

**ORCHARD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 18, 2022**

PRESENT:

Doug McFarland, President
Ann Marie Newbury, Vice President
Peggy Errington, Library Director
Marianne Eimer, Secretary on mobile
Jack Hinnners, Treasurer
Peggy Snajczuk, ACT Liaison
Paul Pietrantone, School Liaison

ABSENT:

Conor Flynn, Town Representative
Friends of the Library Representative

Opening:

The meeting was opened by Doug McFarland at 8:06 AM.

Minutes:

The minutes were approved from our last meeting on a motion from Jack Hinnners and seconded by Peggy Snajczuk.

Treasurer's Report:

Jack Hinnners reported that community funds are in good shape, with no major changes. The Treasurer's Report showed that Vouchers 350 - 354 were approved for operating funds and Vouchers 482 – 483 were approved for donated funds. Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

Contracting Library Financial Report:

Peggy Errington reported that currently finances are solvent at this time. Due to the impact of the COVID pandemic, Erie County has revised expectations of what the Orchard Park Public Library can contribute. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

Librarian's Report:

Peggy Errington reported the trend continues showing an improvement for community involvement. Programs continue to be held mostly in-person with multiple sessions offered in order to limit attendance to allow for social distancing. A Teen Advisory Group has been established due to the efforts of Sam Bortle, the new Part-Time Librarian. The Book Boxes for teens continue to be popular and an Escape Room program titled "Escaping 2021" was well received. Peggy Errington reported that the Orchard Park Public Library has come in as the 5th most active library for circulation in the BECPL system and had 92,384 visits for the year. Doug McFarland moved to approve the report, seconded by Peggy Snajczuk. Motion carried.

ACT Meeting:

Peggy Snajczuk reported that a meeting was remotely held 2 weeks ago. Discussion items included the new standards for a minimum of 2-hour annual training of Trustees scheduled to go into effect in 2023,

and the revision of the contract which is on hold until a permanent Director of the BECPL is in place. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

Friends of the Library Report:

No representative attended. Peggy Errington reported the Friends group is planning a Book Sale early in March and perhaps in June. A pop-up sale may be held instead which would take place on a smaller scale in the library open space rather than the meeting room. The Friends website is being updated in order to facilitate an online membership enrollment. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

Other:

Peggy Errington reported that there has been a monthly fee charged by the Waste Management services to cover the administrative costs of paper billing. The decision was made to enroll in paperless delivery of the monthly invoice to eliminate this charge. Doug McFarland moved to approve this report, seconded by Ann Marie Newbury. Motion carried.

Unfinished Business:

Library Expansion Planning:

Doug McFarland reported the proposed meeting with Conor Flynn did not take place. However, a new meeting is expected and will include Peggy Snajczuk and Jack Hinnners. The purpose of this meeting is to keep the Town Board members informed on the steps being taken by the Library Board of Trustees to plan the expansion. Currently a Planning Group made up of a combination of Library Board members and interested community members is getting organized.

Railway Depot Parking:

Doug McFarland met with the Railway Depot staff to discuss parking issues. There will now be notifications between the Depot and the Library concerning planned events from both venues. The Depot has increased the cost of an event and will only offer use of the Depot between May and October.

COVID Response Update:

Due to the changes recommended by the CDC, Orchard Park Public Library staff who have had COVID will now be required to isolate for 5 days rather than 10, and continue to wear a mask at all times for an additional 5 days. Those who have come in contact with people sick with COVID and have been vaccinated including the booster are able to work onsite but must wear a mask at all times for 10 days and have a PCR test on day 5. This will improve staffing coverage in order to keep the Library open in compliance with New York State regulations. Previously library staff, regardless of vaccination status, who had been in close contact with someone who had tested positive for COVID-19 were required to quarantine for 10 days.

Proposed Board Meeting Time Change:

A suggestion was made to move the meeting time from 8:00 AM to 9:00 AM. This will allow community members to easily access the meeting. It was unanimously accepted by the Board Members. Our next Board meeting is scheduled for March 15th at 9:00 AM in the Library. Jack Hinnners moved to approve this change, seconded by Ann Marie Newbury. Motion carried.

New Business:

Trustee Elections

Peggy Errington announced it was time to re-elect current Library Board of Trustees members. All members agreed to serve another year and the election took place. Doug moved to approve this election, seconded by Jack Hinners. Motion carried.

Patron Incident

Peggy Errington reported that a patron experienced incontinence issues and was notified this is considered a health hazard to other Library patrons. It was recommended this patron consult with health providers concerning this issue if they want to continue with in-person visits to the Library.

Revised Code of Conduct Policy:

Peggy Errington introduced a revised Code of Conduct Policy for the Board members to consider, specifically dealing with behavior resulting in unsanitary, potentially bio-hazardous conditions. The Board members voted to adopt the new policy for the Library's Code of Conduct for patrons as written. Peggy will continue to review the policy. Doug McFarland moved to approve the revised code, seconded by Ann Marie Newbury. Motion passed.

Adjournment:

Motion to adjourn was made by Doug McFarland, seconded by Jack Hinners. Motion was carried. Meeting adjourned at 9:27 AM.

Respectfully submitted by
Marianne Eimer, Secretary