

**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, January 2, 2019, at the North Collins Public Library. Due notice was given to trustees and public notice on Social Media, Eden-North Collins Pennysaver, and a posting in the North Collins Library.

The following members were present:

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

Also attending: Jacob Rachwal – Library Manager

Call to order: Jacob Rachwal called the meeting to order at 5:30pm.

Approval/Changes to Minutes from 10/3/18: NONE.

Motion: Sarah Friedrich, 2nd: Jim Mardino **APPROVED**

DIRECTORS REPORT – Jacob Rachwal

Staff

- Beverlie Rogers resigned from her position of Page on December 17. She is going to Florida for the winter. Her position was for 5 hours a week. It has been posted and I will be hiring someone soon to fill her spot.

Sen. Gallivan 2018 Bullet Aid

- The \$2,500 from Sen. Gallivan just arrived and we are now fully reimbursed for the Computer desks and chairs. These funds have been deposited into the Private Account.

Programming

Many programs were held at our library since our last meeting.

- LEGO club has a following of 5-7 kids that come monthly.
- Any program with slime is really popular. I have had 2 all day drop in programs over the last couple of months and each day brought in 35 – 40 kids.
- Story hour with Miss Alice has a devoted following. There are generally 5-10 per week. There have been occasions where 18 kids have come!
- Graham Cracker Haunted Houses were a HUGE success! This was actually a required project for my LIS degree. 3 sessions were held and 55 kids came to make houses.
- Craft Night will often have 5-20 participants depending on the project.
- The Graham Cracker House program (conducted by Explore and More) was held in early December. 19 children came for this program. While still being a good number it is down substantially from last year. The village of North Collins had the same event 2 days before we did. I will seek out collaboration for next year if they are willing. We also had Paul Lawton come and play Santa. He was very well received.
- Central Library's children's department events are also well attended.

Some were more successful than others.

- Thanksgiving and Christmas Story times were not well attended
- Toddler Fun did not maintain a steady following. I will probably try again in the future.

- Movies in the library have not been well attended.

Upcoming:

- Story Hour with Miss Alice – Every Friday at 11:00am
- New Year’s Slime Day – Monday, January 7 ALL DAY
- Book a Tech Trainer – Friday, January 11 from 1:00pm – 4:00pm
- LEGO Club – Wednesday, January 16 at 6:00pm
- Make Your Own Penguin – Sunday, January 20 at 2:00pm
- Zoomobile – World Safari – Tuesday, January 29 at 6:00pm

Other Notes:

- We have had furnace issues in the main library twice this winter. Dan Stroud came and replaced parts. We are running again, but it was out of commission for a couple of weeks. Luckily it wasn’t terribly cold outside.
- Our library was recognized at a recent Managers Meeting at Central for our efforts in signing up new library card holders during library card signup months (September and October). We had a 32% increase in new card holders compared to the previous year.
- We have purchased a new Microwave in the office. Ours was nearly gone.
- The library was represented at last month’s Holiday Parade. I decorated my car and drove along the route.
- Sunday’s hours have not had a massive following so far this fall/winter. I will keep you updated at future meetings. We may want to make changes in the future.
- As 2018 comes to a close, we are in the black with our personnel and building costs. We will not owe Central money for our personnel and building expenses.
- Minimum wage has gone up and the new rate of pay for pages is \$11.10. There is no increase for clerks.
- The Central Library Board of Trustees voted to give Cost of Living Adjustment (COLA) for Library Managers at the Angola Public Library, Ewell Free Library, Marilla Free Library and the North Collins Public Library. The amount of the raise is 2%. Chief Operating Officer, Jeannine Doyle will be requesting a meeting of Board Presidents from these libraries during 2019, to discuss future potential COLA’s and benefits packages. The last agreement was made in 2014, with the last increment of that agreement made in 2016.

Statistics

December statistics are not yet available. Jacob noted that they are likely to be down from last year due to the days that Christmas and New Year’s Eve fall on this year. Below are statistics for November.

