

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Minutes: December 7, 2023 Thursday@ 6 pm

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

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

2. Secretary's Report:

- Trustees present reviewed the minutes of the October 5, 2023 Regular Meeting Minutes. Rob Gaylord moved and Helga Ciminesi seconded a motion to approve the minutes. The motion was carried unanimously.
- Trustees present reviewed the minutes of the October 18, 2023 Facility Committee Meeting Minutes. Becky Jo Summers moved and David Williams seconded a motion to approve the minutes. The motion was carried unanimously.
- Trustees present reviewed the minutes of the October 26, 2023 Policy Committee Meeting Minutes. Helga Ciminesi moved and Barb Ferro seconded the motion to approve the minutes. The motion was carried unanimously.

3. Public Expression: there was no public comment.

4. Financial report/Treasurer's Report:

Trustees present reviewed the October - November Financial Report. Discussion on moving money market funds to a CD. Kim Nobles moved and Cynthia Dishman seconded to approve the minutes. The motion was carried unanimously.

5. Executive Report

- **Staffing:** Betsy Steff retired as of PP 20. We have no plans to fill that position at this time.
- **Programs:** October featured Fossil, Pasta, and Halloween story times, spooky house construction programs, and our final concert of the year. We were at 2 outreach events for the Historical Society's Halloween Party and the Trunk or Treat at the Gowanda Methodist Church. In November we held Turkey and Thanksgiving story times, a dino parfait program, and family movies. Continuing Programs: Take & Make kids' crafts, YA and Adult evening book clubs, monthly adult crafts, adult movie, Teen Book Boxes, and Lego Club. In December we look forward to graham house construction programs, story times about gingerbread and Christmas, more family movies, and the return of our annual Noon Year's Eve Party! We will be out in the community at the Collins 50+ Seniors holiday party.

September	15 in library programs	249 attendees
	4 videos posted	92 views
	0 Tech 1-on-1's	162 Take & Makes
	1 Outreach	12 attendees
October	17 in library programs	243 attendees

	5 videos posted	73 views
	0 Tech 1-on-1's	167 Take & Makes
	2 Outreach	1401 attendees
November	16 in library programs	178 attendees
	4 videos posted	59 views
	1 Tech 1-on-1's	172 Take & Makes

- **Wi-Fi Use:** September 291; October 273; November 255
- **Library of Things:** New Library of Things items were added using funds donated by the Friends of the Library: another set of snow shoes, a knitting loom, a portable DVD drive, and a portable 3.5" floppy disk drive. More items are on the way!
- **Building Projects:**
 - Roof Wrinkles – The Town received a report from the manufacturer, stating that the problem is not with the shingles, and pointed out a number of problems. That was forwarded to the installer, and we await their response.
 - Drainage in the Parking lot and the building walkway – no updates

Dave Williams moved and Helga Ciminesi seconded a motion to accept the report as presented. The motion carried unanimously

6. Committee Reports: Discussed under Secretary's Report.

7. Unfinished Business:

- **Capital Projects** – On hold.
- **Trustee Education:** Abbie reminded everyone to complete their forms.

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 7th day of December, 2023, 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 7th day of December, 2023, 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 Ethics Policy updated to include the proposed changes;
Town of Collins Public Library Emergency Procedures updated to include the proposed changes;
Town of Collins Public Library Procurement Policy updated to include the proposed changes;
Town of Collins Public Library Nursing Parent's Policy updated to include the proposed changes;
Town of Collins Public Library Whistleblower Policy updated to include the proposed changes;
Town of Collins Public Library Community Meeting Room 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 3D Printer Procedure updated to include the proposed changes;

Town of Collins Public Library Emergency Closing Codes 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 Meeting Room Application reviewed with no changes;

A motion was made to approve by Rob Gaylord, and seconded by Becky Jo Summers.

Ayes 8
Noes 0

Cynthia Dishman

- **AED Machine:** The Building Committee recommends the installation of an AED machine in the library. The board approved the installation of an AED machine and the installation of a water fountain. The board approved training of the AED machine by the Gowanda Ambulance Service.
- **Terms Ending:** Rob Gaylord and Kim Nobles accepted new terms.
- **Additional discussion**

9. Public Expression

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

11. Meeting Adjournment The meeting was adjourned at 6:49.

Respectfully submitted – Cynthia Dishman