

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

### **Minutes of December 9, 2021, Thursday@ 6 pm**

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

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

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

- The minutes of the regular meeting of October 7, 2021, were approved unanimously as presented. (Rob Gaylord, Elaine Thordahl)
- The minutes of the Policy Committee meeting of October 25, 2021 were approved unanimously as presented. (Barb Ferro, Cynthia Dishman)

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

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

The October-November Financial Report was presented to all trustees present. Helga Ciminesi moved and Cynthia Dishman seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**

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

- **Staffing:** Leslie Carr (Sr. Page PT) has accepted a position at the Hamburg Library and left 11/5/21. The director hired Jennifer O'Mara as a new PT Page beginning 11/6/2021 and hopes to hire another PT Page soon. There was a staff injury 11/29/2021.
- **COVID-19:** The library is in Stage IV of the reopening plan. The county is requiring masks in all county buildings, and out of an abundance of caution and due to the extremely low vaccination rates and rising positivity rates in our community at this time, the director plans to maintain the mask requirement in the library to help protect the most vulnerable patrons. On 11/23/2021 Erie County reinstated its indoor mask requirement.
- Abbie met with Senator Patrick Gallivan, members of the Town of Collins Board, and members of the Town of Collins Bicentennial Committee for a proclamation in honor of the Town of Collins' bicentennial on Monday October 18, 2021.

- Programs:** Our popular Take & Make kids' crafts continue. YA and Adult evening book clubs continue. The library staff attempted a first Adult Craft program -- "Take and Make" kits in November -- as both in-person and online. Most patrons wanted to attend in person and the program went very well. Sign up for kids' programs has improved, but attendance isn't always matching sign ups. The 3D printer was fixed (Thanks, Jay!), and the director hopes to start training the new staff and bringing people back to use it soon. Also in November the library partnered with the Department of Corrections who did a table hiring event.

October	5 in Library programs	23 attendees
	1 virtual Programs	3 attendees
	5 videos posted	303 views
	0 1-on-1's	70 Take & Makes
	2 outreach programs	4 v/12 in-person attendees
November	9 in library programs	40 attendees
	0 virtual Programs	0 attendees
	5 videos posted	154 views
	1 1-on-1's	87 Take & Makes

- Wi-Fi Use:** October 208 ; November 187

- Sports Share – Play Down Your Fines:** As of 11/26/21, 7 families have taken out sports equipment, and 6 children cleared their accounts of fines (2021 totals). In December kid-sized snowshoes are expected to become available for the program. Two sets of adult-sized snowshoes have been purchased for our Library of Things so adults are able to participate with their kids!
- Building Projects:**
  - Roof updates: Work began 11/8 and was completed by 11/15. We have received photos taken from the air from the engineering firm of the work.
  - LED lighting upgrade: The panel lights were installed between 10/18 and 10/20. The canister lights ordered were the wrong size, so they had to be sent back and reordered. They arrived 11/5 and we are awaiting installation.
  - Pendulum lights have been ordered, and staff awaits a delivery date, likely in February.
  - Rob Gaylord reported that although he missed the Town of Collins Buildings and Grounds meeting, he did report in person to Ken Martin the progress made as given above. He also indicated that gutter guards would be a good addition to the building.

- **Riggs Fund:** The library received the Riggs Fund Disbursement in early October, and Director Barten contacted Andy Card regarding planned purchases. The director has made those purchases and awaits the arrival of materials. Anyone who is interested should ask the director to forward the list of purchases.
- **Updated Library Standards:** Reminder that these go into effect by the end of the year, and the last big thing the library needs in place is the long range plan.
- **Trustee training:** Gov. Hochul finally signed into law the requirement for library trustees to have 2 hours of training each year. It will go into effect January 1, 2023, just to put this on your radar. The director is sure libraries will get some options for fulfilling the requirement from the System, but one of the easiest will be ACT meetings, particularly if they are offered remotely.

Rob Gaylord moved to approve the executive report as presented, Dave Williams seconded, and **the motion carried unanimously.**

#### **6. Committee Reports:**

- **Safety** – Did not meet, because mask usage was already being required by the County and Library System, and no other health or safety changes arose. Plan to meet mid-January.
- **Policy** – Discussed proposed changes to current policies. See minutes.
- **Planning Committee** - Worked on the Long Range Plan.

#### **7. Unfinished Business:**

- **Long Range Plan:** The committee put together a survey for the public and is using that information along with the surveys of staff and trustees to develop our Long Range Plan. Unfortunately, we still need more work on this document, but plan to finish it by the end of the year.
- **Policies Approval & Resolution:** The policies packet and updates listing were sent out in November.

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at the regular meeting of said Board of Trustees held via teleconference on the 9th day of December, 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 via teleconference on the 9th day of December, 2021, a resolution was adopted of which the following is a true copy:

WHEREAS, the Town of Collins Public Library as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a process to establish new and to review standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft of the listed 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 (last updated 4/6/2021);

Town of Collins Public Library Reopening Plan as written (last updated 4/6/2021);

Town of Collins Public Library Emergency Closing Codes updated to include the proposed changes;

Town of Collins Public Library 3D Printer Procedure Policy updated to include the proposed changes;

Town of Collins Public Library Community Meeting Room Policy updated to include the proposed changes;

Town of Collins Public Library Disposal of Obsolete or Surplus Property reviewed with no changes;

Town of Collins Public Library Fixed Assets Capitalization Policy reviewed with no changes;

Town of Collins Public Library Investment Policy reviewed with no changes;

Town of Collins Public Library Payment of Invoices Policy reviewed with no changes;

Town of Collins Public Library Payment Voucher reviewed with no changes;

Town of Collins Public Library Return Voucher reviewed with no changes;

Town of Collins Public Library Procurement Policy reviewed with no changes

Town of Collins Public Library Rules of Conduct Policy reviewed with no changes; and

Town of Collins Public Library Tutoring Policy reviewed with no changes.

Ayes   8  

Clerk,

Noes   0  

Edith Schell

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

#### **8. New Business:**

- **Depreciation schedule:** Sent out with this agenda. Cynthia Dishman moved and Dave Williams seconded a motion to approve the depreciation schedule as presented. **The motion carried unanimously.**
- Kim Nobles was asked and accepted appointment to the Claims Audit Committee. Barb Ferro and Cynthia Dishman are the others on the committee.
- Trustees' terms expiring 12/31/2021: Barbara Ferro, Helga Ciminesi, Vacant position (5 year renewal). Both trustees listed agreed to remaining on the Board for another term.
- Transfer of funds: The Director paid the bill listed below from Discretionary funding earlier in the year due to a low account balance in the Operating Fund. She would like to request these bills be reimbursed from the Operating Fund, as that is where it would have been paid from, if the funds had been present. The consent of all Board members present was given.
  - *Johnson Controls Annual Fire Alarm Contract \$2,543.83 paid 3/8/2021.*
- Proposed Meeting dates 2022: Thursdays at 6 pm: 2/3, 4/7, 6/2, 8/4, 10/6, 12/8

**9. Public Expression** – there was no public comment.

**10. Upcoming Meetings: Thursdays at 6 pm**

**11. Meeting Adjournment** – President Holly Martindale adjourned the meeting at 6:37.