

**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 2, 2019, 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:

Bonnie Noto, Jennifer Schiffman, Anne Maggio, Sarah Friedrich, and Jim Mardino.

Also attending: Jacob Rachwal – Library Manager

Call to order: Bonnie Noto called the meeting to order at 5:45pm.

Approval/Changes to Minutes from 7/10/19:

Motion: Bonnie Noto, 2nd: Sarah Friedrich. **APPROVED**

Directors Report - Jacob

Staffing

- Bryan Parnitzke resigned from his page position on August 16. The position hasn't been filled yet.

Building and Grounds

- Our walkway was redone by Natures Pride in early August. It looks great. The salting in the winter shouldn't have a negative effect on it.
- Our new garbage can arrived and is in place.
- A new bookshelf has been purchased and now serves as our booksale. Sales are up since it was established.
- The storage room/booksale room is cleared out. It is now just a storage room.

County Budget

- County Executive Poloncarz released his budget for 2020 which includes a 2% increase for libraries.

Trainings/Meetings

- In the last several months I have attended the monthly managers meetings at CEN.
- I also took a class on Racial Equity in August. All libraries were asked to send a staff member.
- I recently signed up for a program that was offered by WNYLRC to earn a Consumer Health Information Specialization certificate. They are offering this because they received a grant from NYS. It is free for me to participate and in turn the library will receive at least \$350 for health programming. I am required to complete at least 12 CE credits to achieve the certificate.

eBooks

- Macmillan Publishing is changing their policy on selling ebooks to libraries effective November 1. Circulation of e-books is up 26.9% over last year.
- The new rule would allow a library to purchase only one copy upon release of a new title. The publisher will then impose an eight-week embargo on additional copies of that title sold to libraries. All libraries were asked to send a letter opposing this.

Programming

- The summer reading program “a universe of stories” was a success. There was a slight decrease in participation from last year, but it was still a great program.
- I took part in the Town’s National Night Out Celebration. I brought supplies to make slime and 30 kids took part in the activity.
- I was at the Love North Collins Event in September and brought the button maker. I distributed literature and over 50 buttons were made.
- I drove my car in the North Collins Central School Homecoming Parade. The car was decorated with supplies from our summer reading program, thanks to the creativity of Clerk/Typist Hannah Broughton and Sr. Page Allie Dotegowski.
- In addition to these events, other fun programs were held over the past couple of months such as Craft Night, LEGO Club, Recycling Regatta, Elephant Appreciation Storytime, Songs and Stories of the Erie Canal with Dave Ruch, Aquarium of Niagara Touch Tank, A Photographic Overview of North Collins Cemeteries and others.
- Library Card Signup month is on now in September and October. The theme is Toy Story.

Upcoming

- Monday, October 14 –ALL DAY – “TOY STORY” Alien Slime Making
- Tuesday, October 15 at 6:00pm - “Mo Willams” Pigeon Storytime
- Monday, October 21 at 6:00pm – LEGO Club
- Tuesday, October 22 at 6:30pm – Craft Night “Pumpkin Painting”
- Wednesday, October 23 from 2:00pm – 8:00pm – Make Your Own Pizza
- Tuesday, October 29 at 6:00pm & 7:00pm – Graham Cracker Haunted House
- Monday, November 18 at 6:00pm – (SPCA) Is a Reptile the Right Pet for You?
- Sunday, December 15 - Chocolate Truffle Making for the Holidays

Statistics

Type	August			Year to Date		
	2019	2018	Change	2019	2018	Change
Circulation	1,510	2,112	-28.5%	13,199	14,507	-9.0%
Library Visits	1,371	1,491	-8.0%	8,828	9,559	-7.6%
Computer Use	99	173	-42.8%	1,071	1,359	-21.2%
WIFI	236	278	-15.1%	2,193	2,284	-4.0%

Financial Report

County Funds - \$51,372.60

Money Market Account Balance - \$42,757.28

Private Funds - \$45,537.47

Petty Cash Balance - \$47.00

NEW BUSINESS

ACT Meeting

- We will host the next ACT meeting on Saturday, October 19 from 9:30am – Noon. Topics to be covered are: a Contract Library Directors Presentation and Accessibility policy presentation.
- We are asked to provide the refreshments. All agreed to provide.

Board Members

- Jacob received a message from Tina Cosandier and she informed him that she will be resigning from the board. She will be providing a letter of resignation soon.
- We will discuss at a future meeting how we will fill her seat.

Bylaws Review

- Jacob presented the Bylaws for the board to review. There were minor changes to some of the terminology in Articles 4 & 5. A vote on the changes were taken.

Motion: Anne Maggio, **2nd:** Bonnie Noto, **APPROVED**

HVAC

- Jacob reported that we have applied for the NYS Library Construction Grant to replace the HVAC in the library. We may be eligible for up to 75% reimbursement through the grant. We will have to pay for the project upfront however. All agreed that it was a good thing to do. The next step will be discussed at a future meeting.

Future Purchases

- Jacob proposed that we look into purchasing a banner with our name on it for outreach events. We will investigate this in the future.

Christmas Party

- All agreed to forgo the December meeting and have a Christmas party instead. Several dates were discussed.

MOTION TO ADJOURN:

Motion: Bonnie Noto, **2nd:** Jennifer Schiffman, **PASSED**

The next meeting is scheduled for Wednesday, January 8, 2020 at 5:30 pm.