

Town of Collins Public Library Regular Board Meeting 2/3/2022 at 6 pm

This conference will now be recorded.

Abbie

Okay

00:37 - 00:38

Holly

Ok, it's approved.

Elaine

Thank god.

00:39 - 00:42

Holly

Second is the Planning Committee meeting minutes.

00:06 - 00:12

Holly

Ok, we're going to call the meeting to order, February third, 2022.

00:43 - 00:46

Holly

Any changes? Questions?

00:13 - 00:15

Holly

We're going to start with the Secretary's report.

00:47 - 00:49

Holly

If not, can I get a motion to approve?

00:15 - 00:20

Holly

We have any questions or changes to the secretary's report.

00:51 - 00:51

Helga Ciminesi

I'll make the motion to approve, Helga.

00:21 - 00:24

Holly

If not, can I get a motion to approve it?

00:54 - 00:54

Holly

Helga.

00:25 - 00:27

David Williams

I move, we approve it as presented, Dave.

00:55 - 00:56

Holly

I need a second.

00:29 - 00:29

Holly

Second?

00:57 - 00:58

Barb Ferro

Barb.

00:30 - 00:30

Elaine Thordahl

Elaine will second it.

00:58 - 00:59

Holly

Barb.

00:32 - 00:32

Holly

All in favor?

01:00 - 01:00

Edith Schell

Thank you.

00:33 - 00:34

All

Aye.

01:00 - 01:01

Holly

All in favor.

(Cynthia Dishman joined the meeting)

00:35 - 00:35

Holly

Opposed?

01:02 - 01:04

All

Aye.

01:04 - 01:05

Holly

Opposed?

01:07 - 01:08

Holly

The minutes are approved.

01:10 - 01:14

Holly

Next we have the January 13th safety committee meeting minutes.

01:15 - 01:16

Holly

Any changes or questions?

01:19 - 01:21

Holly

If not, can I get a motion to approve?

01:24 - 01:26

Cynthia

I'll make a motion to approve, Cynthia.

01:26 - 01:27

Holly

Thank you.

01:30 - 01:32

Holly

Cynthia, you just got on, right?

01:32 - 01:33

Cynthia

Right.

01:33 - 01:34

Holly

Ok.

01:36 - 01:38

Holly

And can I get a second, please?

Elaine

Elaine.

01:41 - 01:41

Holly

All in favor.

01:42 - 01:42

All

Aye.

01:45 - 01:45

Holly

Opposed?

01:47 - 01:48

Holly

It's approved.

01:51 - 01:57

Holly

OK, now we have the Treasurer's report.

02:05 - 02:08

Holly

I don't know, did Becky give you, you any instructions on this?

02:11 - 02:20

Abigail Barten-McGowan

Nope, The only thing of note is something I discussed last time we transferred because we had Paid early bill to Johnson Controls

02:21 - 02:26

Abigail Barten-McGowan

For a little over \$2500, we successfully completed that transfer.

02:27 - 02:32

Abigail Barten-McGowan

Yeah, That's, you know, the big one.

02:34 - 02:37

Abigail Barten-McGowan

Do you guys have any questions or comments?

02:44 - 02:46

Holly

Ok, can I get a motion to approve the Treasurer's report?

David Williams

Dave.

02:52 - 02:53

Holly

Can I get a second?

02:54 - 02:54

Barb Ferro

Barb

02:55 - 02:56

Holly

Barb.

02:56 - 02:57

Edith Schell

Who was that?

02:57 - 02:58

Holly

All in favor?

02:59 - 02:59

All

Aye.

03:01 - 03:02

Holly

Opposed?

03:03 - 03:04

Edith Schell

I didn't get the second.

03:05 - 03:07

Holly

It was Barb.

03:07 - 03:10

Edith Schell

I Still can't hear it clearly.

Holly

Barb Ferro.

03:11 - 03:13

Edith Schell

Yeah, OK, got it.

03:13 - 03:15

Edith Schell

Ok, got it, I got it now.

