

**MINUTES OF THE MEETING OF THE
TOWN OF NORTH COLLINS PUBLIC LIBRARY
BOARD OF TRUSTEES**

A regular meeting of the Board of Trustees of the Town of North Collins Public Library was held on Wednesday, March 4, 2020, at the North Collins Public Library.

The following members were present:

Patti Dole, Bonnie Noto, Anne Maggio, Sarah Friedrich, and Jim Mardino.

Also attending: Jacob Rachwal – Library Manager

Call to order: President Patti Dole called the meeting to order at 5:30pm.

Approval/Changes to Minutes from 1/8/20:

Motion: Bonnie Noto, **2nd:** Jim Mardino. **APPROVED**

Directors Report - Jacob

Staffing

DJ Armbruster has resigned as our Cleaner. We are in the process of hiring a Caretaker for approximately 2 hours a week who will be on the payroll to replace her.

Alexandria Dotegowski was hired as a FT Library Assistant at the Dudley Branch. Her Sr. Page position is open at the moment.

ACT Meeting

I attended the ACT meeting on Saturday 1/11. The topic of the meeting was running a good board meeting.

The ACT workshop will be held on Saturday, March 14 at the Central Library.

Building and Grounds

Our meeting room was recently repainted.

We are moving forward with the project of converting our interior lights to LED. Dan Stroud will be coming in soon to give us a quote.

Trainings/Meetings

Jacob completed a number of trainings in the last couple of months, including: Managers Meetings, CML meeting, CENSUS workshop, State Report Workshop, Financials Training.

He will be attending a joint meeting with State Senator Patrick Gallivan and Assemblyman David DiPietro on Thursday 3/5 at the Elma Library.

Programming

Since our last meeting, the following programs were held:

Make Toy Story Alien Cupcakes, LEGO Club x2, Craft Night in the Library (Fleece tied pillows), Music and Video Streaming Workshop, Sparkly Slime Day, Intro to Fly Tying 2, Dog Sledding with Siberian Huskies, Eden Chorale Concert, Checkers the Inventor – Presidents Day Fun Show, Snowflake Making.

Statistics

Type	January			Year to Date		
	2020	2019	Change	2020	2019	Change
Circulation	1,658	1,741	-4.8%	1,658	1,741	-4.8%
Library Visits	1,257	961	30.8%	1,257	961	30.8%
Computer Use	133	133	0.0%	133	133	0.0%
WIFI	345	261	32.2%	345	261	32.2%

Other Notes

- The library unveiled a redesigned website in early January. Go to buffalolib.org to check it out.
- The 2019 Annual Report should be ready for review and approval at the next meeting.
- We are now registered with NYS Talking Book and Braille Library.
- I recently completed a weeding project of Adult, Family and Children's DVDs.
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Financial Report

Balances as of 3/4/20:

County Funds - \$54,198.07

Private Funds - \$44,993.34

Foundation – \$28,019.60

Money Market – \$42,822.17

Petty Cash - \$57.61

OLD BUSINESS

Library HVAC

Jacob reported that the town passes the required document revision and we are on track to receive the award that we requested. We will hopefully hold off on this project until the spring.

System Personnel Policies

Since the last meeting, Patti Dole reviewed the system personnel policies. She and the board felt comfortable voting on the reaffirmation of the system personnel policies as requested by Central. This vote passed 5-0.

Motion: Sarah Friedrich, **2nd:** Patti Dole, **PASSED**

Fundraising

Jacob is looking into having a "FUNdrive" with the Savers second hand store. A date has not been set yet.

NEW BUSINESS

Resignation

On February 26, 2020, Jennifer Schiffman informed us that she would be resigning immediately from the North Collins Public Library Board of Trustees. The question of filling her seat on the board was discussed. The prospect of downsizing the board to 5 members was also broached. It was unanimously decided to TABLE this discussion until the next meeting.

CENSUS 2020

Jacob reported that the library is ready to assist the public with the Census. He and Clerk Typist Hannah Broughton attended workshops and have relayed information to the rest of the staff. We will be having a number of events at our library on April 1, 2020. This day is the official kickoff of the Census and all libraries were encouraged to make a special day of it.

2021 Library Construction Grant

Patti brought up the idea of fixing some of the cracked concrete outside the entrance. Jacob also would like to see us replace the concrete in the pavilion and spruce it up a bit. All agreed that this should be our focus this year. Sarah volunteered her husband to come and give advice on what can and should be done with the concrete. We will follow-up on this in coming months.

Square Reader

Jacob brought up the possibility of using a *Square* credit card reader for our book sale and hot dog roasts this summer. All discussed the rates and liked that there is not a monthly fee. All agreed that we could use it but should impose a \$5 minimum purchase.

MOTION TO ADJOURN:

Motion: Anne Maggio, **2nd:** Sarah Friedrich, **PASSED**

The next meeting is scheduled for Wednesday, May 6, 2020 at 5:30 pm.