

**ORCHARD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 16, 2024**

PRESENT:

Doug McFarland, President
Peggy Errington, Library Director
Jack Hinnners, Treasurer
Peggy Snajczuk, ACT Liaison
Marianne Eimer, Secretary via phone

EXCUSED:

Ann Marie Newbury, Vice President

ABSENT:

Paul Pietrantone, School Liaison
Friends of the Library liaison

Opening:

The meeting was opened by Doug McFarland at 9:08 AM.

Minutes:

The minutes were approved from our last meeting on a motion from Doug McFarland and seconded by Peggy Snajczuk. Motion carried.

Treasurer's Report:

Jack Hinnners reported that there is nothing new with the community funds, which are still solvent. The Treasurer's Report showed that Vouchers 1036 - 1038 were approved for operating funds and Vouchers 517 - 518 were approved for donated funds. Peggy Snajczuk moved to approve the report, seconded by Marianne Eimer. Motion carried.

Contracting Library Financial Report:

Peggy Errington reported that financial figures reflect current regulations. Income from fines and lost books remain down, however recovery costs did exceed expectations. Income from print copies has increased due to additional visitors to the library. Jack Hinnners moved to approve the report and Doug McFarland seconded it. Motion carried.

Librarian's Report:

Peggy Errington reported the Orchard Park Public Library statistics are in the black including circulation count, visit count, and WIFI use for example. The annual Report shows an increase of 17.2% for circulation, 25.1% for computer use, 11.5% for library visits, and 21.6% for WIFI use. All offered programs have been well-attended. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

Building and Grounds Report:

Peggy Errington reported that all check ups required to keep the Orchard Park Public Library functioning smoothly have been completed with positive results. The camera security system must be reset after a power outage because there is no battery backup. Battery back-up feasibility was discussed. The only

area impacted was the parking lot, because the building was closed. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

ACT Meeting:

Peggy Snajczuk reported that the next general meeting is scheduled for March 9, 2024 and will be held at the Central Library. The bylaws are getting updated. She reported she expects a fuller report in February with the final outcome a fully reorganized contract. The next challenge is to convert the existing contract language to a more understandable version geared toward the general population. Doug McFarland moved to approve the report, seconded by Marianne Eimer. Motion carried.

Friends of the Library:

There are no representatives present but Peggy Errington attended the latest Board meeting. The quarterly sale scheduled for March has been canceled. It is expected that two Pop-Up sales will be held, one in January and another in March. The Friends has agreed to pay the cost of reupholstering ottomans that are found in the Book Nook. It was reported that sales from the Book Nook and the Book Carts have exceeded expectations. The group is also looking to recruit new members.

OPCS Liaison

Paul Pietrantone will continue as the Orchard Park School District liaison to the Orchard Park Public Library Board of Trustees.

Other:

Peggy Errington reported she has received a letter of appreciation from a patron, praising her for the open spirit of community and congeniality offered to all visitors. It was her skill as Library Director that this patron attributed this welcoming atmosphere to, which the patron feels is present throughout the Orchard Park Public Library.

Unfinished Business:

Library Expansion Planning:

As of January 1, 2024 the Orchard Park Public Library now has new Town Board Councilmembers acting as liaisons, including Julia Mombrea and Scott Honer. Town Board members will be invited and encouraged to attend the Orchard Park Library Board of Trustees meeting to be held at 6:00 PM on May 21, 2024. Expansion plans will continue to be discussed.

New Business:

Peggy Errington reported the pricing for the reupholstery costs for three wing chairs is \$3,930.00 with additional delivery costs. Peggy Snajczuk moved for the Board to authorize up to \$4,500.00 to fully cover those costs which was seconded by Marianne Eimer. Motion passed.

Peggy Errington reported that the AED device has now been mounted in the hall across from the restrooms. The Town recommended we purchase a box for \$100.00 to more securely anchor and protect it. Doug McFarland moved we accept this recommendation and Jack Hinnners seconded it. Motion passed.

Trustee Elections:

The following Trustees will continue on the Board of Trustees for the Orchard Park Public Library:

Doug McFarland remains Board President

Ann Marie Newbury remains Board Vice-President

Jack Hinnners is leaving the position of Treasurer but will stay until a replacement is found.

Marianne Eimer is leaving the position of Secretary following the May 21st 2024 meeting.

Peggy Snajczuk remains as ACT liaison

Doug McFarland moved that the report be approved, and Peggy Snajczuk seconded. Motion passed.

Kwik Boost Charging Stations:

Peggy Errington reported that the East Aurora Public Library is using Kwik Boost Charging Stations which clamp to library tables, facilitating easier patron use for laptops, iPhones, etc. to recharge equipment.

Each set has 6 stations with 9 rechargeable batteries, costing approximately \$1400.00. Board members asked that she investigate the security used to anchor the stations in East Aurora and report back at the next Board meeting. Issue is tabled until the March Board meeting.

Revision of Suspension of Library Privileges:

Peggy Errington has reported that the Buffalo and Erie County Public Library has provided a Revised Suspension of Library Privileges Policy that the Board will consider using as a template for the Orchard Park Public Library. This will happen at a future Board meeting.

Adjournment:

Motion to adjourn made by Doug McFarland and seconded by Jack Hinnners. Motion carried. Meeting adjourned at 10:08.

Respectfully submitted by Marianne Eimer. Secretary