03:17 - 03:22

Holly

Let's see, what did we say all in favor?

03:23 - 03:23

Edith Schell

No

Holly

All in favor?

03:23 - 03:24

Barb Ferro

Yes.

03:24 - 03:25

All

Aye

03:25 - 03:27

Holly

There we Go. Opposed?

03:29 - 03:31

Holly

Ok, the report is approved.

03:32 - 03:33

Holly

Over to you, Abbie.

03:35 - 03:44

Abigail Barten-McGowan

Ok, so we're still on stage four of our reopening plan, The county and state are both requiring mask in all buildings and we're planning on continuing it as well.

03:45 - 03:51

Abigail Barten-McGowan

You Know the vaccination Rates remain low in Collins and Gowanda. I am watching them every week.

03:54 - 03:58

Abigail Barten-McGowan

I've got the dates when New York state started requiring masks.

03:58 - 04:06

Abigail Barten-McGowan

I didn't put the challenge and then the redo, because it didn't affect us at all, because we just kept our thing in place.

04:07 - 04:09

Abigail Barten-McGowan

So any questions about that?

04:12 - 04:27

Abigail Barten-McGowan

Okay, So Programs, we're still doing the Kids Make and Takes, we've got our adult and young adult evening book clubs, I attended a ribbon cutting ceremony for the historical society's museum at the Painter Center on the 18th of December.

04:27 - 04:30

Abigail Barten-McGowan

Um, we're still doing monthly adult craft's.

04:31 - 04:33

Abigail Barten-McGowan

We're doing three sessions, so they're pretty popular.

04:36 - 04:53

Abigail Barten-McGowan

Let's see. And, oh, just as a note, as we're looking at, uh. The, the statistics, in 2022, the state changed how they wanted the statistics counted for videos, so we're only looking at the first seven days' worth of views for those.

04:53 - 04:59

Abigail Barten-McGowan

So, if you notice, our numbers dropped significantly on views, that's the Reason why.

05:00 - 05:10

Abigail Barten-McGowan

Now, in December, we had five in library programs with a total of 16 attendees, 3 virtual programs with 14 attendees, eight videos posted with 585 views.

05:11 - 05:14

Abigail Barten-McGowan

No one on ones and 106 take and makes were giving away.

05:15 - 05:16

Helga Ciminesi

Wow.

05:17 - 05:22

Abigail Barten-McGowan

We had one outreach program when we went to the Painter Center, and there were 12 attendees there.

05:24 - 05:27

Abigail Barten-McGowan

In January, we had six in library programs.

05:29 - 05:33

Abigail Barten-McGowan

And sorry, I forgot to write down the numbers.

05:33 - 05:38

Abigail Barten-McGowan

I'm going up right now, January.

05:42 - 05:43

Abigail Barten-McGowan

Come on.

05:52 - 05:55

Abigail Barten-McGowan

Sorry, I Don't know that number.

05:57 - 06:02

Abigail Barten-McGowan

Wow, my, my chart changed, so I don't remember. Adult craft, we had...

06:11 - 06:17

Abigail Barten-McGowan

I'm going to have to get you that number after, I think it's about 20 people for the in person library programs.

06:19 - 06:19

Holly

Ok, Just send it

06:22 - 06:24

Holly

So Edith so she can get the right amount in the.

06:24 - 06:24

Edith Schell

Yeah.

06:25 - 06:27

Abigail Barten-McGowan

So we had one virtual program with 4 attendees.

06:29 - 06:33

Abigail Barten-McGowan

Seven videos were posted with a total of 395 views.

06:35 - 06:40

Abigail Barten-McGowan

Two technology one on ones were held and we gave away 5, 105 take and makes.

06:42 - 06:49

Abigail Barten-McGowan

So our WI-FI use in December it was 174.

06:50 - 06:52

Abigail Barten-McGowan

In January it was 212.

06:54 - 06:57

Abigail Barten-McGowan

I've been noticing a little uptick in our

06:58 - 06:59

Abigail Barten-McGowan

Our January door counts too.

