

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

**Minutes of meeting of February 3, 2022, Thursday@ 6 pm**

**Present:** President Holly Martindale, Director Abigail Barten-McGowan, Trustees Helga Ciminesi, Cynthia Dishman, Barb Ferro, Kim Nobles, Edith Schell, Elaine Thordahl, Dave Williams. **Absent:** Rob Gaylord, 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 December 9, 2021 were approved as presented. (Dave Williams, Elaine Thordahl)

The minutes of the Planning Committee of December 16, 2021, were approved as presented. (Helga Ciminesi, Barb Ferro)

The minutes of the Safety Committee meeting of January 13, 2022, were approved as presented. (Cynthia Dishman, Elaine Thordahl)

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

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

The December 2021 Financial Report and the January 2022 Financial Report were accepted as presented. (Dave Williams, Barb Ferro)

**5. Executive Report**

- **COVID-19:** The library is in Stage IV of our 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 library plans to maintain the mask requirement in the library to help protect the most vulnerable patrons. As of 12/13/2021 NYS requires masks in all indoor facilities through the end of the State of Emergency.
- **Programs:** Our popular Take & Make kids' crafts continue. YA and Adult evening book clubs continue. We are still holding monthly adult crafts. Note: In 2022, the state has changed how statistics are counted for videos, now only looking at the first 7 days' views.

December	5 in Library programs	16 attendees
	2 virtual Programs	14 attendees
	8 videos posted	585 views
	0 1-on-1's	106 Take & Makes
January	1 outreach programs	12 attendees
	6 in library programs	24 attendees
	1 virtual Programs	4 attendees

7 videos posted

395 views

2 Tech 1-on-1's

105 Take & Makes

- **Wi-Fi Use:** December 174; January 212

- Abbie attended the ribbon cutting of the Town of Collins History Museum at the Painter Center on 12/18/2021.
- **Sports Share – Play Down Your Fines:** In 2021 we had a total of 7 families take out sports equipment, and 6 children clear their accounts of fines. In December, we offered kid-sized snowshoes for the program. In 2022, 2 families have taken out sports equipment and 0 children have cleared their accounts of fines (as of 1/24/2022).
- **Building Projects:**
  - LED lighting upgrade: Canister lights were installed 12/14 – 16. They are so much brighter!
  - Pendulum lights – Are now expected after 2/12 shipping date.

Elaine Thordahl moved that the Board accept the Executive Report and Helga Ciminesi seconded the motion.

**The motion carried unanimously.**

#### 6. Committee Reports:

- **Safety** –Met early January – see minutes.
- **Planning Committee** – Completed Long Range Plan Draft. See minutes.

#### 7. Unfinished Business:

- **Long Range Plan:** The plan was sent out via email 12/30/21, 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 the provisions of Education law and the Regulations of the Commissioner, and be it further

RESOLVED, that the “Long Range Plan of Service 2022-2026 for the Town of Collins Public Library” were reviewed and accepted by the Board of Trustees.

Ayes   8  

Clerk

Noes   0  

Edith Schell

Barb Ferro made and Cynthia Dishman seconded a motion to adopt the resolution above as presented. **The motion carried unanimously.**

## 8. New Business:

- Finance Committee – should meet virtually soon (2/14-18?) to go over Discretionary Budget for 2022. Holly, Rob, Kim
- Updates to B&ECPL Personnel Policies and Procedures Manual

There were a few changes to the System Wide Policies and Procedures (available at

<https://www.buffalolib.org/content/personnel-policies-and-procedures>) over the past 12 months:

- Section III.1. Union Membership – updated about new laws that prohibit taking an amount equal to union dues from non-union employees.
- Section VII.2 Sick Leave – pronoun changes
- Section VIII.2 Sexual Harassment Prevention Policy – HR Manager changed to HR officer throughout document. Update to law section about complaints able to be filed within 3 years (previously 1). Updated contact info for DHR office.
- Internet Safety and Acceptable Use Policy ([https://www.buffalolib.org/sites/default/files/library-system/policies/Internet\\_Safety\\_Acceptable\\_Use\\_Policy\\_Amended\\_7-15-2021\\_Final\\_for\\_Website.pdf](https://www.buffalolib.org/sites/default/files/library-system/policies/Internet_Safety_Acceptable_Use_Policy_Amended_7-15-2021_Final_for_Website.pdf)) - updated concerning the loan of internet hotspot program. That the policy applies to library owned devices used outside of library buildings.
- Free Direct Access Plan ([https://www.buffalolib.org/sites/default/files/library-system/policies/Free\\_Direct\\_Access\\_Plan\\_Amended\\_7-15-2021\\_Final\\_for\\_Website.pdf](https://www.buffalolib.org/sites/default/files/library-system/policies/Free_Direct_Access_Plan_Amended_7-15-2021_Final_for_Website.pdf)) - Only change- NYS requires a header with dates concerning System's 5 year plan of service.

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I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Public Library, held via teleconference on the 3<sup>rd</sup> day of February, 2022, 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 operations of the library; and the exclusive power and duty to control library personnel, and

WHEREAS, the Human Resources Department of the Buffalo & Erie County Public Library (B&ECPL) System reviews the policies and procedures in the Manual throughout the year and makes changes as necessary, 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, and

WHEREAS, on February 11, 2021, this Board reviewed the changes made by the Human Resources Department to the policies since their last review February 11, 2021 and recommends approval of same, and

WHEREAS, this Board recommends the review of the changes annually with subsequent reaffirmation 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 and Employee Handbook, and adopts the amendments made since February 11, 2021, 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 same 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 twelve (12) months prior to review for adoption by the Board.

Ayes \_\_\_8\_

Clerk,

Noes \_\_\_0\_

Edith Schell

Elaine Thordahl made and Dave Williams seconded a motion to adopt the above resolution as presented.

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

**10. Upcoming Meetings: Thursdays at 6 pm** 4/7, 6/2, 8/4, 10/6, 12/8

**11. Meeting Adjournment** –6:25.

Respectfully submitted,

Edith Schell, secretary