This conference will now be recorded.

Abbie
Okay

Elaine
Thank god.

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

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

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

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

David Williams
I move, we approve it as presented, Dave.

Holly
Second?

Elaine Thordahl
Elaine will second it.

Holly
All in favor?

All
Aye.

Holly
Opposed?

Holly
Ok, it’s approved.

Holly
Second is the Planning Committee meeting minutes.

Holly
Any changes? Questions?

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

Helga Ciminesi
I'll make the motion to approve, Helga.

Holly
Helga.

Holly
I need a second.

Barb Ferro
Barb.

Holly
Barb.

Edith Schell
Thank you.

Holly
All in favor.

(Cynthia Dishman joined the meeting)

Holly
Opposed?
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?

03:24 - 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.
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.

Abigail Barten-McGowan
So any questions about that?

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.

Abigail Barten-McGowan
Um, we're still doing monthly adult craft's.

Abigail Barten-McGowan
We're doing three sessions, so they're pretty popular.

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.

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

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.

Abigail Barten-McGowan
No one on ones and 106 take and makes were giving away.
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.

08:34 - 08:34
Elaine
Sounds good.

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.

08:49 - 08:50
Holly
Whose voice was that? Helga?

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.

10:07 - 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.
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.

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

Thanks a bunch.

That was a goal.

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

This is a real one.

A real, this is a real one.

Yeah, Cool.

That being said, we have a resolution to accept.

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

Sure. Long range plan.

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

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.

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 2026

That should be 2026.

I wondered.

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

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

13:09 - 13:10
Holly
Dave.

13:11 - 13:13
David Williams
Yes

13:17 - 13:18
Holly
And I vote aye.
The resolution is approved.

Seven to nothing.

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

1234567. Yep 7. Sorry.

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

Did you count me Edith?

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

Ok? So 8 to nothing.

Thank you.

New business.

Ok.

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

I don't know.

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

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

Here, if we want to narrow down Better days.

We don't have Rob, here, however.

Yeah.

That's Holly, Rob, and Kim.

We can do it after.

Oh.

Okay Go ahead.

And then It's onto the long resolution

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.

15:52 - 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.
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

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

18:54 - 18:54
Edith Schell
Yes.

18:54 - 18:57
Holly
Elaine

18:57 - 18:58
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.