06:59 - 07:00

Abigail Barten-McGowan

So that's good news.

07:01 - 07:02

Edith Schell

Yeah.

07:02 - 07:11

Abigail Barten-McGowan

Um, under the sport share play down your fines program in 2021, we had a total of seven families take out the sports equipment and six kids cleared their accounts of fines.

07:12 - 07:12

Edith Schell

Wow.

07:13 - 07:16

Abigail Barten-McGowan

That was as of the 24th.

07:17 - 07:21

Abigail Barten-McGowan

So in December we got kids, snow shoes that are available for the program.

07:21 - 07:24

Abigail Barten-McGowan

In 2022, 2 families took out sports equipment.

07:24 - 07:26

Abigail Barten-McGowan

And no children have cleared their accounts of fines.

07:26 - 07:30

Abigail Barten-McGowan

That was as of the 24th before the snow really started taking off.

07:31 - 07:35

Abigail Barten-McGowan

Since the snow has started, we've barely been able to keep them on the shelves.

07:40 - 07:41

Holly

Wow, Coming.

07:41 - 07:42

Abigail Barten-McGowan

Just keep coming In and out.

07:42 - 07:42

Abigail Barten-McGowan

And that's great.

07:43 - 07:43

Edith Schell

So, yeah.

07:44 - 07:51

Abigail Barten-McGowan

Not necessarily the play down your fines but it's something that are, our community is really excited to try.

07:51 - 07:53

Abigail Barten-McGowan

Yeah, that's really cool.

07:54 - 07:55

Barb Ferro

Awesome.

07:55 - 07:55

Edith Schell

Yeah.

07:57 - 07:58

Abigail Barten-McGowan

Ok, so onto the building projects.

07:59 - 08:09

Abigail Barten-McGowan

The LED lights, the canister circles were installed between the 14th and 16th of December, they're significantly brighter, it's great.

08:10 - 08:18

Abigail Barten-McGowan

The pendulum lights the big ones, the shipping date got pushed back to February 12th and we'll see what happens from there.

08:19 - 08:23

Abigail Barten-McGowan

We keep waiting for the next update on those, and then we just need to wait for them to get installed.

08:25 - 08:27

Abigail Barten-McGowan

So do you guys have any questions on any of that?

08:33 - 08:33

Edith Schell

Nope.

Abbie

Cool

Elaine

Sounds good.

08:34 - 08:34

Holly

Ok.

08:35 - 08:38

Holly

Can I get a motion to approve the executive report.

08:38 - 08:38

Elaine

Yeah, Elaine will motion it.

08:40 - 08:40

Edith Schell

Thank you.

08:41 - 08:44

Holly

and the second?

08:45 - 08:46

Helga Ciminesi

Helga will second

08:47 - 08:48

Holly

Ok, Helga.

08:48 - 08:49

Edith Schell

Whose voice was that? Helga?

08:49 - 08:50

Holly

Helga

08:50 - 08:50

Holly

Yeah

08:51 - 08:54

Holly

Say your voice, because she can't, Edith can't see anybody.

08:56 - 09:01

Edith Schell

I can see People, I just can't look at six pieces, who wants to see whose mouth is moving.

09:05 - 09:11

Elaine

You can't see me,

Edith Schell

Yeah, no, I can't see Elaine or Dave Either.

09:16 - 09:19

Holly

All in favor of approving it, they Executive report.

09:20 - 09:21

All

Aye.

09:22 - 09:26

Holly

Opposed? OK, the report is approved.

09:28 - 09:30

Holly

Committee Reports

09:32 - 09:43

Abigail Barten-McGowan

Um, the basics of the Safety Committee is that we're still wearing masks, we don't want to, you know, loosen up anything and I continue to monitor the COVID numbers and the vaccination rate.

09:46 - 09:58

Abigail Barten-McGowan

We'll keep looking at stuff, or watching, and re-evaluating, when the time comes for that. But till then we're just gonna keep things steady here.

10:01 - 10:05

Abigail Barten-McGowan

And for the planning committee, we completed our draft for our long range plan.

