

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

**AGENDA: February 8, 2024 Thursday@ 6 pm**

**1. Call meeting to order**

**2. Secretary's Report:**

- December 7, 2023 Regular Meeting Minutes

**3. Public Expression:**

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

December 2023, January 2024 Financial Reports – Note we have received donations in memory of Elaine Thordahl from Gernatt Asphalt and Mrs. Patricia Rebmann.

**5. Executive Report**

- **Staffing:**

- **Programs:** December featured Gingerbread, Christmas, and Noon Years story times, holiday house construction programs, and cookie decorating, along with family movie events. Abbie attended an outreach event for the Collins 50+ Seniors Holiday Luncheon. In January we held Snowman and Dragon story times, a DIY Brownie program, and special movie events. Continuing Programs: Take & Make kids' crafts, YA and Adult evening book clubs, monthly adult crafts, adult movie, Teen Book Boxes, and Lego Club. In February we look forward to Take Your Child to the Library Day, story times featuring Elephant and Piggie, Valentines, Hippos, and Leap Day, and our first Mini Art Show.

December	20 in library programs	205 attendees
	4 videos posted	97 views
	1 Tech 1-on-1's	126 Take & Makes
	1 Outreach	60 attendees
January	18 in library programs	____ attendees
	5 videos posted	____ views
	0 Tech 1-on-1's	214 Take & Makes

- **Wi-Fi Use:** December 270 (2023 total use up 16.9% over 2022); January \_\_\_\_

- **Building Projects:**

- AED Machine was installed, and staff was encouraged to watch the training video. Abbie will arrange for voluntary formal training for staff in the spring.
- Drainage in the Parking lot and the building walkway – Building walkway is getting very dangerous and bricks are popping out. We brought this up at the Town Building Committee meeting, and would like to have concrete installed as soon as possible, setting aside the engraved bricks to use on a planter or wall project at a later date.

- Water fountain – We have contracted with Creekside Service Inc. to install a new drinking fountain, which will use up the remaining NYS Construction grant funds.
- Gutters – are there any updates?
- The wrinkles in the shingles

**(Need Vote to Approve Executive Report)**

**6. Committee Reports:**

- **None**

**7. Unfinished Business:**

- **Capital Projects** – On hold.
- **Trustee Education:** New year reminder about annual training. I will set up dates for showings in the late spring or early summer. One easy way to knock this out is the ACT training session on Saturday 3/9 from 8:30-1! Please let me know whether or not you can make it so I can RSVP.
- We also received new copies of the Trustee Handbook!
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**8. New Business:**

- Finance Committee should make plans to meet for this year's discretionary budget.
- **Additional discussion** – generator, follow up on mentoring of officers (Rob, Cynthia), anything else

**9. Public Expression**

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

**11. Meeting Adjournment**