

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

MINUTES OF MEETING OF April 7, 2022, Thursday @ 6 pm

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

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

2. Secretary's Report:

- The minutes of the regular meeting of February 3, 2022 were approved as presented. (Helga Ciminesi, Dave Williams)
- The minutes of the Finance Committee Meeting of February 17, 2022, along with the proposed Discretionary Budget, were approved as presented. (Cynthia Dishman, Elaine Thordahl)
- The minutes of the Safety Committee Meeting of March 31, 2022 were approved as presented. (Becky Jo Summers, Dave Williams)

3. Public Expression: There was no public expression.

4. Financial report/Treasurer's Report:

The Financial Report for February thru March 2022 was presented with the comment that the LED lighting has been installed. Cynthia Dishman moved and Elaine Thordahl seconded a motion to accept the report as presented. **The motion carried unanimously.**

Director Barten-McGowan then advised the Board that a grant of \$25,000 from Assemblyman David DiPietro had arrived. Thanks were sent on behalf of the board on 3/4/2022. He will be invited to the library once the final light is installed

5. Executive Report

- **New System Trustee Liaison:** is now System Board Chair Kimberly Johnson.
- **Staffing:** Katelynn Langhans (Sr. Page PT) tendered her resignation as of 2/11/2022. The staff member on leave has returned.
- A "State of the County Announcement" (4/7/2022) indicated that all regulations are back to pre-covid conditions for the entire Erie County Library System.
- **COVID-19:** As of 3/1/2022 masks are no longer required for library entry, but still recommended. We are examining other changes going forward.
- **Programs:** Continuing Programs: Take & Make kids' crafts, YA and Adult evening book clubs, monthly adult crafts, Lego Club. In April There will be the annual egg hunt, a scavenger hunt, and some community outreach. There will also be a Book a Technology Trainers in April through the System. Senior Movies are returning to the Library in May!

February	7 in Library programs	34 attendees
	5 videos posted	183 views
	0 Tech 1-on-1's	117 Take & Makes
March	6 in library programs	26 attendees
	6 videos posted	244 views
	0 Tech 1-on-1's	117 Take & Makes

Wi-Fi Use: February 156; March 248

- **Sports Share – Play Down Your Fines:** Soccer kits have been added to items available for checkout this spring. For 2022, 12 families have taken out sports equipment and 2 children have cleared their accounts of fees (as of 3/31/2022).
- **Chromebook and Wi-Fi Hotspots:** are now available for checkout! These kits give patrons FREE internet access from their homes. Connectivity of the internet is hit and miss, depending on location.
- **Building Projects:**
 - Pendulum lights were received 3/1/2022. Installation began 3/9/2022. Installation was completed 3/15, except one light that needs a replacement part.
 - Gutters are leaking very badly. The director indicated her concerns about this to the Town.
 - The concrete pad at the staff entrance is being replaced by the Town.

Helga Ciminesi moved and Becky Jo Summers seconded a motion to approve the executive report as given. **The motion carried unanimously.**

6. Committee Reports:

- **Safety** – The committee met via email to discuss changes to masking. They then met remotely to discuss other changes – see Minutes 3/31/22.

7. Unfinished Business:

NONE

8. New Business:

- Annual Report to community & 2021 Exec Summary of State Report. Full state report available via email, or printed upon request.

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a regular meeting of said Board of Trustees held virtually at the Town of Collins Public Library on the 7th day of April 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 virtually at the Town of Collins Public Library on the 7th day of April 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 Library attest that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

RESOLVED, that the "Annual Report" was reviewed and accepted by the Board of Trustees.

Ayes 7

Clerk: Edith Schell

Noes 0

Dave Williams moved and Becky Jo Summers seconded a motion to adopt the resolution as presented. **The motion carried unanimously.**

- Suggested Discretionary Budget (enclosed)

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a regular meeting of said Board of Trustees held virtually at the Town of Collins Public Library on the 7th day of April 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 virtually at the Town of Collins Public Library on the 7th day of April 2022, a resolution was adopted of which the following is a true copy:

WHEREAS, the 2022 Discretionary Budget of the Town of Collins Public Library has been recommended for adoption by the Budget and Finance Committee, be it therefore

RESOLVED, that the 2022 Discretionary Budget of the Town of Collins Public Library presented as Schedule A to this board resolution, is hereby approved and shall be allocated.

Ayes 7

Clerk: Edith Schell

Noes 0

Dave Williams moved and Becky Jo Summers seconded a motion to adopt the resolution as presented. **The motion carried unanimously.**

- The bylaws are coming up for review – Policies Committee members are advised to be on the lookout for a meeting. The director would like the meeting to occur before 5/5. Edith and Helga indicated a preference for an in-person meeting. (Barb Ferro was absent)
- Upcoming Purchases:
 - New refrigerator – The current one is finally on its way out. Approximately \$800-\$1,500
 - Mobile bookshelf – we have \$1,000 in system funds and “Friends of the Library” is interested in paying for the rest. (Total approx. \$2,000)
 - Mower fix – approximately \$200 Dave Williams indicated that he had seen an ad for a new mower for \$219. Director Barten said she would talk to Jim.
 - In February there was a large repair bill for the vestibule heater. Abbie suggested moving money from one line to another, and the trustees concurred with the suggestion.
- **ACT Workshop** is scheduled in-person Saturday, May 2nd at the Central Library in Buffalo. Abbie doesn’t have details at this time. If anyone is interested, please let Abbie know so she can get everyone registered, and we can see about a carpool.
- **Liberty Fest 2022** – scheduled for Saturday, July 9, 2022. There will lots of activities including a sketch artist and a craft show. Director Barten plans to set up a table for displaying items from the library including but not limited to crafts, chrome books, a sample hot spot.

9. Public Expression --none

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

11. The meeting was adjourned at 6:45.

Respectfully submitted,

Edith Schell, secretary