting twice a month again. YA and Adult evening book clubs have resumed.

February	3 in Library programs	16 attendees
	4 virtual Programs	19 attendees
	5 videos posted	133 views
	7 1-on-1's	63 Take & Makes
March	5 in library programs	27 attendees
	1 virtual Program	8 attendees
	15 videos posted	198 views
	15 1-on-1's	77 Take & Makes

**Wi-Fi Use:** February : 206; March 237

- **Building Maintenance:**

- HVAC: Actuators were fixed and higher grade filters were installed 3/5/2021.
- Window in children's area was fixed 3/10/2021.
- Roof: Director Barten-McGowan and other Trustees met with Ken Martin on 3/5/2021 to discuss the roof. Central would like the Town of Collins library to pursue a library construction grant. The application will also include replacing most of the interior lights with LED lighting.
- LED Conversion: Fixtures arrived for the outside lights. The Town offered to pay for the installation. Work began 3/22/2021 and was completed 3/25/2021.

- **BUDGET:** No updates this month on State or Federal funding.

Dave Williams moved and Elaine Thordahl seconded a motion to accept the executive report as presented. **The motion carried unanimously.**

## 6. Committee Reports:

- **Safety** – Plans continue to be reviewed by committee every two weeks or when there are changes.
- **Planning Committee** – This committee needs another meeting.
- **Finance Committee** – Members of the committee met to plan the 2021 Discretionary Budget – see minutes.

## 7. Unfinished Business:

- Trustees Terms: still on hold through summer.

## 8. New Business:

- Gernatt resignation – Annette Gernatt tendered her resignation effective 3/8/2021. Abbie read her letter of resignation. The Board accepted her resignation with regrets. The plan is to leave this position vacant for the time being.
- Approval of state report – Annual Report to community, & 2020 Exec Summary of State Report. The director made a few comments about items covered in the report.

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a regular meeting of said Board of Trustees held virtually at the Town of Collins Public Library on the 8<sup>th</sup> day of April 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 virtually at the Town of Collins Public Library on the 8<sup>th</sup> day of April 2021, 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 "Annual Report" was reviewed and accepted by the Board of Trustees.

Clerk: Edith Schell

Ayes \_\_\_ 8 \_\_\_

Noes \_\_\_ 0 \_\_\_

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

- Discretionary Budget – See Budget Proposal Docs. There were no comments or questions about the proposal.

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a regular meeting of said Board of Trustees held virtually at the Town of Collins Public Library on the 8<sup>th</sup> day of April 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 virtually at the Town of Collins Public Library on the 8<sup>th</sup> day of April 2021, a resolution was adopted of which the following is a true copy:

WHEREAS, the 2021 Discretionary Budget of the Town of Collins Public Library has been recommended for adoption by the Budget and Finance Committee, be it therefore

RESOLVED, that the 2021 Discretionary Budget of the Town of Collins Public Library presented as Schedule A to this board resolution, is hereby approved and shall be allocated.

Ayes \_\_8\_\_

Clerk : Edith Schell

Noes \_\_0\_\_

- The bylaws are coming up for review – Policies Committee members were advised to be on the lookout for a meeting. These need to be ready for review by public before 5/3. (Edith, Helga, Barb: Does committee prefer virtual or in person?)

**9. Public Expression** – There was no public expression.

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

**11. The meeting was adjourned** at 6:40.