

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Minutes regular meeting, August 5, 2021, Thursday@ 6 pm

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

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

2. Secretary's Report:

- The minutes of the regular meeting of June 3, 2021, were approved as presented. Helga Ciminesi moved and Becky Jo Summers seconded a motion to approve said minutes. **The motion carried unanimously.**
- The combined minutes of the Safety Committee Meetings of June 28, 2021, July 12, 2021, and July 26, 2021 were approved as presented. Barb Ferro moved and Rob Gaylord seconded a motion for approval. **The motion carried unanimously.**

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

4. Financial report/Treasurer's Report:

May 22 – July 31 Financial Report (distributed at meeting) After reviewing the May, June, July financial report, Dave Williams moved and Helga Ciminesi seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**

5. Executive Report

- **Staffing:** We promoted Katelynn Langhans from PT Page to PT Senior Page as of 6/19/2021. Katelynn started another job, and has limited availability since 7/8/2021. We hired Marla Reighard as our new PT Page as of 6/19/2021. We have hired Leslie Carr as PT Sr. Page as of 7/3/2021, with plans to promote her to PT Library Tech Clerk once she has the required experience to qualify for the position.
- **Mary Jean Jakubowski has retired as System Director.** While the System looks for her replacement, Jeannine Doyle is acting as Interim Director.
- **COVID-19:** The library is in Stage IV of our reopening plan. As of 6/19, NYS has reopened offices to 100% capacity, as long as social distancing and mask wearing are maintained. Out of an abundance of caution and due to the extremely low vaccination rates in our community at this time, we plan to maintain the mask requirement in the library, to help protect the most vulnerable patrons. We await more guidance from the state and system. As of 6/24/2021 the Governor's State of Emergency ended. Town of Collis library maintained the mask requirement due to the low vaccination rate in the Town. This was okayed by the Library System, and is reviewed every 2 weeks by our Safety Committee. On 7/30/21 mask requirement was reinstated for Erie County buildings, including the libraries.

- **Programs:** Our popular Take & Make kids' crafts continue. We have started some Kids in-person summer reading programs, outside whenever possible. YA and Adult evening book clubs continue. We have started a program with free Spider Plants. Katelynn Langhans put together a Mystery Quilt Along program that began 7/3, something new that staff are really excited about!

June	10 in Library programs	34 attendees
	2 virtual Programs	15 attendees
	15 videos posted	532 views
	11 1-on-1's	91 Take & Makes
July	5 in library programs	23 attendees
	7 virtual Programs	101 attendees
	14 videos posted	626 views
	15 1-on-1's	65 Take & Makes

- **Wi-Fi Use:** June 206; July 207
- **Sports Share – Play Down Your Fines:** As of 7/26 two families took out sports equipment; and no children cleared their accounts of fines.
- **Mobile Printing:** Patrons will soon be able to send print jobs from their own devices through a mobile print program put in place by the Library System. This amazing piece of technology is something many patrons have been asking for, and we're excited to finally bring it to them!
- **Building Maintenance:**
 - Roof updates: The roof is still leaking, and Director Barten is working on the Library Construction Grant. The director will probably call a meeting to approve the details of the grant before the due date of 9/2/2021.
 - LED lighting upgrade: Director Barten displayed several pictures of possible replacement lamps, each with a different total cost. Rob Gaylord moved and Dave Williams seconded a motion to approve the purchase of the mid-priced lights fixtures with an approximate cost of \$50,000. **The motion carried unanimously.**
 - Doug Martindale has announced his plans to retire from Town of Collins Maintenance. The entire Board expressed regret, and it was suggested that we as a Board offer some sort of recognition for his long service to the town. A gift card from "Peace of the Pie" was the consensus decision.
- **Updated Library Standards:** **The director** reminded the Board 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. Becky Jo Summers moved and Barb Ferro seconded a motion to accept the Executive report as given. **The motion carried unanimously.**

6. Committee Reports:

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

- **Finance Committee** – The director emailed the proposed Staffing budget from the System to committee members, and they agreed that since there was no change from 2021, the committee did not need to meet didn't need to meet.

7. Unfinished Business:

- Trustee Term reset: The director clarified for all Board members that the new term years we drew straws for are just for the reset, and future terms will be back to 5-year terms. She also reminded anyone who hasn't gone to sign the Oath of Office book to do so as soon as possible.

8. New Business:

- Conflict of Interest forms – printed and distributed at the beginning of the meeting.
- Contract Approval and resolution- Holly signed the document. *Note: a motion and second were forgotten, so this will be redone at the next meeting.*

The Contract was sent out for review 7/27/2021.

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 at the Town of Collins Library on the 5th day of August, 2021 at 6 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Public Library held at the Town of Collins Library on the 5th day of August, 2021 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 2021, 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 ___8___

NOES ___0___

Board Secretary

Edith Schell

9. Public Expression – There was no public expression.

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

11. Meeting Adjournment – President Martindale adjourned the meeting at 6:35.