

November 4, 2019  
Eden Library Board of Trustees, Regular Meeting

Library Board President Pat Smith called the meeting to order at 6:30 p.m. In attendance were Jim Agle, Marilyn Antos, Linda Meyer, Phil Muck, Bettyann Neifer, and Library Director Donna-Jo Webster. The minutes of the October 14, 2019 meeting were read and approved.

#### DIRECTOR'S REPORT

Donna-Jo reported that Ron Maggs had purchased a new light timer and had his crew install it, but it did not work. He has already exchanged it for a new one and it is working fine. According to the store, the model was apparently defective, as they had had several other returns.

The System Board approved our construction grant application and it has gone to the State. We will probably not hear anything until spring.

Tru-Green sent an email regarding next year's lawn treatment schedule and an invoice. It will go up about 5% from this year with a discount for early payment. The \$12.00 bill that we received last month was in error and it will be taken off our bill.

Donna-Jo reported that the meeting room space was very busy in October with a number of special programs. All categories are up from September and our circulation was better than 12 other libraries in October.

#### Bills:

Donna-Jo presented the following bills for payment:

Gui's Lumber — \$15.77

Eden-North Collins Pennysaver – \$192.00

Erie County Water-- \$49.26

DFT Security -- \$66.00

McAllister Plumbing--- \$595.00

This relates to the back flow test. \$306 owed by library for the test, charge to come out and \$15 filing fee with the county; 2<sup>nd</sup> visit and second filing fee.

Town would be responsible for \$289.00 (for the repair kit and labor). Bettyann will give a copy of the bill to the Town.

A motion was made by Jim, seconded by Marilyn and passed to approve payment of these bills.

Donna-Jo brought up the issue of scheduled closings for 2020. July 4 falls on a Saturday and downtown is observing it on the 3<sup>rd</sup>; we will be closed on both the 3<sup>rd</sup> and 4<sup>th</sup>. Christmas Day is a Friday. It was decided that the library will be closed both Christmas Eve and Christmas Day, but be open on Saturday with regular hours. For New Year's Eve we would be open regular hours and closed New Year's Day. A motion was made by Marilyn and seconded by Jim to approve the calendar adjustments for 2020 as discussed.

George Spengler of the Hamburg Lion's Club has offered a magnifier to the library for patron use. Donna-Jo will contact him and thank him, but turn down his offer since we still have one in the basement that has rarely been used.

There was an issue with the door to the Lift not unlocking during the book sale. Wesley Elevator has been notified and they will order a battery and bring it out for installation. We were reminded that the battery only operates the doors; the lift itself is electric.

The trees have still not been trimmed. The contractor has promised that he will be here within the next two weeks to take care of it.

All Seasons (the plowing service) called and wanted to know if we still want him to plow the parking lot this year. There was some discussion about whether or not this was something that the Town could take over, but it was decided not to ask for this this year.

DFT Security called Bettyann and said that the alarm was not activated; Jim has also received calls from them. Donna-Jo is usually the one who activates the alarm at night.

Mary Logan, president of the Friends group, has asked about books leftover from the Book Sale. She could use some for a recovery house that is trying to start a library. We would make selections and she will take them to the facility. Pat will email Mary and work with her on what she would prefer.

#### TREASURER'S REPORT

Bettyann reported the receipts and disbursements for the month. She noted that the book sale brought in \$937.70, which is about average.

#### BUILDINGS and GROUNDS

Phil wondered whether it would be worth it to open an account at the new Tractor Supply. It was felt that our account at Gui's is sufficient at this time.

#### POLICY/PROCEDURES/OTHER

The System has adopted a new Accessibility of Library Services Policy. This is a system-wide policy. Linda made a motion that was seconded by Jim that we adopt this policy as written; motion passed.

The System amended the Collection Development Policy on September 19, 2019. This is also a system-wide policy. Linda made a motion that was seconded by Bettyann that we adopt this policy as written; motion passed.

The System amended their Free Direct Access Plan on May 16, 2019. This is a county-wide policy that applies to all libraries in the System. Linda made a motion that was seconded by Bettyann that we adopt this policy as amended; motion passed.

The Eden Library's Exhibits and Displays Policy was reviewed; no changes were suggested at this time. The Library's Gift and Donor Policy was also reviewed; no changes were suggested at this time.

A question was asked about posting new No Smoking signs to reflect the change in NYS law. Donna-Jo noted that downtown is supposed to be getting something out to the individual libraries.

Donna-Jo clarified that the Coding Club grant she has applied for would only be for 50 libraries nationwide, not 50 in NYS. Libraries are supposed to hear about acceptance later in November.

Marilyn gave a report on the October ACT meeting. The new accessibility policy was a main topic of discussion. We would be responsible to pay for any accessibility arrangements that would have been made, even if the patrons they were made for don't show up. Mary Muscarella formerly manager of the North Collins Library gave a presentation on director's duties and the trustee role. She noted that one of the trustee roles is to visit the library regularly and appreciate the staff.

We can sell the old (possibly collectible books) that we have, on-line per Mary Jean's comments. Pat will talk to Ken about financial issues involved with this.

Donna-Jo noted that Sally Schaefer would be doing a program on Nov. 20 on Zorah Berry, a musical impresario from Buffalo. The information presented is based on materials in the Library system's collection of scrapbooks, etc. in the Grosvenor Room.

Next meeting board meeting will be held December 9, 2019.  
The meeting was adjourned at 8 p.m.

Respectfully submitted,

Linda Meyer, secretary