

**ORCHARD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 17, 2023**

PRESENT:

Doug McFarland, President
Ann Marie Newbury, Vice President
Peggy Errington, Library Director
Jack Hinnners, Treasurer
Peggy Snajczuk, ACT Liaison
Marianne Eimer, Secretary via phone
John O'Connor, Vice Pres. of Friends of the Orchard Park Library

ABSENT:

Paul Pietrantone, School Liaison
Conor Flynn, Town Representative

Opening:

The meeting was opened by Doug McFarland at 9:03 AM.

Minutes:

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

Treasurer's Report:

Jack Hinnners reported that community funds are still solvent. The Treasurer's Report showed that Vouchers 394 - 398 were approved for operating funds and Vouchers 503 - 506 were approved for donated funds. Peggy Snajczuk moved to approve the report, seconded by Doug McFarland. Motion carried.

Contracting Library Financial Report:

Peggy Errington reported that financial figures reflect current regulations and are stable. The water bill is lower due to the watering system needed during the summer months. Projected revenue is under performing which has been anticipated by Central. Copy machine revenue is in the black. Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

Librarian's Report:

Peggy Errington reported that library circulation statistics are increasing even though service was unavailable during the November and December snow storms. The circulation report shows that 250,766 items were circulated with 91,000 being automatically renewed. The Orchard Park Library will now receive monthly first time circulation reports. Library cards are blocked for those patrons who accumulate over \$50.00 in lost, damaged materials valued, or in printing fees. For staffing, a new Part-Time Librarian and a new part-time Page have been hired. Doug McFarland moved to approve the report, seconded by Peggy Snajczuk. Motion carried.

ACT Meeting:

Peggy Snajczuk reported that the first meeting of the year will be held Saturday, January 21st, in West Seneca. There will only be in-person attendance. She will be reporting on Contracting Library contract revisions. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

Friends of the Library:

John O'Connor reported that the most recent mass mailing was successful, with a total of 325 members currently, including 85 Life Time members. For Book Sales in 2023, there will be one big sale in early or late Spring and another in late Fall. Another book case has been purchased to display donated books for sale.

Other:

The Orchard Park Library Meeting Room usage policy is due for review.

Unfinished Business:

Peggy Errington reported the NARCAN supplies have arrived from the Erie County Health Dept, but no dispenser. These will be located in the restrooms placed above the tile, providing access for community members. She is waiting to hear back from the Erie County Health Dept. representative to set up training for and distribution of the Narcan medication.

Library Expansion Planning:

The recent storms impacted plans in place to find a replacement from the Town to fill Conor Flynn's position. He has been absent from Board meetings. Town Board members will be invited and encouraged to attend the Orchard Park Library Board of Trustees meeting to be held at 9:00 AM on March 21, 2023 in order to be updated on the Library Expansion Plan for the future, as well as other library initiatives.

New Business:

Trustee Elections: The Orchard Park Library Board of Trustees members were due for elections. The current Board members are retaining their positions.

B&ECPL Personnel Changes: A resolution was made to accept the changes made to the B&ECPL Personnel Policies. Motion made by Doug McFarland to approve the election and the Personnel Policies changes by Central, and seconded by Ann Marie Newbury. Motion carried.

OPK Constructions Projection (NYS) 2023 – 2027: Peggy Errington reported this projection occurs every 5 years. The Town has been consulted concerning construction costs. The requested amount totals \$3.8 million. The costs include such projects as new carpeting, tile replacement, and projected expansion costs. Doug McFarland moved to accept the report, and was seconded by Ann Marie Newbury. Motion carried.

Revised Suspension of Library Privileges Appeals Process: This document submission has been tabled until further research has been conducted. Issues such as the Open Meeting regulation by NYS and liability of the Orchard Park Library during proceedings will be addressed. A special meeting may be called, if necessary, should another incident occur prior to further review. Doug McFarland moved to accept the report, and was seconded by Jack Hanners.

Adjournment:

Motion to adjourn made by Doug McFarland. Seconded by Jack Hanners. Motion carried. Meeting adjourned at 10:30 AM.

Respectfully submitted by Marianne Eimer. Secretary.