

# TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

## Minutes of regular meeting of Thursday, June 3, 2021 @ 6 pm

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

1. President Holly Martindale **called the meeting to order at 6:02 PM.**

### **2. Secretary's Report**

- The minutes of the Safety Committee Meeting of April 6, 2021, were presented to all trustees. Becky Jo Summers moved and Elaine Thordahl seconded a motion to approve the minutes as written. **The motion carried unanimously.**

- The minutes of the Regular Meeting of April 8, 2021, were introduced. Barb Ferro 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 May 4, 2021, were addressed. Elaine Thordahl moved and Helga Ciminesi 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:**

April thru May 21, 2021 Treasurer's Reports: Of note is a \$2,500.00 donation from the Estate of Howard Purdy. The Purdy family chose our library to receive a donation because he and his family always loved and appreciated the library. Our thanks have been sent. Rob Gaylord moved to approve the treasurer's report as presented and Cynthia Dishman seconded. **The motion carried unanimously.**

### **5. Executive Report**

- **Staffing:** Director Barten reported that Jason Hussong left our employment on 5/6/2021 for a position at Julia Boyer Reinstein Library and that Alice Ayers is planning to retire as of 5/5/2021. The finance committee met to discuss funding of the two positions. Positions have been posted for a new PT Page and a PT Library Technology Clerk.
- **Statistics:** Since increasing from 29 to 35 hours/week, the library has seen about a 20% increase in daily patron count, but no noticeable increase in circulation. The number of children remains low, understandably. Our circulation and door counts vary wildly day to day and week to week, with no discernable pattern.
- **COVID-19:** We are in Stage IV of our reopening plan. As of 6/19, NYS has reopened libraries to 100% capacity, as long as social distancing and mask wearing is maintained. Out of an abundance of caution, at this time, the Town of Collins library plans to maintain the mask requirement in the library to help protect the most vulnerable patrons. We await more guidance from the State and System.

- **Programs:** Our popular Take & Make kids crafts continue. YA and Adult evening book clubs continue. Summer reading programs begin 6/1. The library is increasing the number of videos posted by highlighting our “Library of Things” in videos each Tuesday and Thursday. Losing staff has put us behind the goal the director would like to be with programs, but all staff hope to increase over the summer.

April	4 in Library programs	19 attendees
	1 virtual Programs	10 attendees
	1 Outreach	12 attendees
	11 videos posted	329 views
	1 1-on-1's	56 Take & Makes
May	5 in library programs	18 attendees
	1 virtual program	3 attendees
	19 videos posted	302 views
	1 1-on-1's	60 Take & Make

- **Wi-Fi Use:** April 205; May 190
- **Sports Share – Play-Down Your Fines:** This is a program that was supposed to begin in 2020, but was postponed due to COVID. It has now begun as of June 1. This is a grant funded by the Ralph C. Wilson Jr. Foundation to the B&ECPL in select locations that purchases kids’ sports equipment for circulation at libraries to encourage exposure to different sports equipment and playing outside. In addition, any child (under the age of 17) who checks out the sport equipment kit can have all the fines on their account wiped out by this program so that they can have a fresh start with the library! The System is reimbursed by the grant for the funds. Our library was selected as an outlet due to rates of poverty in the community and our proximity to parks and green spaces. We have received some kits already, with more expected by August. We are excited to roll out this to the community! This winter we will receive youth snowshoe kits for the program.
- **Building Maintenance:**
  - Gender neutral bathroom signage has been received and installed.
  - The System Graphics Department came down and helped us update all our library signage.
  - Roof updates: The roof is still leaking, and we are working on the Library Construction Grant.
- **BULLET Aid:** Abbie reported that she received a call today from Assemblyman David DiPietro about securing a New York State BULLET Aid grant to help the library with upcoming construction. She will meet with him tomorrow.
- **BUDGET Aid:** Due to Federal Funds, the State funding for libraries has remained the same as 2020, as well as the withheld funds being released. The Construction grant funding was restored to 2019 levels.
- **Updated Library Standards:** Reminder that these go into effect by the end of the year, and the last big thing we need in place is the long range plan.

Rob Gaylord moved and Becky Jo Summers seconded a motion to approve the executive report as presented.

**The motion carried unanimously.**

## 6. Committee Reports:

- **Safety** – Plans continue to be reviewed every two weeks by committee if or when there are changes.
- **Policies Committee** – Committee members reviewed bylaws on their own and had no recommended changes. Therefore the committee did not meet.
- **Finance Committee** – Members met to discuss the open staff positions and funding.

## 7. Unfinished Business:

- Trustees Terms: Due to mistakes over the past 20 years, the library lost track of the exact trustee terms and wound up with 5 terms that expire in the same year. New York State requires us to fix this error, because the authority of the terms comes out of our charter, and it builds on itself. System Director Mary Jean Jakubowski assured me that this is a common issue that comes up with the state.
  - The director then “drew straws” to choose who gets which term. There are 11 positions, including 1 vacant.

The appointments will go into the minutes and be sent to the Town. Trustees all need to retake the oath of office in the next 30 days. All trustees are being reappointed as trustees as of 1/1/2021 pending Town Board approval.

1 year term	2 year term	3 year term	4 year term	5 year term
Helga Ciminesi	Cynthia Dishman	Kim Nobles	Edith Schell	Holly Martindale
Barb Ferro	Becky Jo Summers	Rob Gaylord	Elaine Thordahl	Dave Williams
Vacant				

Elaine Thordahl moved and Dave Williams seconded a motion to accept all results.

## 8. New Business:

- New DVD shelves purchase: The library’s DVD collection has been growing, and since it currently makes up about 60% of our circulation, the director would like to get 2 new shelving units to match our others. We have money from the System for this purpose. The two shelves cost \$3324.60 total including freight and delivery (after finding 3 quotes, this was the lowest), and we have \$2504.49 in System funds for furniture purchase. The remaining balance would be \$820.11, and the director is requesting discretionary funds for this purpose from the Undesignated Funds. Options include SEFA Funds (\$3,097.00) or the Gowanda Correctional Funds (\$1067.93), or the Purdy Memorial (\$2,500.00). The trustees agreed with the director’s suggestions with the caveat that Purdy Memorial funds NOT be used for this purpose.
- Bylaws – The By-laws were reviewed via email by the Policy Committee with no suggested changes.

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 3rd day of June 2021 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 3rd day of June 2021, a resolution was adopted of which the following is a true copy:

RESOLVED, that the Town of Collins 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 "Bylaws of the Board of Trustees of the Town of Collins Public Library" were reviewed by the Board of Trustees and approved with no changes.

Ayes\_\_9\_\_

Secretary Edith Schell

Noes \_\_0\_\_

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

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

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

Respectfully submitted,

Edith Schell, secretary