10:06 - 10:06

Edith Schell

Yeah.

10:07 - 10:08

Edith Schell

Good for you, Holy smokes!

10:08 - 10:09

Edith Schell

I'm impressed.

10:11 - 10:12

Abigail Barten-McGowan

Yeah, we made it through.

10:13 - 10:16

Holly

It's cast in concrete, isn't it?

10:19 - 10:19

Abigail Barten-McGowan

We still need to have the Formal approval

10:20 - 10:21

Abigail Barten-McGowan

That's actually coming up.

10:21 - 10:22

Holly

Oh that's tonight.

10:22 - 10:23

Holly

Yeah, that's tonight.

10:25 - 10:26

Holly

Yes,

10:26 - 10:31

Holly

For anybody who wasn't on that committee, I'd advise you strongly advise you to read that plan.

10:31 - 10:34

Holly

It's a, it's really good at and it's all Abbie.

10:37 - 10:42

Holly

I mean there were plenty of people on the committee, but she's the one that provided the plot, the framework.

10:42 - 10:54

Holly

And I think what we really have is a document that is, should I say, actionable, no doesn't, there's enough detail in there that you can take out any one of our goals and turn that into a project if you want to.

10:55 - 10:56

Holly

And that was a great way to put it, Abbie, so

10:57 - 10:58

Holly

Thanks a bunch.

10:58 - 10:59

Edith Schell

Thank you, Abbie.

11:00 - 11:00

Abigail Barten-McGowan

That was a goal.

11:00 - 11:04

Abigail Barten-McGowan

You know, we can make fancy plans all day, but if we can't actually, you know

11:05 - 11:06

Holly

This is a real one.

11:06 - 11:08

Holly

A real, this is a real one.

11:08 - 11:08

Holly

Yeah, Cool.

11:14 - 11:16

Holly

That being said, we have a resolution to accept.

11:16 - 11:20

Holly

Said plan, Edith, do you want to read it?

11:22 - 11:23

Edith Schell

Sure. Long range plan.

11:23 - 11:29

Edith Schell

The plan was sent out via email December 2021 and physical copies in early January.

11:29 - 11:40

Edith Schell

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 third day of February 2022 at 6 o'clock.

11:40 - 12:08

Edith Schell

I hereby certify that at a meeting of the Board of Trustees of the Town of Collins Public Library held via teleconference on the third day of February 2022, 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 Provisions, Education Law, and the Regulations of the Commissioner, and be it further resolved that the long range plan of, Plan of Service 2022 to 2016

12:09 - 12:11

Abigail Barten-McGowan

That should be 2026.

12:11 - 12:12

Edith Schell

I wondered.

12:15 - 12:23

Edith Schell

2022 to 2026 for the Town of Collins Public Library were reviewed and accepted by the Board of Trustees.

12:25 - 12:28

Holly

Ok, we're going to have to have a roll call.

12:28 - 12:29

Abigail Barten-McGowan

First, we need a motion.

12:31 - 12:35

Holly

Yeah, first we need a motion to approve. Can I get a motion?

12:35 - 12:36

Barb Ferro

Barb. I will move.

12:39 - 12:39

Edith Schell

Barb? Okay.

12:40 - 12:40

Holly

Second?

12:41 - 12:42

Cynthia

Cynthia.

12:43 - 12:44

Cynthia

I'll second.

12:45 - 12:49

Holly

Ok, when I call your name.

12:49 - 12:51

Holly

Say yes or no or Yay or whatever.

12:52 - 12:52

Holly

Helga?

12:53 - 12:54

Helga Ciminesi

Yes.

12:54 - 12:55

Holly

Cynthia?

12:55 - 12:56

Cynthia

Yes.

12:56 - 12:57

Holly

Barb.

12:57 - 12:58

Barb Ferro

Yes.

12:58 - 12:59

Holly

Kim.

13:00 - 13:00

Kim

Yes.

13:01 - 13:01

Holly

Edith.

13:02 - 13:02

Edith Schell

Yes.

