

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Minutes: February 2, 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 PM.

2. Secretary's Report:

Cynthia Dishman moved and Becky Jo Summers seconded a motion to approve the minutes of the regular meeting of December 8, 2022, as presented. **The motion carried unanimously.**

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

4. Financial report/Treasurer's Report:

Following a brief review of the December, 2022, Financial Report, Helga Ciminesi moved and Kim Nobles seconded a motion to accept the report as presented. **The motion carried unanimously.**

5. Executive Report

- **Staffing:** Director Barten reported that Jennifer O'Mara has been promoted to Clerk-Typist PT, and Marla Reighard has been promoted to Sr. Page PT as of pay period 2. The open Page PT position will remain vacant for the time being while staff is getting used to new schedule patterns.
- **Programs:** Seasonal programs for this calendar period included a Jan Brett story hour, family movies, graham cracker houses, and a noon year's eve party which was a lot of fun. January's programs included a popcorn party and Lunar New Year story time. We invested in more Legos to accommodate the presence of more people in our Lego Club! Continuing Programs: Take & Make kids' crafts, YA and Adult evening book clubs, monthly adult crafts, adult movie, Lego Club. The plan is to add a few more regular programs in March, including a morning book club and a knitting/crochet group. (Note in 2023 the state is again changing how views are counted, and it will be the first 30 days.)

December	11 in Library programs	146 attendees
	4 videos posted	110 views
	0 Tech 1-on-1's	174 Take & Makes
	1 Outreach	41 attendees
January	7 in library programs	118 attendees
	5 videos posted	128 views
	1 Tech 1-on-1's	200 Take & Makes

- **Wi-Fi Use:** December 232
- **ACT Meeting:** Director Barten attended the meeting on 1/21/23 at the West Seneca Library.
 - System Director John Spears addressed the group about Intellectual Freedom and Challenges to Materials and Services. He talked about recent challenges throughout Erie County and the country from both governments and independent groups. He suggests familiarity with the Collection Development policy, and reminded all that we want to do our best to represent the diverse community that we serve. We want to recognize that critics may have good intentions, and we are defending intellectual freedom, not the actual idea(s) they are challenging. The System will support us and contact him if we get challenges.

- Dorinda Darden gave a presentation about the contract library contract – they're trying to make it more readable, have developed a table of contents, and are looking in the future to reorganize it. They may want to meet with each library's board.
- There was a panel about Collection Development, how the System selects and adds materials, how libraries review materials and decide what else to add, and what to remove.
- ACT wants each library board to select a representative to virtually meet before each meeting to discuss ideas that they can then use to create the agenda for each meeting.
- **Building Projects:**
 - The wrinkles in the shingles are being investigated by the roofers who have escalated their observations to the manufacturers.
 - Drainage in the parking lot and the building walkway – The town is planning to resurface the parking lot this year, as well as redo the walkway into the building. The wear on the bricks has led to an uneven surface, and there is concern about future dangers. The director is working with the Town's building committee to develop the best way to proceed, as well as what to do with the removed pavers. She has made it clear to the town that staff wants to be involved in the process of deciding what to do.
 - HVAC – our heaters have been experiencing problems, mainly linked to the attached alarms. This is being fixed, and the director is looking at costs for a replacement system.
 - Plumbing – The staff bathroom had a leak that Jim was able to tighten up, but staff may want to consider updating the pipes.

Cynthia Dishman moved and Helga Ciminesi seconded a motion to approve the executive report. **The motion carried unanimously.**

6. Committee Reports: None

7. Unfinished Business:

- **Capital Projects** – On hold.

8. New Business:

- **Training Requirement** – Each trustee needs 2 hours of training per year. There are a number of ways to complete this. One is the ACT meeting – there is not yet a location for the next one, but it will be in person. Another is various webinars, for example the Trustee Handbook Book Club and more. The System will be pushing these in emails throughout the year.
- **Funds from NYS** – We have received the funds from NYS DLD for the construction grant! Abbie still has things to wrap up and submit.
- **Finance Committee** – should meet soon to go over Discretionary Budget for 2023. (Holly, Rob, Kim)

9. Public Expression

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

11. Meeting Adjournment – The meeting was adjourned at 6:35.

Respectfully submitted,
Edith Schell