

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

**Minutes: October 5, 2023 Thursday@ 6 pm**

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

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

**2. Secretary’s Report:**

- Trustees present reviewed the minutes of the June 12, 2023 regular meeting. Abbie pointed out the months noted for the financial report were incorrect, and the change was made. Barb Ferro moved and Helga Ciminesi seconded a motion to approve the minutes as modified. **The motion carried unanimously.**

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

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

**Trustees present reviewed the** August - September Financial Report. Dave Williams moved and Cynthia Dishman seconded a motion to accept the report as presented. **The motion carried unanimously.**

**5. Executive Report**

- **Programs:** In August & September Director Barten attended two community outreach events, both at the Farm in Peace Farmers Market, promoting Summer Reading, Concert Series, and library services. Continuing Programs at the library include Take & Make kids’ crafts, YA and Adult evening book clubs, monthly adult crafts, adult movie, Teen Book Boxes, and Lego Club. In September, Director Barton presented to the Town of Collins Board library statistics and services. She plans to do this once or twice a year going forward, and received kudos from trustees for the good idea. The library also held our Book Sale, Bake Sale, and Basket Raffle with a ton of help from the Friends of the Library; and the event was very successful. There was also a Cheese Pizza Story Time, and a Play Dough making event. In October there will be the final seasonal concert (Creekbend), along with Dinosaur story times and Halloween events. There are plans to be at Gowanda’s Trunk or Treat and the Historical Society Halloween Party as well for outreach.

August	19 in Library programs	310 attendees
	4 videos posted	97 views
	0 Tech Training	177 Take & Makes
	1 Outreach	60 Attendees
	20 kids, 1 teen, and 5 adults participated in summer reading program	
September	___ in library programs	___ attendees
	4 videos posted	___ views
	0 Tech 1-on-1’s	162 Take & Makes
	1 Outreach	12 attendees

- **Wi-Fi Use:** July 312, August 352
- **Library of Things:** New Library of Things items were added using funds donated by the Friends of the Library: a second pop up tent, a second metal detector, Kan Jam game, Kan Jam pickleball game,

laminator, and radon detector. The Director commented that the radon detector was a particularly popular item!

- **Building Projects:**

- The wrinkles in the shingles are being investigated by the roofers and information has been escalated to the manufacturers. Owens Corning came out 9/18 to inspect the roof, and she hopes to have feedback soon.
- Regarding the continuing drainage issue in the Parking lot and the building walkway; A scheduled meeting with the Town was cancelled by Town. They plan to do repaving next year. (The Town will pay the cost of this.) The building committee needs to develop a plan to work with them on the walkway.

Helga Ciminesi moved and Cynthia Dishman seconded a motion to approve the executive report.

## 6. Committee Reports:

- **Policies committee:** There is a need 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)
- **Building Meeting committee:** this committee should plan a meeting for October to discuss the walkway and other building questions. (Rob, Holly, Vacant) Anyone who wants to join this committee or attend the meeting is also welcome.

## 7. Unfinished Business:

- **Capital Projects** – On hold.

## 8. New Business:

- Proposed Closing Dates 2024

Monday 1/1 (New Year's Day), Monday 1/15 (MLK), Monday 2/19 (President's Day), Monday 5/27 (Memorial Day), Wednesday 6/19 (Juneteenth), Thursday 7/4 (Independence Day), Monday 9/2 (Labor Day), Monday 11/11 (Veteran's Day), Thursday, 11/21 (Thanksgiving), Tuesday 12/24 (Christmas Eve), Wednesday 12/25 Christmas Day.

OPEN Friday 3/26 (Good Friday), 12/31 Open 10-5 (New Year's Eve Reduced Hours)

- **Board Meeting Dates 2024 proposed:** 2/8, 4/4, 6/6, 8/8, 10/3, 12/5
- **Trustee Education:** There are still a couple who haven't completed this. Trustees requested a viewing set up, Abbie will schedule one for November.
- **Additional discussion** – follow up on mentoring of officers (Rob, Cynthia)

9. **Public Expression** – there was no public expression.

10. **Upcoming Meetings: Thursday, December 7 at 6 pm**

11. **Meeting Adjournment** – the meeting was adjourned at 6:20

Respectfully submitted –

Edith Schell