13:03 - 13:04

Holly

Becky Jo

13:04 - 13:07

Holly

Oh, she's not here.

13:07 - 13:08

Holly

Elaine.

Elaine

Yes.

13:09 - 13:10

Holly

Dave.

13:11 - 13:13

David Williams

Yes

Holly

And I vote aye.

13:17 - 13:18

Holly

The resolution is approved.

13:22 - 13:23

Edith Schell

Seven to nothing.

13:24 - 13:29

Holly

1, 2, 3, 4, 5, 6, 7. No, 8.

13:30 - 13:35

Holly

1234567. Yep 7. Sorry.

13:37 - 13:40

Holly

No, 8. Helga, Cynthia, Barb, Holly, Kim.

13:41 - 13:42

Holly

Did you count me Edith?

13:43 - 13:46

Edith Schell

No, That's my. That's my error.

13:46 - 13:47

Holly

Ok? So 8 to nothing.

13:48 - 13:49

Edith Schell

Thank you.

13:54 - 13:55

Holly

New business.

13:57 - 13:57

Abigail Barten-McGowan

Ok.

13:58 - 14:02

Abigail Barten-McGowan

So the Finance committee, we should meet virtually sometime soon.

14:02 - 14:02

Abigail Barten-McGowan

I don't know.

14:05 - 14:08

Abigail Barten-McGowan

if you guys are available sometime between the 14th and 18.

14:11 - 14:13

Abigail Barten-McGowan

We can even Schedule it after, but I thought, well, I've got people

14:14 - 14:18

Abigail Barten-McGowan

Here, if we want to narrow down Better days.

14:23 - 14:24

Edith Schell

We don't have Rob, here, however.

14:25 - 14:26

Cynthia

Yeah.

14:27 - 14:28

Abigail Barten-McGowan

That's Holly, Rob, and Kim.

14:32 - 14:33

Abigail Barten-McGowan

We can do it after.

14:39 - 14:39

Holly

Oh.

14:51 - 14:52

Holly

Okay Go ahead.

14:53 - 14:55

Abigail Barten-McGowan

And then It's onto the long resolution

14:58 - 15:03

Edith Schell

What Are the updates to B and E CPL personnel policies and procedures Manual?

15:06 - 15:07

Abigail Barten-McGowan

I listed them. I sent out an e-mail.

15:10 - 15:17

Abigail Barten-McGowan

and I included them here, I included where you can find them, uh, basically, updates and language. Some legal stuff

15:19 - 15:24

Abigail Barten-McGowan

Like the Union membership one, there's some pronoun changes such as in sick leave.

15:26 - 15:29

Abigail Barten-McGowan

Some updates to contacts in a sexual harassment prevention policy.

15:30 - 15:50

Abigail Barten-McGowan

The Internet Safety and Acceptable Use Policy was updated concerning the loan of Internet hotspots, um, and the use of library owned devices outside of the library buildings and the free and direct access plan, there was no real change, but New York State requires a header with the dates concerning the systems, the system's not ours, five years plan of service.

15:50 - 15:51

Abigail Barten-McGowan

So, those were in the changes.

15:52 - 15:52

Edith Schell

Ok.

15:55 - 15:57

Holly

Ok, you wanna read the resolution.

15:58 - 16:00

Holly

Edith?

16:02 - 16:12

Edith Schell

Okay.

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 third day of February 2022, at 6 o'clock.

16:12 - 16:22

Edith Schell

I hear- hereby certify that at a meeting of board trustees of the Town of Collins Public Library held via teleconference on the third day of February 2022

16:22 - 16:40

Edith Schell

A resolution was adopted of which the following is a true copy.

Whereas the board of trustees of the Town of Collins Public Library has the power and duty to determine and carry out all policies and principles pertaining to the operations of the library, and the exclusive power and duty to control library personnel.

16:40 - 16:51

Edith Schell

And whereas the Human Resources Department of the B E C P L system reviews the policies and procedures in the manual throughout the year, and makes changes as necessary.

