

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

MINUTES of October 13, 2022, Thursday@ 6 pm

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

1. **President Holly Martindale called the meeting to order at 6:00 P.M.**

2. **Secretary's Report:**

The minutes of the regular meeting of August 4, 2022, were reviewed by all members present. Cynthia Dishman moved and Becky Jo Summers seconded a motion to accept the minutes as written. **The motion carried unanimously.**

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

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

The August thru September 2022 Financial Report was reviewed by all members present with minor questions easily clarified by treasurer Becky Jo Summers and Director Abbie Barton. Helga Ciminesi moved and Kim Nobles seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**

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.
- **H. Elaine Prince:** The director has learned of the passing of former director Elaine Prince. The obituary and the plaque of her years of service are currently being featured in the library.
- **Staffing:** The director has hired PT Page Andrew Tessmer (pay period 19). Deborah Halloran resigned as of PP 20. Director Barten posted for a replacement PT Page, and has hired Daniel Becker who will begin PP23.
- **COVID-19:** The Governor has ended the state of emergency. Library staff 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, celebrating with a party for all ages. Senior Movies have returned on the first Friday of each month, and we also 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 the 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	153 attendees
	4 videos posted	127 views
	0 Tech 1-on-1's	143 Take & Makes

- **Wi-Fi Use:** August 238; September 272
- **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.

Cynthia Dishman moved and Becky Jo Summers seconded a motion to accept the executive report as presented. **The motion carried unanimously.**

6. Committee Reports: (none)

7. Unfinished Business:

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

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. Trustees suggested to remain open 11/10 and close 11/11.
- **Board Meeting dates 2023** – Trustees agreed to maintain Thursdays at 6 pm for future meetings. - 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 – There was no public expression.

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

11. The meeting was adjourned at 6:30.

Respectfully Submitted, Edith Schell