

**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, October 3, 2018, at the North Collins Public Library. Due notice to trustees, public notice on Social Media, official public notice to the Eden-North Collins Pennysaver, and a posting in the North Collins Library.

The following members were present:

Anne Maggio, Bonnie Noto, Sue Alessi, Jim Mardino, Sarah Friedrich, Patti Dole, Tina Cosandier and Jennifer Schiffman.

Also attending: Jacob Rachwal – Library Manager

Call to order: Sue Alessi called the meeting to order at 6:00pm.

Approval/Changes to Minutes from 7/11/18: NONE.

Motion: Sarah Friedrich, 2nd: Tina Cosandier, **APPROVED**

DIRECTORS REPORT – Jacob Rachwal

Computer Desks & Chairs

The new computer desks and chairs arrived in early August. They were quickly installed thanks to Page Owen Yoder. The old desks were taken by the Lake Shore Library and modified for their use. The old chairs were sent to the Central Library for surplus. The final quoted price for the desks and chairs was \$8,874. Some of the backs of the desks were damaged in shipping, so they gave us a refund \$240 and sent us replacement backs for the damaged desks. A letter was sent to Sen. Gallivan’s office thanking him and inviting him to see them.

Programming

The summer reading program “Libraries Rock” was a huge success.

- Our Battle of the Books team of 4 competed in the event on August 6th. We didn’t win, but fun was had by all.
- Checkers Live was moved to the town park and became part of the Town’s National Night Out Celebration.
- In addition to these events, other fun programs were held over the past couple of months such as Craft Night, Friday Afternoon Science, LEGO Club, Make your Own Slime and Recycling Regatta.
- At our last meeting, I mentioned the Institute of Museum and Library Sciences grant for 50 libraries in NYS to have a coding club for young adults. I applied for our library to be considered and we were not chosen. The Concord Library was the winner in our library system.

Other Notes:

September and October are National Library Card Signup Month. The theme is based on the “Incredibles” movie. The BECPL Library Card Committee (which I am a part of) also came up with a theme for adults which is “library cards grow up with you.” I distributed library card applications at both the Elementary and High Schools. There has not been a huge response, but we have signed up a few new patrons. There are a couple of teachers who have expressed interest in bringing their classes for a class visit. Nothing has been scheduled yet.

We have updated our Security TVs. They are both flat screen HD TVs and were rather inexpensive. The old TVs were sent to Central for surplus.

Many of the Light Bulbs in the building were burned out and have been replaced.

The library was represented at last week's Homecoming Parade. I was asked to serve as one of the judges for the floats. Clerk Hannah Broughton and Sr. Page Allie Dotegowski decorated my car and paraded it as part of the celebration.

Effective this Sunday, October 7, we will be reopening on Sunday's from 1pm-4pm.

Sue Alessi and I attended the ACT meeting held at the Collins Library on September 29. Topics included the library contract, trustee training and a new orientation they are developing for new Managers/Directors.

LIBRARY STATISTICS

Type	September			Year to Date		
	2018	2017	Change	2018	2017	Change
Circulation	1,688	1,561	7.5%	16,195	16697	-4.0%
Library Visits	1,189	1,299	-8.5%	12,213	12,356	-1.2%
Computer Use	147	204	-27.9%	1,506	1,801	-16.4%
WIFI	289	290	-0.3%	2,573	2,475	4.0%

FINANCIAL REPORT

A list of financial transactions for all the accounts were presented. Much of the expenses for this period were routine. The largest expense being the new computer desks and chairs.

County Funds: \$54,000.17

Private Funds: \$32,422.69

Money Market Balance: \$42,630.03

Foundation Balance: \$26,905.16

LIBRARY CHARTER

Jacob reported that he has been in contact with our Attorney Robert Schofield. We are in the process of rectifying our issues. In order to move forward with the next phase of the solution, we were asked to follow-up on a desolation vote and merger request of the *North Collins Library Association* which met prior to this meeting. The following resolutions were acted upon:

Trustee Patti Dole moved, and Trustee Sarah Friedrich seconded a motion to adopt the following resolution:

RESOLVED, that Board of Trustees approves the Agreement of Merger in a form substantially consistent with the form presented at the meeting.

After discussion a vote was called and the motion carried upon a vote of 8 in favor, 0 opposed, and no abstentions.

Trustee Jennifer Schiffman moved, and Trustee Tina Cosandier seconded a motion to adopt the following resolution:

RESOLVED, that Board of Trustees approves the submission of the Petition for Merger in a form substantially consistent with the form presented at the meeting.

After discussion a vote was called and the motion carried upon a vote of 8 in favor, 0 opposed, and no abstentions.

Trustee Jim Mardino moved, and Trustee Bonnie Noto seconded a motion to adopt the following resolution:

RESOLVED, that the Board of Trustees authorizes and directs President Alessi and Secretary Maggio, in consultation with counsel, to complete all actions and execute all documents necessary or desirable to apply to the Regents of the University of the State of New York for the merger of The North Collins Library Association into the North Collins Public Library, a N.Y. education corporation, with the Town of North Collins Public Library as the surviving corporation.

After discussion a vote was called and the motion carried upon a vote of 8 in favor, 0 opposed, and no abstentions.

The next step is for these documents to be presented to the Board of Regents. We will hopefully have an update of our status at the next meeting.

NEW BUSINESS

Library Sign

Several board members expressed that we should consider purchasing a new sign for our library. The current sign is in need of repair. Discussion ensued on what type of sign we should consider. It was decided to have Jacob look into possible lighted alternatives. Sue will contact the village to see what the requirements are

Sarah Friedrich brought up the idea of purchasing a smaller letter board sign in the interim. Discussion ensued and it was decided to forgo that at the moment.

Makerspace

Sue Alessi brought up the idea of purchasing a 3D printer for the library. Discussion ensued on where that could be placed in the library. Anne Maggio brought up the idea of a Makerspace area. Discussion continued and the ideas were tabled for this meeting.

Petty Cash Policy

Jacob proposed that the library board consider a Petty Cash Policy. He distributed a draft policy for the board to consider. Patti Dole suggested that we raise the yearly amount to \$500. A vote will be taken at the next meeting.

Christmas Party

The yearly Christmas Party was tentatively scheduled to coincide with our next board meeting on December 6. More discussion on the actual date will follow this meeting.

MOTION TO ADJOURN:

Motion: Jennifer Schiffman, 2nd: Jim Mardino, **PASSED**

The next meeting is tentatively scheduled for December 6th at 5:30 pm.