

**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, May 1, 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, 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 5:45pm.

**Approval/Changes to Minutes from 3/6/19:** Minor change to wording for Sunday hours.

**Motion:** Jim Mardino, 2nd: Jennifer Schiffman. **APPROVED**

**Library Maintenance**

- I spoke to Supervisor John Tobia and he will be in touch regarding the replacement of bushes in front of the library and a tree in memory of Sue Alessi. We will be one of the sites for Eagle Energy Day on May 17<sup>th</sup>.
- The new literature holder approved for purchase at the last meeting is now in place in the library. Also new carpeting on children's area stairs.

**Summer Reading**

- Summer reading plans are in full force. In the library, summer reading is from June 1 – August 31. Alice is planning her story time which will run for 5 weeks in July-August on Tuesday evenings as Friday mornings. The theme is "A Universe of Stories." We also hope to have a Battle of the Books team.

**Other Notes:**

- The 2018 Comptroller Report has been filed.
- We are continuing our materials weeding in preparation for our book sale the week of June 15-21. We have completed the Fiction, Non-Fiction and Picture Books section.
- We received \$15,000 from the Town of North Collins. This was placed in the private account.
- George Adams from The Eden Appalachian Mountain Players approached me about having a concert in the library free of charge.
- We were invited by Lynn at the Town to participate in National Night Out at Fricano Park on August 6.

**Programming**

Many programs were held at our library since our last meeting. Some large programs of note

- Punkin the Clown "St. Patrick's Day Show" brought in about 20 people.
- Waffle Making in the Library was a HUGE success. In all we had over 60 people come in over the course of the day to make a waffle.
- Zoomobile – World Safari was a huge event. At our best count there were over 130 people who attended. This was a standing room only event.
- Easter Marshmallow PEEP Houses was a success. We had over 30 participants.
- Mr. Dye Presents: The Solar Sytem with Celestia about 20 people attended.

Many upcoming events were noted.

## Statistics

The statistics for April have not been distributed yet. Below are the statistics for March.

Type	March			Year to Date		
	2019	2018	Change	2019	2018	Change
Circulation	1,900	1,776	7.0%	5,340	5,304	0.7%
Library Visits	1,378	1,253	10.0%	3,435	3,712	-7.5%
Computer Use	172	205	-16.1%	447	565	-20.9%
WIFI	296	283	4.5%	815	767	6.2%

## Financial Report

**Operating Account Balance - \$52,514.43**

**Private Funds Balance - \$49,683.39**

## OLD BUSINESS

### Sue Alessi Memorial Donations

Jacob presented a number of possible “Library of Things” that could be purchased with these donations. All agreed that this would be a good use of these funds. The total of these items will be in the \$1,300 range. There will be leftover funds and we will decide how to use this in the future. All agreed that we should move forward with the purchase. A vote taken.

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

### Annual Report to the Community

Jacob presented a pamphlet which provided a summary of our annual report and will be distributed to the community. Everyone thought it looked great and agreed to a vote.

**Motion: Sarah Friedrich 2nd.: Jimardino, APPROVED**

### Whistleblower and Ethics Policies

Discussion on the proposed Whistleblower Policy and Ethics Policy from the last meeting. All agreed this was necessary and a vote was taken on each policy individually.

**Motion: Sarah Friedrich 2nd.: Jimardino, APPROVED**

### Sunday Open Hours

Following the last meeting, was decided to conduct a community survey to decide the best course forward and then make changes based on what the community asks for. The results of the survey were shared and it was clear that consistent Sunday hours was the way forward. The board took a vote and it was decided to have year round Sunday hours.

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

It was also decided that it would be prudent to close the library whenever there is a Monday holiday or if a secondary holiday falls on a Sunday. A vote was taken on closing on the following Sundays in 2019:

May 12 (Mother's Day), May 26 (Memorial Day), June 16 (Father's Day), September 1 (Labor Day) and November 10 (Veterans Day).

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

## **NEW BUSINESS**

### **20<sup>th</sup> Anniversary of the Library Building**

Jacob said that it has been brought to his attention that we are coming up on the 20<sup>th</sup> Anniversary of the library building in October. Discussion ensued on whether we should commemorate this event. All agreed that they did not want to do anything huge, but we should do something. It was agreed that we could have a party with cake. Jacob said that he could prepare a slideshow in the meeting room. More discussion will happen at the next meeting.

### **Junk in the Trunk Fundraiser**

Jacob and Sarah met since the last meeting and have laid the groundwork for this event. This event will take place in the parking lot between 10am and 2pm on June 15<sup>th</sup>. The cost is \$10 a space. This will coincide with the village wide yard sale. In addition to the vendors, the library will be open from 10am-2pm. We will also be selling pop, chips and Popsicles and our North Collins Apparel that day. This will also be the first day of our week long book sale.

### **Hot Dog Roast**

Legislator Mills will be unable to host the hot dog roast again this summer. He has promised a donation to the library. It was agreed upon that it was a fun event last summer and we will continue again this summer. The date will be Wednesday, June 19 from 5pm-7pm. We have a performer (InJest) coming at 6:30pm that night.

### **Future Purchases**

Discussion about the staff water cooler was brought up. It was agreed that we should buy our own and get our water from BJs. Jacob will see what we have to do to disconnect from our current supplier.

## **MOTION TO ADJOURN:**

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

The next meeting is scheduled for Wednesday, August 7 at 5:30 pm.