

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

**Minutes, Thursday, December 8, 2022, @ 6:00 PM**

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

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

**2. Secretary's Report:**

-The minutes of the regular meeting of October 13, 2022, were looked over by all trustees present. Cynthia Dishman moved and Becky Jo Summers seconded a motion to approve the minutes as presented. **The motion carried unanimously.**

- The minutes of the Policy Committee Meeting of October 26, 2022, were read by all trustees present. Helga Ciminesi moved and Cynthia Dishman seconded a motion to approve the minutes as presented. **The motion carried unanimously.**

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

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

Trustees present looked over **the** October thru November 2022 Financial Report. Rob Gaylord moved and Barb Ferro seconded a motion to approve the financial report as presented. **The motion carried unanimously.**

**5. Executive Report**

- **Staffing:** Shyan Fageol has put in her resignation due to conflicting schedules.
- **Programs:** The library staff has been pleased to find our family programs are increasing in popularity, with seasonal story times like a Mad Hatter Tea Party, Dragons Love Tacos, and Thanksgiving programs bringing in lots of families. The Lego program is starting to be filled with a waiting list regularly. Continuing Programs included Take & Make kids' crafts, YA and Adult evening book clubs, monthly adult crafts, Lego Club, Senior Movie, and Family Movie. In December is looking forward to making graham houses, a Jan Brett story time, a family movie and cocoa night, and a Noon Year's Eve party!

October	7 in Library programs	78 attendees
	5 videos posted	134 views
	0 Tech 1-on-1's	147 Take & Makes
	1 Outreach	437 attendees
November	10 in library programs	148 attendees
	4 videos posted	81 views
	0 Tech 1-on-1's	135 Take & Makes

- **Wi-Fi Use:** October 268; November 210
- **Riggs Fund:** The library received the disbursement for the Riggs Fund in October and the director is making up a list of proposed purchases to send to Andy Card.
- **Senator Gallivan:** Abbie will attend the WNYLRC meeting with state Senator Gallivan at the West Seneca Library (scheduled for Friday 12/9) to advocate for state library funding and talk about the effects of the construction grant on our library.

Rob Gaylord moved and Becky Jo Summers seconded a motion to approve the executive report. **The motion carried unanimously.**

## 6. Committee Reports:

- **Policy Committee:** See minutes 10/26/2022.

## 7. Unfinished Business:

- **Capital Projects** – On hold.

## 8. New Business:

- **Policies Approval & Resolution:** The policies packet and updates listing were sent out in November.

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at the regular meeting of said Board of Trustees held on the 8th day of December, 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 on the 8th day of December, 2022, a resolution was adopted of which the following is a true copy:

WHEREAS, the Town of Collins Public Library as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a process to establish new and to review standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft of the listed polices, now therefore be it

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of the Education Law and the Regulations of the Commissioner, and be it further

RESOLVED, that the following list of polices were reviewed and accepted by the Board of Trustees.

Town of Collins Public Library Emergency Procedures as written;  
Town of Collins Public Library Telecommuting Policy as written;

Town of Collins Public Library FOIL Policy updated to include the proposed changes;  
Town of Collins Public Library Financial Routine Policy updated to include the proposed changes;  
Town of Collins Public Library Procurement Policy updated to include the proposed changes;  
Town of Collins Public Library Progression of Patron Discipline Policy updated to include the proposed changes;  
Town of Collins Public Library Rules of Conduct updated to include the proposed changes;  
Town of Collins Public Library LED Sign Application updated to include the proposed changes;

Town of Collins Public Library FOIL Policy Application reviewed with no changes;  
Town of Collins Public Library FOIL Policy Appeal Form reviewed with no changes;  
Town of Collins Public Library Emergency Closing Codes reviewed with no changes;  
Town of Collins Public Library Gift Policy reviewed with no changes;  
Town of Collins Public Library Investment Policy reviewed with no changes;  
Town of Collins Public Library Payment of Invoices Policy reviewed with no changes;  
Town of Collins Public Library Payment Voucher reviewed with no changes;  
Town of Collins Public Library Return Voucher reviewed with no changes;  
Town of Collins Public Library Petty Cash Policy reviewed with no changes;  
Town of Collins Public Library Petty Cash Custodian Form reviewed with no changes;  
Town of Collins Public Library Petty Cash Record reviewed with no changes;

Town of Collins Public Library Board of Trustees Interview Questions reviewed with no changes;  
Town of Collins Public Library Bulletin Board Policy reviewed with no changes;  
Town of Collins Public Library Health and Wellness Policy reviewed with no changes;  
Town of Collins Public Library Program Policy reviewed with no changes;  
Town of Collins Public Library LED Sign Policy reviewed with no changes; and  
Town of Collins Public Library VR Health and Safety Policy reviewed with no changes.

Ayes   8  

Clerk,

Noes   0  

Edith Schell

Cynthia Dishman moved and Kim Nobles seconded a motion to adopt the resolution as read. **The motion carried unanimously.**

- Trustee terms expiring 12/31/2022: Becky Jo Summers and Cynthia Dishman. Both trustees are interested in remaining on the Board for another term.

**9. Public Expression** – There was no public expression at this time.

The director handed out to all trustees present copies of the policies reviewed and approved by the policy committee. She also gave everyone a redacted copy of the new emergency procedures document.

**10. Upcoming Meetings: Thursdays at 6 pm** 2/2, 4/6, 6/8, 8/3, 10/5, 12/7

**11. Meeting Adjournment** – The meeting was adjourned at 6:30.

Respectfully submitted,

Edith Schell