

**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 6, 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:**

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

**Also attending:** Jacob Rachwal – Library Manager

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

**Approval/Changes to Minutes from 1/2/19:** NONE.

**Motion:** Jim Mardino, 2nd: Patti Dole. **APPROVED**

**DIRECTORS REPORT – Jacob Rachwal**

**Staff**

Brytani Hutchinson has been hired as a page. She started on 2/2/19.

Effective 1/28/19, Erie County has changed their designation classification of part time employees. All PT employees here at this library are now on a probationary period for a time between 6 weeks and 6 months. At which time I will have to recommend them for permanency.

**Programming**

Many programs were held at our library since our last meeting with very good attendance. We have a number of other great programs planned for the future. We have been allotted \$500 from Central for general programming and we also were allotted another \$500 from their year-end appeal. We are hosting a 4 panel display on loan from WNYLRC on the Erie Canal. We will have the display until the end of March.

**Library Maintenance**

Supervisor John Tobia arranged for the hallway to be painted in January at no cost to us. He also approved the repainting of the staff office a week later. A thank you letter has been mailed to him.

Our furnace has gone out 3 times this winter. I spoke to John Tobia and he said that we will have it looked at later this summer. Being almost 20 years old it is possible that it might have to be replaced in the coming years. I told him we may be eligible for a state library grant which I will look into as soon as the library starts the 2020 grant process.

I continue to dispose of surplus equipment. Much has been disposed of already, but I keep finding more. Some things have been shared with other libraries but most is sent to county surplus.

**Other Notes:**

We have started weeding in preparation for our book sale in June. We have completed the Board Books and will be moving on to Picture Books soon.

Jacob attended a Library Advocacy meeting hosted at the West Seneca Library on February 8<sup>th</sup> with Senator Pat Gallivan and Assemblyman Dave DiPietro. Both are big supporters of the library.

The carpet on the stairs in the children's section will be replaced on March 8<sup>th</sup>.

**Our monthly statistics are as follows for February.**

Type	February			Year to Date		
	2019	2018	Change	2019	2018	Change
<b>Circulation</b>	1,699	1,880	-9.8%	3,441	3,528	-2.4%
<b>Library Visits</b>	1,096	1,319	-16.9%	2,057	2,459	-16.3%
<b>Computer Use</b>	142	194	-26.8%	275	360	-23.6%
<b>WIFI</b>	258	243	6.2%	519	484	7.2%

## **Financial Report**

**Operating Account Balance - \$52,970.80**

**Private Funds Balance - \$ 35,459.46**

## **OLD BUSINESS**

### **Library Charter**

Jacob reported that the merger petition was taken up by the Board of Regents in January and approved. We received our merger document. We are under the impression that this fixes our problems and we will proceed in such. All were happy with this news.

### **Sue Alessi Memorial Donations**

Additional donors this month have brought the Sue Alessi Memorials up to \$1,795. We will have to decide how to spend these funds as the Town has agreed to provide landscaping for the library that we were planning to use these funds for at the last meeting. Discussion of the ACT meeting presentation on a library of things ensued and all agreed that this would be a good use of these funds. Jacob was charged with coming up with a list of items that we could potentially buy. The exact allotment will be decided at the next meeting.

### **Open Hours**

A discussion took place about Sunday hours. All agreed that they did not want to see the library open on Sundays in the summer. Jacob mentioned that visitor counts fluctuated a lot over the past year on Sundays. It was proposed by Patti Dole to have the library open from 2pm – 6pm on Thursdays from May 1 to September 30. It was decided to conduct a community survey to decide the best course forward and then make changes based on what the community asks for.

**Motion: Patti Dole 2nd.: Jimardino, APPROVED**

Jacob will inquire if there is anything else that needs to be done with Central to make the change.

## **NEW BUSINESS**

## **State Report**

Jacob presented the 2018 State Report to the board. He noted some changes from the previous years. All seemed to be in order and a vote was taken. It passed unanimously.

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

## **Policies**

Jacob presented Whistleblower and Ethics Policies to the board for approval. He noted that it is mandatory for our library to have policies in these areas. Discussion ensued. We will vote at the next meeting.

## **Future Purchases**

Jacob presented a literature cases for the board to purchase. One was agreed upon and Jacob was told to purchase it.

## **Summer Events**

A hot dog roast is planned for June, as is a Book Sale. Sarah would like to have the library host a Junk in the Trunk fundraiser. Jacob will look into the date of the village wide yard sale.

## **MOTION TO ADJOURN:**

**Motion:** Jennifer Schiffman, **2nd:** Anne Maggio, **PASSED**

The next meeting is scheduled for May 1<sup>st</sup> at 5:30 pm.