16:51 - 17:06

Edith Schell

And, whereas, changes to said policies and procedures are incidental or based on changes to applicable laws, or collectively bargained agreements and changes to said policies and procedures may require corresponding updates to the handbook.

17:06 - 17:19

Edith Schell

And whereas on February 11, 2021, this Board reviewed the changes made by the Human Resources Department to the policy since the last review of February 11, 2021, and recommends approval of theme.

17:20 - 17:45

Edith Schell

And whereas this Board recommends the review of the changes annually with subsequent re-affirmation of adoption of the manual and adoption of the amendments, now, therefore, be it resolved that the Board of Trustees of the Town of Collins Public Library Reaffirms its Adoption of the B&ECPL Personnel Policies and Procedures Manual, an Employee Handbook and Adopts the Amendments Made since February 11, 2021.

17:46 - 18:22

Edith Schell

And be it further resolved that the Human Resources Department will continue to update the B&ECPL Personnel Policies and Procedures Manual and the employee handbook as necessary And will distribute, seem to all departments and contract libraries as set forth in the introduction to the Personnel Policies and Procedures Manual, and be it further resolved that the Board of Trustees of the Town of Collins Public Library endorses the annual review of the revisions made by the Human Resources Department to the B&ECPL Personnel Policies and Procedures Manual and the employee handbook in the 12 months prior to review for adoption by the Board.

18:23 - 18:25

Holly

Can I get a motion to approve?

18:29 - 18:32

Elaine

Elaine will offer a Motion

Holly

Elaine. And a second, please?

18:33 - 18:35

Dave

Dave.

18:36 - 18:36

Holly

Dave.

18:37 - 18:38

Edith Schell

Thank you, Dave.

18:38 - 18:39

Holly

Ok.

18:43 - 18:43

Holly

Helga?

18:45 - 18:46

Helga Ciminesi

Yeah

Holly

Cynthia?

18:47 - 18:48

Cynthia

Yes.

18:48 - 18:49

Holly

Barb?

18:49 - 18:50

Barb Ferro

Yes.

18:50 - 18:53

Holly

Kim

Kim

Yes

Holly

Edith?

18:54 - 18:54

Edith Schell

Yes.

18:54 - 18:57

Holly

Elaine

Elaine

yes

Holly
Dave?

18:58 - 18:58

Dave
Yes.

18:59 - 19:00

Holly
And I vote yes.

19:02 - 19:06

Holly
Eight to nothing, again, the resolution is resolution is approved.

19:07 - 19:08

Edith Schell
Yay!

19:11 - 19:19

Holly
Yes, so, before we go Edith, so, I think, you've got the whole, the roll call right, all eight names.

19:19 - 19:20

Edith Schell
Yeah.

19:20 - 19:24

Holly
Ok, because Cynthia came in after we had done it and in the early part of the meeting.

19:25 - 19:25

Edith Schell
Yeah, I got her though. Thank you.

19:26 - 19:33

Holly
Great. Ok, anything you want to say about the upcoming meetings?

19:33 - 19:36

Holly
Next one is April seventh, I guess.

19:39 - 19:52

Abigail Barten-McGowan
Just as a note, I know, as has been the case,

and the state of emergency is set to expire, But we are hoping that legislation will be passed, that will allow us to continue these meetings.

19:52 - 20:04

Abigail Barten-McGowan
Um, virtually, indefinitely and there is legislation going through New York State that will hopefully, you know, allow this to continue whether or not there's a pandemic.

20:04 - 20:09

Abigail Barten-McGowan
So, yeah, we of course, anticipate, you know, the next one being virtual as well.

20:11 - 20:12

Edith Schell
Woo hoo!

20:15 - 20:17

Elaine
Who said that?

Holly
Edith

Edith
I think so.

20:18 - 20:24

Holly
Yeah, anything else, anybody has to say.

20:25 - 20:30

Barb Ferro
I have something to say, but maybe it's after we're done with the meeting.

20:30 - 20:33

Holly
Okay. The meeting is adjourned.