

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

AGENDA: October 6, 2022 Thursday@ 6 pm

1. Call meeting to order

2. Secretary's Report:

- August 4, 2022 Regular Meeting Minutes

3. Public Expression:

4. Financial report/Treasurer's Report:

August thru September 2022 Financial Report

5. Executive Report

- **ACT:** President Dick Earne has recently passed. He has always been a devoted advocate of libraries and promoting contract libraries working together. His leadership will be missed.
- **Staffing:** We have hired PT Page Andrew Tessmer (pay period 19). Deborah Halloran resigned as of PP 20. We posted for a replacement PT Page, and will hopefully hire soon.
- **COVID-19:** The Governor has ended the state of emergency. We are maintaining the barriers at the desk for now, mostly because it gives us something fun to decorate.
- **Programs:** Summer Reading finished up in August, and we celebrated with a party for all ages. Senior Movies have returned on the first Friday of each month, and we are offering a Family Movie and craft once a month as well. Continuing Programs: Take & Make kids' crafts, YA and Adult evening book clubs, monthly adult crafts, Lego Club. September was our annual basket raffle, book sale, bake sale, and a special concert in the library.

August	11 in Library programs	122 attendees
	5 videos posted	95 views
	0 Tech 1-on-1's	181 Take & Makes
September	8 in library programs	____ attendees
	4 videos posted	____ views
	0 Tech 1-on-1's	143 Take & Makes

- **Wi-Fi Use:** August 238; September ____
- **Library of Things:** Over the winter months I'd like to feature and do another round of voting for Library of Things, similar to last time.

(Need Vote to Approve Executive Report)

6. Committee Reports:

- **None**

7. Unfinished Business:

- **Capital Projects** – On hold.
- **New Hours:** New hours began 9/6/2022. Things started out slow, but patrons are excited about the extra open hours.
- **Open Meetings Law Changes:** With the end of the state of emergency, to hold meetings virtually includes extra requirements of the library and board both personally and financially. We have a draft to base a virtual meeting policy from the System if we want to move forward with making our own. (In the event of another state of emergency, we believe we would still be able to meet virtually.)

8. New Business:

- **Policies committee:** needs to set a meeting for some time in October. Drafts must be out by November. Abbie will send out an email about which policies need review. (Helga, Barb, Edith, Abbie)
- **Narcan in Libraries:** At the last managers meeting, a representative from the Erie County Dept. of Health came to talk about putting Narcan dispensing boxes in libraries (all supplies and materials funded and provided by Erie County). This program wouldn't require much from the library except placing and ensuring a box is filled with Narcan available to be taken by the public. She also does suggest training for any library staff, and a plan in place in case there is an overdose at the library, but the main focus is for people to take the Narcan with them to have on hand. She suggested placing them in each bathroom, and having another outside of the bathrooms, somewhere, even outside of the building.
- **Closing Dates 2023** – New Year's Day Monday 1/2 Observed, MLK Monday 1/16, Patriot's Day Monday 2/20, Memorial Day Monday 5/29, Juneteenth Monday 6/19, Independence day Tuesday 7/4, Labor Day Monday 9/4, Veteran's Day Saturday 11/11, Thanksgiving Day Thursday 11/23, Christmas Monday 12/25, New Year's Day Monday 1/1/2024 Observed.
 - The library will remain open on Good Friday 4/7. Juneteenth is now observed by B&ECPL so we will also observe it. Veteran's Day is observed Friday 11/10, not sure if we should also close that day or only 11/11.
- Board Meeting dates 2023 – Do we want to maintain Thursdays at 6 pm? - 2/2, 4/6, 6/8, 8/3, 10/5, 12/7.
- NOTE – Trustee Education Policy was adopted as a System Wide policy 9/15/22, and will be required next year. Our Policy Review Committee will review it, and I suggest that each of you take a look at it to know what it entails.

9. Public Expression

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

11. Meeting Adjournment