Type	November			Year to Date		
	2018	2017	Change	2018	2017	Change
Circulation	1,619	1,511	7.1%	19,831	20,028	-1.0%
Library Visits	1,013	1,114	-9.1%	14,843	14,808	0.2%
Computer Use	124	218	-43.1%	1,838	2,261	-18.7%
WIFI	259	231	12.1%	3,196	2,995	6.7%

Financial Report

Operating Account Balance: \$53,926.00

Private Funds Account Balance: \$35,930.78

Money Market Account Balance: \$42,660.06

OLD BUSINESS

Board Reorganization

The following officers were chosen unanimously for 2019.

President – Patricia (Patti) Dole

Vice President – Bonnie Noto

Treasurer – Jim Mardino

Secretary – Anne Maggio

Discussion ensued about the need to remove Sue Alessi as a signer on all the bank accounts and add Patricia (Patti) Dole. Bonnie Noto proposed a resolution and it was adopted. (ATTACHED)

Motion: Bonnie Noto, **2nd:** Sarah Friedrich, **PASSED**

Discussion turned to the need to fill the vacant seat on the board. Jacob mentioned that 8 members is large and the option to downsize is possible. Patti Dole proposed a resolution to downsize the board to 7 members. And it passed in a 6-0 vote. (ATTACHED)

Motion: Patti Dole, **2nd:** Jennifer Schiffman, **PASSED**

Library Charter

Jacob spoke to our Attorney on 1/2/19 and he said that we did not make it on the agenda for the DLD meeting in December. The merger is expected to be taken up at the January meeting. The issue of our outstanding bill came up. The bill totals \$2,685.67. Bonnie raised the motion to pay the bill and it passed in a 6-0 vote.

Motion: Bonnie Noto, **2nd:** Jim Mardino **PASSED**

Petty Cash Policy

A review of the Petty Cash Policy proposed at the last meeting in October 2018 was discussed. It was passed unanimously.

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

NEW BUSINESS

Schedule of Meetings for 2019

The following dates were agreed upon for 2019 meetings:

March 6, May 1, August 7, October 2 and December 4. All meetings will be held at 5:30pm.

Conflict of Interest Forms

All present members filled out the conflict of interest forms for 2019 as per our Conflict of Interest Policy.

Sue Alessi Memorial Donations

To date, we have received a total of \$1,745 in donations “In Memory of Sue.” All donations have been deposited into the private account. Thank you letters have also been mailed to all of the donors.

Discussion ensued on the many ways that we can memorialize her in the library. Many items were discussed, however the items that there were consensus on were: a tree planted next to the pavilion and new landscaping outside the library building. Jacob will follow up with the town to see if we need special permissions. Remaining money could be spent on programming.

Future purchases/Wish List

A number of items were presented by Jacob for future purchases in 2019.

- **New Pamphlet Holder** – Members did not like the plastic holder presented and asked that Jacob look into metal versions. This would replace the old wooded holder near the main entrance.
- **Large Cork Board for Area Events** – Jacob will look into it.
- **Baby Changing Tables in Bathrooms** – Do we need a table in the men’s room? The women’s room table is stuck open. Jacob will look into replacements.
- **New Sign in front of building** – Jacob reached out to a couple of companies for prices on LED sign. We found out that we are zoned R-1 and that is not allowed. The price was a bit higher than expected too. We also discussed other lighted options. Patti will ask someone she knows about making a sign.
- **“In Memory” Plaque** – For items no longer needed that were purchased in the past in memory of someone. Patti will work on this.
- **Carpet on the Children’s Area Steps** – All agreed that this is needed and told Jacob to work on it.

Long Range Plan

Jacob raised the need for a Long Range Plan for our library. We will be working on it in 2019. We will consult with other libraries already completed plans. We will also hold focus groups for the community.

ACT Meeting

The Annual ACT Workshop will be held on Saturday, March 2 from 8:30am – 1:00pm. They are asking that all libraries be represented by at least 2 trustees at that meeting. Jennifer and Patti said they are interested in attending.

MOTION TO ADJOURN:

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

The next meeting is tentatively scheduled for March 6, 2019 at 5:30 pm.